

Thank you for your interest in submitting an abstract for the upcoming Scientific Session. 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@fsahq.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 the 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, Images, and Table:

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

IMPORTANT DATE:

**THE SUBMISSION DEADLINE FOR
ALL ABSTRACTS AND VIDEOS IS
FEBRUARY 25, 2022 | 5:00 PM
(Eastern Time)**

(The deadline will not be extended and no late submissions will be accepted!)

Table of Contents:

- [Accessing the Abstract Submission Site](#)
 - [Technical Requirements](#)
- [Creating a New Account](#)
- [Logging In](#)
 - [Resetting a Forgotten Password](#)
- [The Main Menu – First Login](#)
 - [Changing the Automatically Generated Password](#)
- Submitting a New Abstract
 - [Step 1 – Contact Information](#)
 - [Step 2 – Abstract Title, Authors and Institutions](#)
 - [Step 3 – Topic](#)
 - [Step 4 – Edit your Abstract Content](#)
 - Text Only
 - With Image
 - With Data Table
 - Review and Accept Terms
 - Confirmation
- Abstract Management
 - [The Main Menu – After Submission](#)
 - [Abstracts that Will Be Considered for Presentation](#)
 - [Editing an Abstract](#)
 - [Deleting an Abstract](#)

Part 1 – Accessing the Abstract Submission Site

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

<https://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 the FSA site.

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 2022 Annual Meeting.**

FSA 2022 Annual Meeting will be held
June 10-12, 2022
at the Breakers in Palm Beach, FL.

**SUBMISSION DEADLINE:
Friday, February 25, 2022, 5:00 PM ET**

NOTE: ALL content authors are required to disclose ALL financial relationship(s) with an [ACCME-defined commercial interest](#) ('industry') in any dollar amount within the past 24 months. Also, no content author may be an owner or 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:
<https://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).

Login

User ID:

Password:

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 2021/2022 (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 11 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 48.0.2. 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". The form fields are as follows:

- *First Name: First Name (text input) MI: (text input)
- *Last Name: Last Name (text input)
- *Title: BA (dropdown menu) (highest degree)
- *Email: email address (text input)
- *Confirm Email: email address (text input)
- *User ID: You create this (text input)

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

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 whitelist @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. 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.

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:

The screenshot shows a web interface for password recovery. At the top, there is a black header with the text 'Abstract Submission and Management' in white. Below this is a white box with a black title bar that says 'Lost Password'. Inside the box, there are two input fields. The first is labeled 'User ID:' and contains the text 'user id'. Below it is the word 'OR'. The second input field is labeled 'Email:' and contains the text 'email address'. Below the email field is a button labeled 'Submit'.

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.

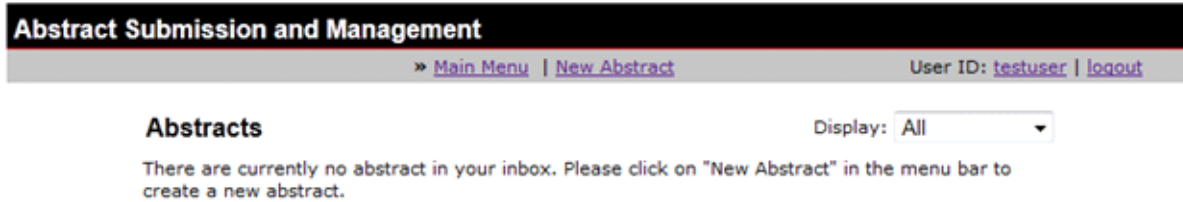
Part 4 – The Main Menu

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

The screenshot shows the main menu of the software. At the top, there is a black header with the text 'Abstract Submission and Management' in white. Below this is a navigation bar with the text '» Main Menu | New Abstract' and 'User ID: testuser | logout'. The main content area has a heading 'Abstracts' and a message: 'There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.' To the right of the message is a dropdown menu labeled 'Display: All'.

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](#)).



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



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:

Contact Name

Details

*First Name: Test MI:

*Last Name: User

*Title: MD (highest degree)

*Email: abstracts@fsahq.org

*Confirm Email: abstracts@fsahq.org

*User ID: testