

Thank you for your interest in submitting an Abstract for the 2019 Florida Society of Anesthesiologists Annual Meeting. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the Abstract process or the use of the submission site, please call 786-300-3183 and ask to speak to Dan Berlant (x118) or Jason Levine (x100). You may also email [Abstracts -AT- fsahq -DOT- org](mailto:Abstracts-AT-fsahq-DOT-org) with your questions and comments.

The Abstract submission system includes the following features:

User Accounts:

All users must register to use the system. All Abstracts submitted by an account can be viewed and managed from the account. Abstracts may be edited or deleted without having to contact FSA office.

Save for Later:

If you need to leave before finishing a submission, simply logout and log back in later. Your Abstract will be saved at the last point you saved data.

Improved Support for Special Characters

Most of the standard ASCII character set can be copied from your word processor and into the Abstract text. Abstracts may now contain formatting and improved scientific character recognition.

IMPORTANT DATE:

THE SUBMISSION DEADLINE FOR ALL ABSTRACTS IS

Friday, March 1, 2019 @ 5:00 PM PT

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Part 1 – Accessing the Abstract Submission Site

To access the Abstract submission site, please go to the following page:

<http://www.fsahq.org/abstracts/>

On that page, you will see a link to access the Abstract submission site. Please follow that link after reading the instructions on FSA website.

After following the link you should see a page similar to the following:

Abstract Submission and Management

Welcome to the online abstract submission site for the FSA 2019 Annual Meeting.

FSA 2019 Annual Meeting will be held
June 14-16, 2019
at the Breakers in Palm Beach, FL.

SUBMISSION DEADLINE:
Friday, March 1, 2019, 5:00 PM PT

NOTE: ALL content authors are required to disclose any financial relationship(s) with an [ACCME-defined commercial interest](#) ("industry"). Also, no content author may be an employee of a commercial interest.

There is a 500-word limit for FSA Abstract Submissions.

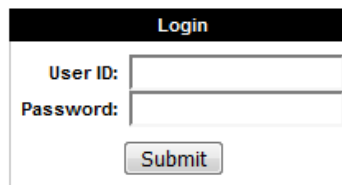
The abstract must represent original work that has not been published or presented prior to the dates of this meeting (abstracts presented at Gulf Atlantic Anesthesia Resident Research Conference (GAARRC) may be submitted to FSA).

Images and tables are allowed in the submission but images must be no larger than 1MB and have a max width of 900 pixels and a max height of 900 pixels

Please visit the following web page for other rules, guidelines, and instructions:

<http://www.fsahq.org/abstracts/>

ALL submitters **MUST** create a new account to submit an abstract(the link to create a new account is below the login box).



The image shows a login form with a black header containing the word 'Login'. Below the header, there are two text input fields. The first is labeled 'User ID:' and the second is labeled 'Password:'. Below these fields is a button labeled 'Submit'.

Attention:

- Need to create an account? [Click here](#)
- Forgot your password? [Click here](#)

This is the entry page for the Abstract software. **ALL submitters MUST create a new account to submit an Abstract. Accounts created in the past submission run will no longer work. You must create a new account for 2018 / 2019 (you may use the previous username and password).** The link to create an account is found just below the login box.

Part 1a – Technical Requirements

We have tested the software with multiple browsers and operating systems. Please use one of the following to access the Abstract submission system.

Browsers:

Windows:

MS Internet Explorer 9 or newer

Current versions of:

- Firefox
- Chrome

Macintosh:

Current versions of:

- Safari
- Firefox
- Chrome

Mobile Devices:

We do not currently support mobile browsers

Screen Resolution:

We recommend setting your screen resolution to **AT LEAST** 800x600 pixels. Users with a screen resolution of 640x480 pixels will have a hard time navigating the site. All screenshots were taken at 1920x1080 resolution with Firefox 23.0. What you see will vary depending on your computer and browser settings.

Part 2 – Creating a New Account

You must create an account before you can submit Abstracts for this meeting. Each user account can submit an unlimited number of Abstracts. If your institution is planning on submitting multiple Abstracts, it may be to your benefit to coordinate all submissions under one account for easier management. Once you have clicked on the link to create a new account (from [Part 1](#)), you will see the following screen:

The screenshot shows a web form titled "Register User" with a sub-section "Contact Name" and "Details". The form contains the following fields:

- *First Name: Test
- MI: (empty)
- *Last Name: User
- *Title: MD (highest degree)
- *Email: abstracts@fsahq.org
- *Confirm Email: abstracts@fsahq.org
- *User ID: testuser

A "Save" button is located at the bottom right of the form.

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Please fill out this form completely, as all fields (except Middle Initial) are required. This is the main Contact Name for the entire account. Individual Abstracts can have a different contact name if desired.

You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you add @submitmyabstract.com email addresses in your spam filter to prevent the message from being blocked. Passwords are automatically generated and emailed to verify the email address. This step is necessary because we will be conducting communications almost entirely by email. After submitting the above form, you should receive the password by email within 5 minutes. If no email is received after 10 minutes, please contact the [FSA Office](#) for assistance.

Part 3 – Logging In

By now, you have created an account using the form from [Part 2](#) and you have received your password by email to the address you provided. The randomly generated password will look something like this:

6TZldrK3S2

Follow the link in the email to go back to the Abstract site login screen and enter the User ID you created into the User ID box (see below). The passwords **ARE CASE SENSITIVE**, so you must enter capital and lowercase letters exactly as shown in the email. ***We suggest that you copy and paste the password from the email into the login box.*** Once you have entered your User ID and password, click the **Submit** button to log in.

Abstract Submission and Management

Welcome to the online abstract submission site for the FSA 2019 Annual Meeting.

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There is a 500-word limit for FSA Abstract Submissions.

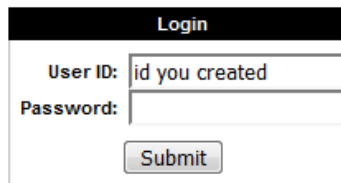
The abstract must represent original work that has not been published or presented prior to the dates of this meeting (abstracts presented at Gulf Atlantic Anesthesia Resident Research Conference (GAARRC) may be submitted to FSA).

Images and tables are allowed in the submission but images must be no larger than 1MB and have a max width of 900 pixels and a max height of 900 pixels

Please visit the following web page for other rules, guidelines, and instructions:

<http://www.fsahq.org/abstracts/>

ALL submitters MUST create a new account to submit an abstract (the link to create a new account is below the login box).



The image shows a login form with a black header containing the word "Login" in white. Below the header, there are two input fields. The first is labeled "User ID:" and contains the text "id you created". The second is labeled "Password:" and is empty. Below these fields is a button labeled "Submit".

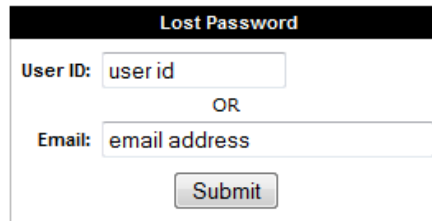
Attention:

- Need to create an account? [Click here](#)
- Forgot your password? [Click here](#)

Part3a – Resetting a Forgotten Password

Upon clicking the “**Forgot your password? Click here**” link on the login screen, you will be taken to the password reset screen:

Abstract Submission and Management



Lost Password

User ID:

OR

Email:

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the [FSA office](#) for technical support.

Part 4 – The Main Menu

After a successful login, you will see the following screen:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstracts Display:

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Because this is your first time logged in, you have no Abstracts in the system.

To begin submitting a new Abstract, click the **"New Abstract"** link at the top of the page ([go to Part 5](#)).

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstracts Display:

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

To change the randomly generated password, **click on your user ID** at the top right of the screen ([go to Part 4a](#)).

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstracts Display:

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Part 4a – Changing the Password

To change the randomly generated password to something easier to remember and type, click on your **User ID** at the top right of the main menu. You will see the following screen:

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and the user's ID 'testuser' with a 'logout' link. Below this is the 'Contact Name' section, which contains a 'Details' form. The form has the following fields:

- *First Name: Test
- *Last Name: User
- *Title: MD (highest degree)
- *Email: abstracts@fsahq.org
- *Confirm Email: abstracts@fsahq.org
- *User ID: testuser
- *Password: (8-15 alphanumeric)
- Confirm: (8-15 alphanumeric)

A 'Save' button is located at the bottom of the form. A red arrow points from the 'User ID' link in the top navigation bar to the 'User ID' field in the form.

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

To change the password, first enter your email address in the “Confirm Email” text box and then simply enter the new password in the Password and Confirm fields and click the **Save** button. You will see a message at the top of the screen if the information was saved successfully. At that point, you can **Logout**, return to the **Main Menu** or begin a **New Abstract**.

Part 5 – Submitting a New Abstract || Step 1 – Contact Information

When you click on the **New Abstract** button at the top of the Main Menu, you are taken to the following screen:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [TestUser](#) | [logout](#)

Abstract Submission: Corresponding Author

*First Name: MI:

*Last Name:

*Degree: (Please select highest degree. This is not used in publication, simply for correspondence regarding submission)

*Address:

*City:

*State:

*Postal Code:

*Country:

*Phone:

*Cell Phone:

*Email:

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

All fields marked with the **red asterisk (*)** are required and may not be left blank. The system assumes that the Contact Name of the account will also be the contact for the Abstract, but you may change this if you wish.

Please enter a valid postal address as well as a valid phone number and email address. Entering a fax number is optional but highly recommended.

Click the **Next** button at the bottom of the page to continue, or click the **Cancel** button to discard this Abstract and return to the Main Menu.

Part 5 – Submitting a New Abstract || Step 2 – Title, Authors & Institutions

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

*Author(s):

**

In accordance with ACCME regulations, the accredited provider for this activity, must ensure that anyone who is in a position to control the content of the education activity has disclosed to us all relevant financial relationships with any commercial interest (see below for definitions) as it pertains to the content of the presentation. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to resolve the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

Glossary of Terms:

Commercial Interest - A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.

Financial Relationships - Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Relevant Financial Relationships - The ACCME focuses on financial relationships with commercial interests in the 12-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines "relevant financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

Conflict of Interest - Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.

Enter the Abstract title in the first field on this screen. The title is limited to 255 characters. Do not use abbreviations or references to authors or institutions in the title. Please also DO NOT give away the answer to your case in the title. The title should invoke interest, but not give away the answer to the case.

Enter all of the institutions for the Abstract authors on the next line. This field is also limited to 255 characters.

Click **Add Author** to begin adding the First (Primary) Author.

The screenshot shows the 'Abstract Submission and Management' software interface. The main window title is 'Abstract Submission and Management'. Below the title bar, there are navigation links: '>> Main Menu | New Abstract' and user information: 'User ID: TestUser | logout'. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions'. It contains a form with a field for '*Abstract Title:'. A modal window titled 'Add Author' is open over the main form. The modal window title is 'Abstract Submission: Add Author'. It contains several fields: '*First Name or Initial:' with a text box and 'MI:' with a small text box; '*Last Name:' with a text box; 'Degree(s):' with a text box and a note '(separate multiples with a space, i.e. PhD RN)'; 'Cell Phone:' with a text box; 'Email:' with a text box; '*Institution:' with a text box; '*Training Status:' with radio buttons for 'Student', 'Resident', 'Fellow', and 'N/A'; and a question '*Has this author or their spouse had within the last 12 months a financial relationship with a commercial interest?' with radio buttons for 'Yes' and 'No'. At the bottom of the modal window are 'Cancel' and 'Submit' buttons.

Enter in the author's name and use the Presenter check-off to indicate whether the author will present the Abstract at the FSA Session if it is accepted. Then check-off if there is a relevant financial relationship to disclose for the author or their spouse.

FSA, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. All Potential Speakers participating in a sponsored activity are expected to disclose any significant financial interest or other relationship (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the activity. (Significant financial interest or other relationship can include such things as grants or research support, employee, consultant, major stockholder, member of speaker's bureau etc.)

The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interest or relationships may influence the presentation with regard to exposition or conclusion.

It is at this point where you must disclose any and all relevant financial relationships with commercial interests. If there is nothing to disclose, select **No**; you will be taken back to the previous page where you may add more authors. If there is anything to disclose, select **Yes**; you will be taken to another page to enter your disclosure(s) and conflict of interest management strategy.

The screenshot shows the 'Abstract Submission and Management' interface. The main page is titled 'Abstract Submission: Titles, Authors & Institutions' and contains input fields for 'Abstract Title', 'Institutions', and 'Author(s)'. A modal window titled 'Add Author' is open, displaying a 'Disclosure: Test User' form. The form asks for 'Company', 'What was received', and 'What was the role'. Below these, it asks 'Is this relevant to this abstract?' with 'Yes' and 'No' radio buttons. A red box highlights the 'Please select a conflict of interest management strategy:' section, which includes several radio button options: 'The financial relationship does not relate to the content of my educational assignment/presentation.', 'I will be using best available published evidence to support my presentation. (Please explain or list evidence/studies cited below)', 'I am changing my relationship with the commercial interest. (Please specify the nature of change below)', 'All scientific data referenced or used as justification of patient care recommendations conforms to the generally accepted standards of experimental design, data collection, and analysis. (Please explain or list data referenced below)', 'I suggest that my presentation be peer reviewed prior to the activity date. (List names of people who should peer review below separated by commas)', 'I am unsure how to resolve my potential conflict of interest. Please have someone from the CME office contact me.', and 'Other. (Please specify below)'. At the bottom of the dialog are '<< Back' and 'Submit' buttons.

Enter author's financial disclosure.

If the disclosure is relevant to the Abstract being submitted, click **Yes**; the strategy options for conflict of interest management will appear. Select the appropriate strategy and then click **Submit**.

If the disclosure is NOT relevant to the Abstract being submitted, click **No** and then click **Submit** to advance to the next screen to add another disclosure or complete the disclosure entry for the author.

You will be taken to another page to add more disclosures OR finalize the disclosure entry.

The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this, there are three input fields: '*Abstract Title:', '*Institutions:', and '*Author(s):'. A modal dialog titled 'Add Author' is open, showing a 'Disclosure: Test User: Submitted' message. The dialog text asks: 'Would you like to submit another statement of financial disclosure for this author for a different company? Click YES to proceed to the disclosure form. Click NO to close this window.' There are two buttons, 'NO' and 'YES', at the bottom of the dialog.

If you select **Yes**, you will be directed to another disclosure screen similar to that pictured above. If you select **No**, you may move on to add the next author.

Enter the rest of the Authors in the same manner; making sure the disclosure information is accurate and up to date. You may add any number of authors in any order you wish once you have completed adding the First (Primary) Author.

Click **Save & Continue** to move on to the next step or **Back** to edit the contact information. From this point forward, if you leave the site, your Abstract will be saved.

Part 5 – Submitting a New Abstract || Step 3 – Type and Topic

Abstract Submission and Management
» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Type and Topic
*Topic: (Please choose the topic below that most closely matches the topic of your abstract)
----- select -----

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Choose the topic that most closely matches the topic of your abstract.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

Part 5 – Submitting a New Abstract || Step 4 – Additional Information

Abstract Submission and Management
» [Main Menu](#) | [New Abstract](#) User ID: [TestUser](#) | [Logout](#)

Abstract Submission: Additional Information

*Which day would you prefer for your presentation?

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Use the pull-down menu to indicate which day you would prefer for your presentation

Part 5 – Submitting a New Abstract || Step 5 – Edit your Abstract Content

Once you have entered the basic information for your Abstract, the Abstract editor will now appear on screen. You will now be able to edit your Abstract.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Body

Please enter up to **500** words.

Editor Tool Bar

« Back

Next »

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

Entering Text

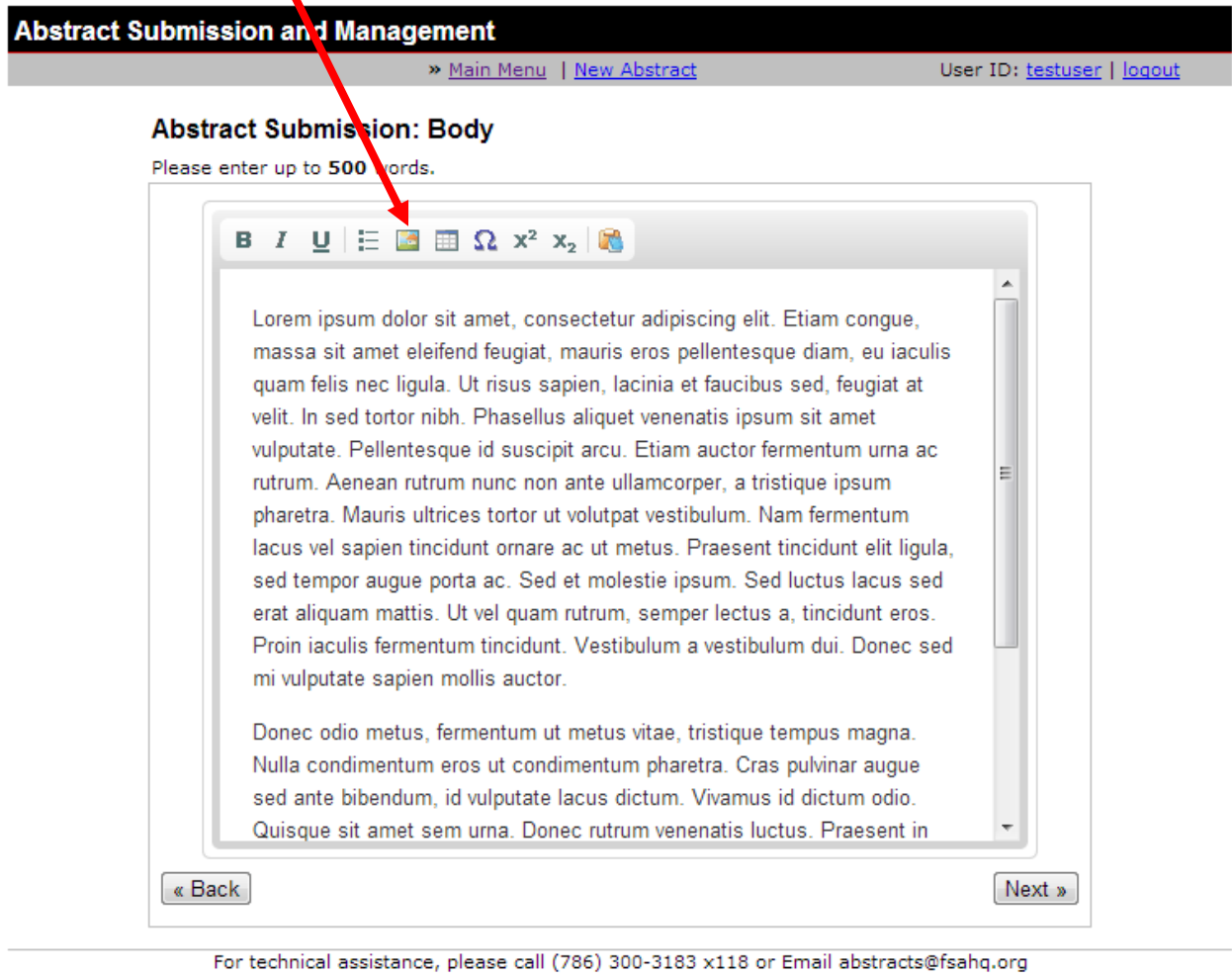
1. You may enter Abstract text simply by typing it in the Abstract box.
2. Alternatively, you may use the editor's copy & paste function
 - a. You may copy & paste from **MS Word** or paste as **Plain Text** by choosing the appropriate icon in the editor tool bar.

Please Note:

- Every Abstract submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the online submission system.

Inserting an Image

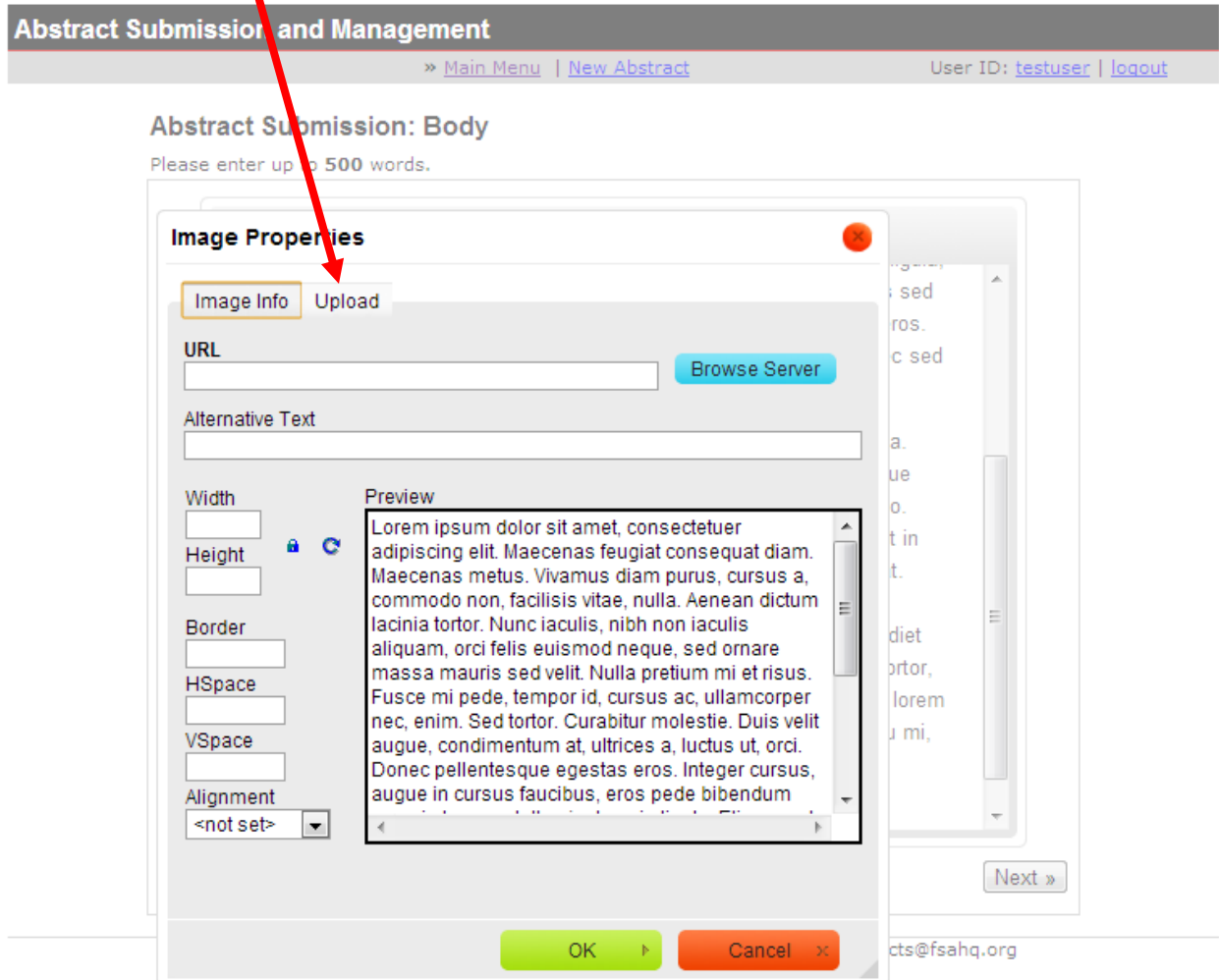
1. Select the **Image icon** from the editor tool bar



The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Body', followed by the instruction 'Please enter up to 500 words.' Below this is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Image, Table, Link, and Math. A red arrow points to the Image icon. The editor contains two paragraphs of placeholder text. At the bottom of the editor are 'Back' and 'Next' buttons. A footer at the bottom of the page provides technical assistance contact information: 'For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org'.

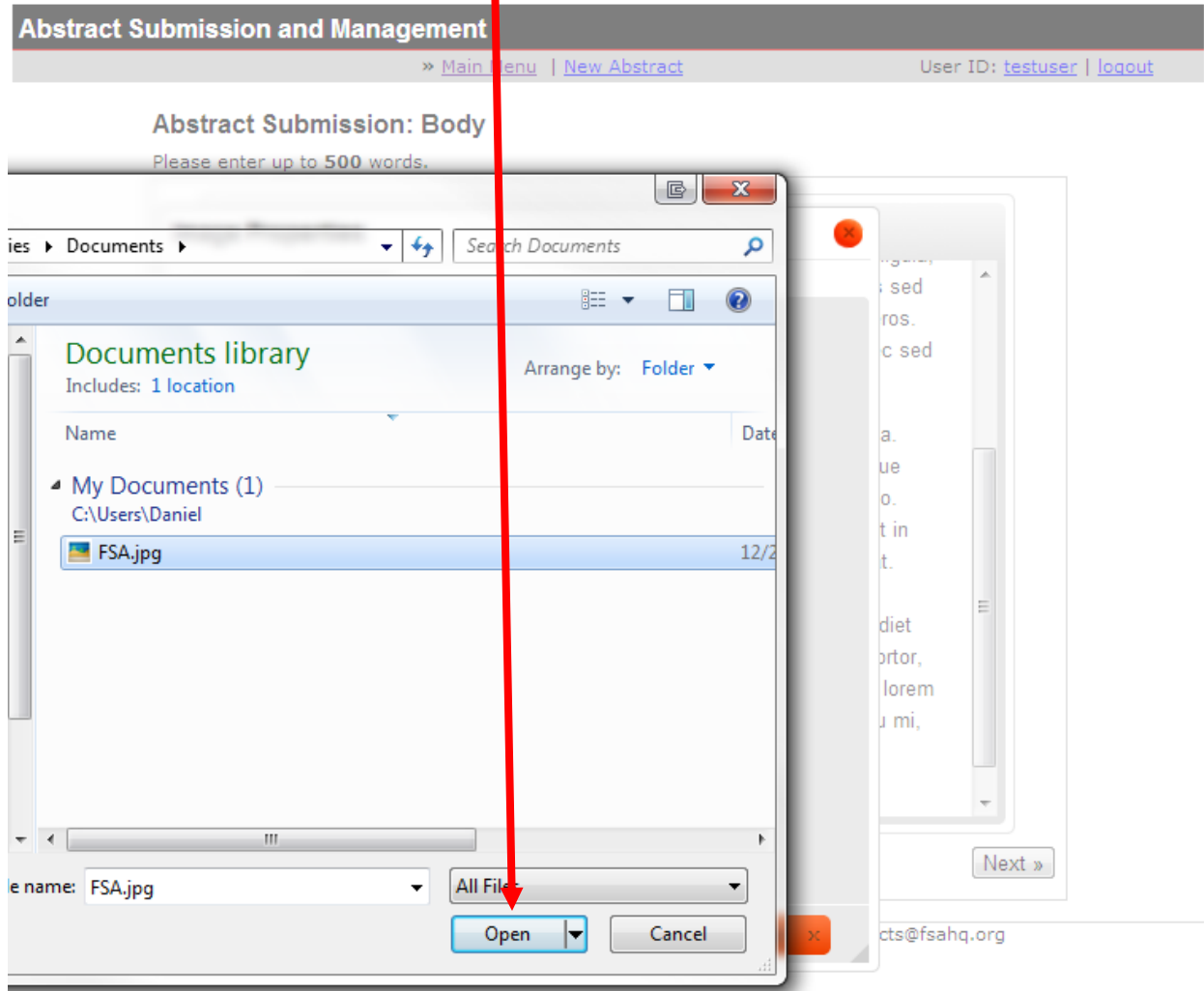
2. The Image Properties box will now appear on screen.

3. Select the **Upload** tab to upload your image.



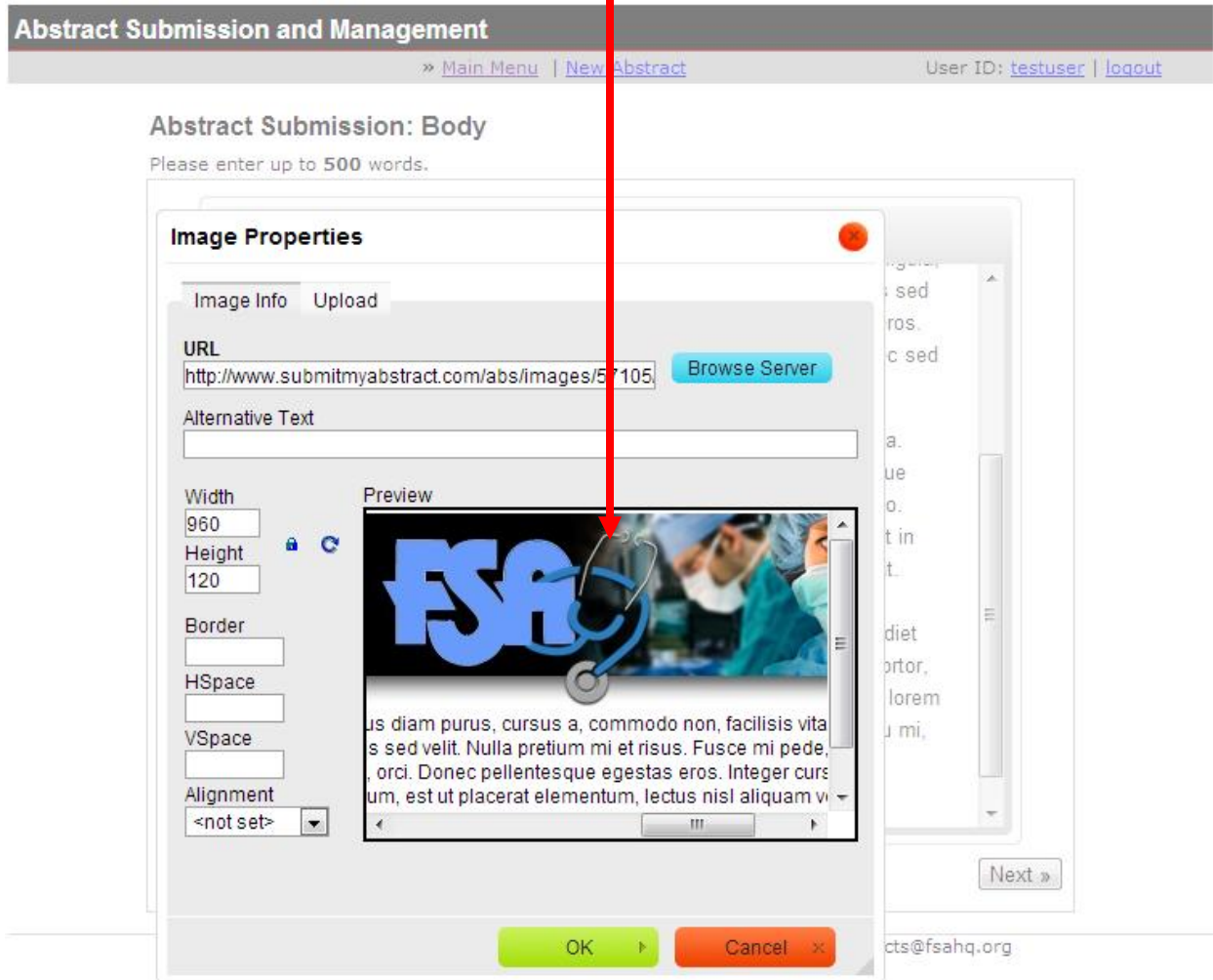
4. The file upload box will now appear on screen
5. Select the **Browse** button and navigate your local hard drive to locate the desired image.

6. Select the image and press the **Open** button



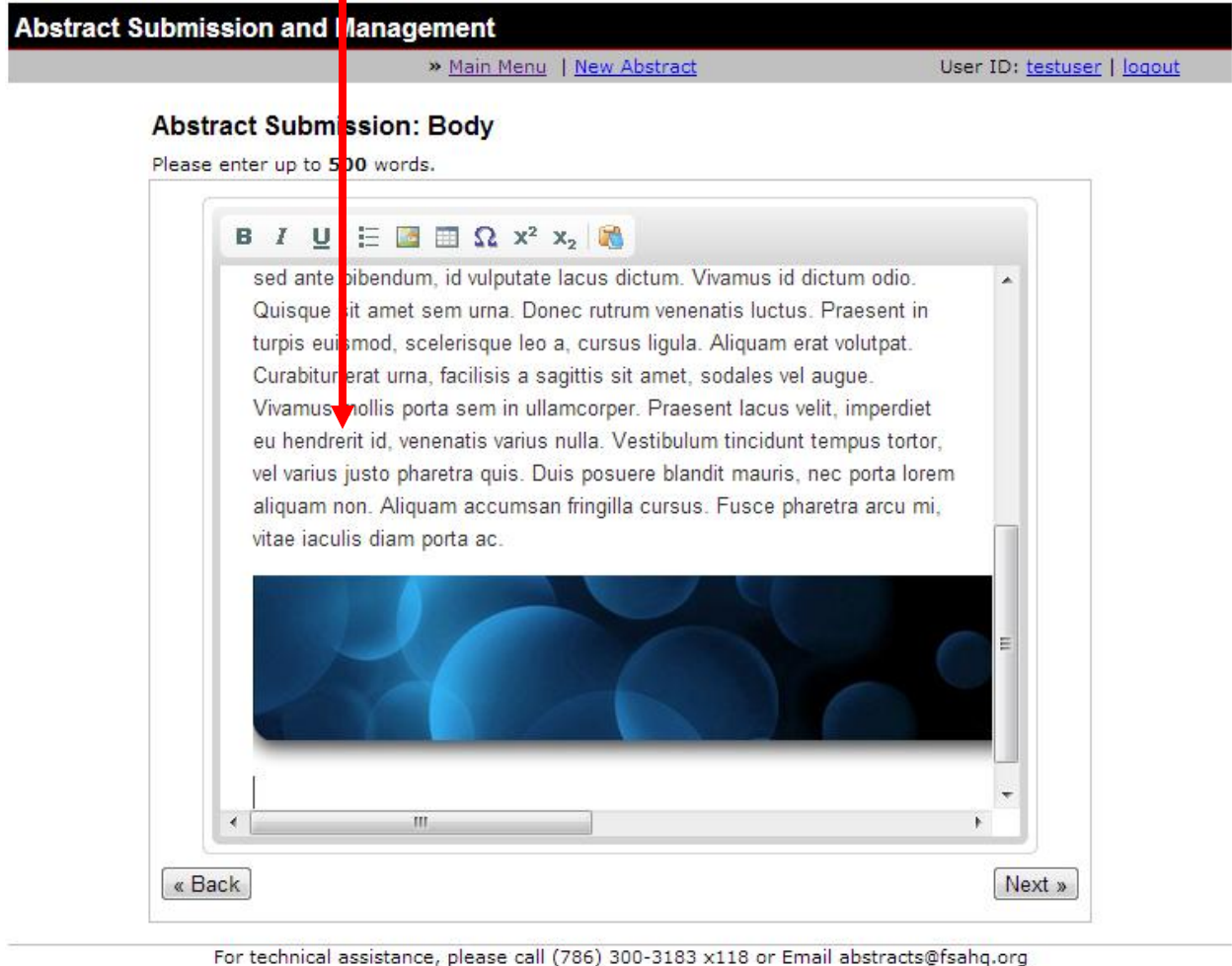
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

9. An onscreen confirmation will appear when your image has successfully been uploaded.
10. Press the **OK** button on the confirmation dialog box.
11. Your image will now appear on the **preview screen** portion of the image properties.



12. Press the **OK** button

13. Your image will now appear in your abstract editor box along with your submitted text.




Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Body

Please enter up to 500 words.

sed ante bibendum, id vulputate lacus dictum. Vivamus id dictum odio. Quisque sit amet sem urna. Donec rutrum venenatis luctus. Praesent in turpis euismod, scelerisque leo a, cursus ligula. Aliquam erat volutpat. Curabitur erat urna, facilisis a sagittis sit amet, sodales vel augue. Vivamus mollis porta sem in ullamcorper. Praesent lacus velit, imperdiet eu hendrerit id, venenatis varius nulla. Vestibulum tincidunt tempus tortor, vel varius justo pharetra quis. Duis posuere blandit mauris, nec porta lorem aliquam non. Aliquam accumsan fringilla cursus. Fusce pharetra arcu mi, vitae iaculis diam porta ac.



« Back Next »

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

14. Select **Next** to continue with the abstract submission

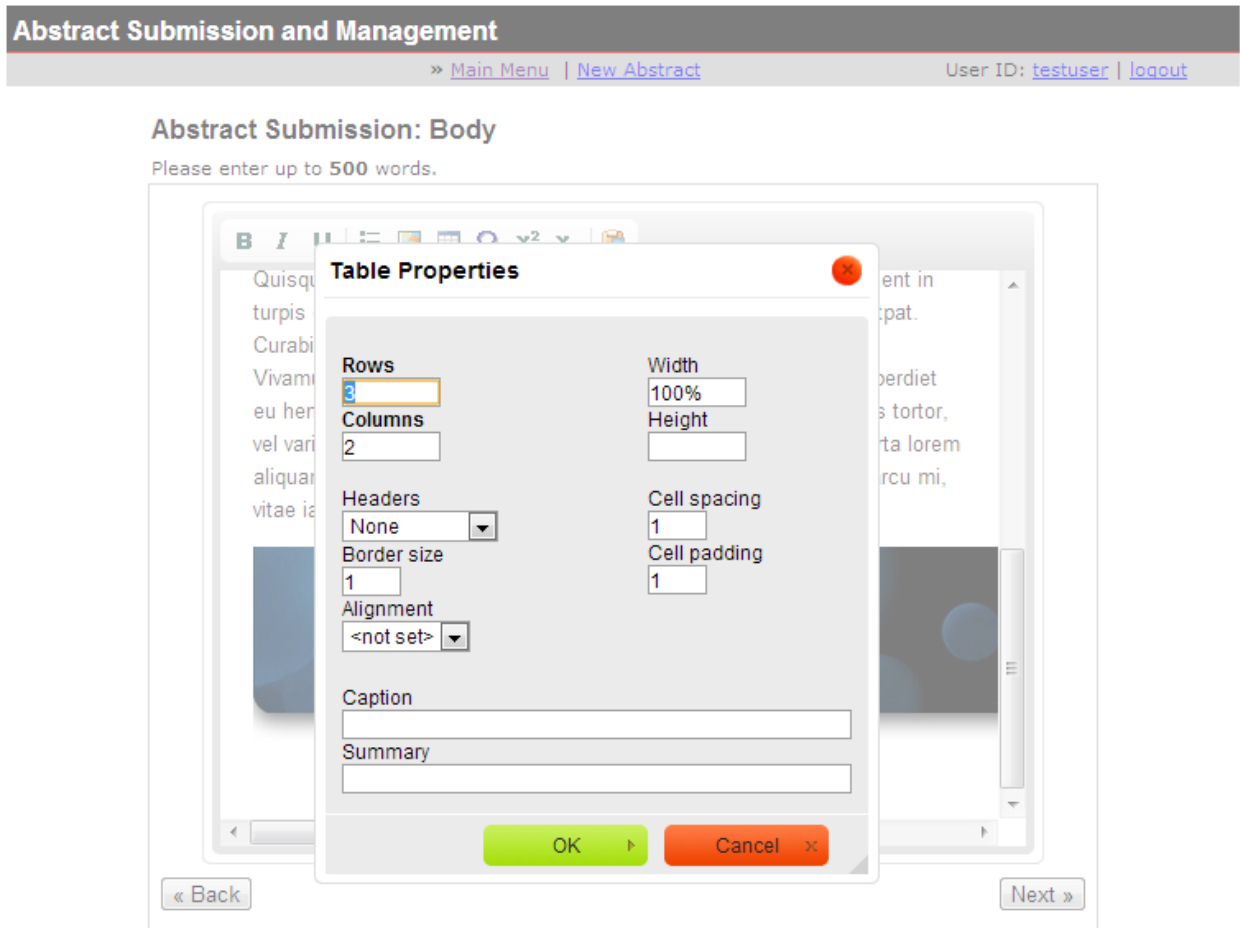
Please Note: We have provided support for small images in this software. While any color image may be inserted, this feature is primarily intended for graphs. **Images must be in JPG format and less than 1MB in size and should be less than 900 pixels in width and height.**

Generating a Table within the Abstract Editor

1. Select the **Table Icon** from the editor tool bar.



2. The Table Properties screen will now appear.
3. Fill in the table definitions as needed (rows, columns, header, summary, etc)



For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

4. Press **OK**

1. A blank table will now appear in your abstract

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Body

Please enter up to **500** words.

Donec odio metus, fermentum ut metus vitae, inisque tempus magna. Nulla condimentum eros sit condimentum pharetra. Cras pulvinar augue sed ante bibendum, id vulputate lacus dictum. Vivamus id dictum odio. Quisque sit amet sem urna. Donec rutrum venenatis luctus. Praesent in turpis euismod, scelerisque leo a, cursus ligula. Aliquam erat volutpat. Curabitur erat urna, facilisis a sagittis sit amet, sodales vel augue. Vivamus mollis porta sem in ullamcorper. Praesent lacus velit, imperdiet eu hendrerit id, venenatis varius nulla. Vestibulum tincidunt tempus tortor, vel varius justo pharetra quis. Duis posuere blandit mauris, nec porta lorem aliquam non. Aliquam ac urna fringilla cursus. Fusce pharetra arcu mi, vitae iaculis diam porta ac.

« Back Next »

For technical assistance, please call (786) 300-3183 x118 or Email abstracts@fsahq.org

2. Fill in the table with your desired data.
3. Select **Next**

Part 5 – Submitting a New Abstract || Step 6 – Final Review

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Final Review

TEST ABSTRACT Test User MD, FSA

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Terms and Conditions

I certify that the information on these forms is correct and that this is abstract is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract to have their names included

I agree to the terms and conditions listed above

« Back

Submit

Please Note: Once you have successfully created an Abstract that conforms to our specifications, you are presented the above screen and are given the opportunity to review the Abstract. If you need to make changes, use the **Back button located at the bottom of the screen** to go back. Do not use the built-in browser back button, as this may cause problems.

If you are ready to submit your Abstract for consideration, then please read the Terms and Conditions in the box below your Abstract. You must indicate your agreement to the Terms and Conditions by clicking the **“I agree to the terms and conditions listed above”** box.

Click the **Submit** button to submit this Abstract for review. You will get a confirmation email as a receipt and see the Confirmation Screen in your browser.

An onscreen confirmation screen will appear once you have successfully submitted your Abstract.

Please Note: If you see the screen below, you have successfully submitted your Abstract.
ALSO note the Abstract ID (5-digit number) for your submission; this will be the unique identifier for your submission. Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your Abstracts or **New Abstract** to begin entering a new Abstract.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Thank you for submitting abstract 98643 to FSA. You may make changes to this abstract up until the submission deadline. Updates as to the status of this abstract will be sent to the contact name you identified.

Please click the Main Menu link above to return to your abstract management page.

Part 6a – Abstract Management – The Main Menu

Now that you have entered one or more Abstracts, the main menu will show the Abstracts in the system and their status. The next time you log in or click **Main Menu** after starting or completing an Abstract, your screen will look something like this:

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. Below this is a section titled 'Abstracts' with a 'Display: All' dropdown menu. A table lists one abstract with ID 98643 and title 'Test Abstract', which is currently 'Pending'. Below the table, it indicates 'Total Records: 1 Display: 1 - 1'.

ID	Title	Status	Approval
98643	Test Abstract	Pending	

Every Abstract authored by this account will be displayed even if it has not been finished. The **Status** column explains the status of each Abstract. To receive an explanation of status codes, click on the underlined word **Status** at the top of that column. A new window will open and display the status definitions:

The 'Abstract Text Definitions' window lists the following status definitions:

- In Process:** Abstract has not yet been completed
- Pending:** Abstract complete, awaiting review
- In Review:** Abstract is being scored by reviewers
- Reviewed:** Reviewer has submitted his/her results
- Done:** Abstract review process has been completed. Notification of acceptance will be sent shortly.

Use the pull down menu at the upper right to limit the view of Abstracts by status. Click an Abstract title to edit or delete it as long as it is prior to the submission deadline.

Part 6b – Abstracts that will be considered for presentation

Once the submission deadline passes, only Abstracts marked as PENDING will go to the review stage.

Abstract Text Definitions

In Process: Abstract has not yet been completed

Pending: Abstract complete, awaiting review

In Review: Abstract is being scored by reviewers

Reviewed: Reviewer has submitted his/her results

Done: Abstract review process has been completed. Notification of acceptance will be sent shortly.

Abstracts marked IN PROCESS as of the submission deadline will NOT be reviewed. Please make sure that you complete all of your Abstracts before the submission deadline. Contact the [FSA Office](#) if you have questions.

Part 6c – Abstract Management – Editing an Abstract

You may edit your Abstract at any time prior to the submission deadline by clicking on the Abstract title from the main menu. You will see the following screen:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [Logout](#)

Abstract: Edit ID: 98643 << Previous | Next >>

TEST ABSTRACT [Test User MD, FSA](#)

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Session/Program: N/A

Status: Pending **Started:** 11/29/2018
Approval: **Completed:** 11/29/2018

Click the “**EDIT**” button to begin editing the Abstract. Editing is exactly the same process as entering an Abstract, except all of the information you entered previously will be there. Refer to [Part 5](#) for instructions on using the data entry screens.

Part 6d – Abstract Management – Deleting an Abstract

If you wish to delete an Abstract (remove it from consideration or delete an Abstract with errors) you do so by logging in and clicking on the Abstract to be deleted. You will see the same screen from [Part 6b](#) above.

To delete, click the “**Delete Abstract**” button in the bottom center of the screen. You will see a new screen asking you to confirm deletion:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract: Edit ID: 98643 << Previous | Next >>

TEST ABSTRACT [Test User MD, FSA](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum. Aenean rutrum nunc non ante ullamcorper, a tristique ipsum pharetra. Mauris ultrices tortor ut volutpat vestibulum. Nam fermentum lacus vel sapien tincidunt ornare ac ut metus. Praesent tincidunt elit ligula, sed tempor augue porta ac. Sed et molestie ipsum. Sed luctus lacus sed erat aliquam mattis. Ut vel quam rutrum, semper lectus a, tincidunt eros. Proin iaculis fermentum tincidunt. Vestibulum a vestibulum dui. Donec sed mi vulputate sapien mollis auctor.

Session/Program: N/A
Status: Pending **Started:** 11/29/2018
Approval: **Completed:** 11/29/2018

Click "Yes" to CONFIRM delete. Click "No" to CANCEL delete.

If you wish to continue and permanently delete this Abstract, click “Yes” or click “No” to keep this Abstract.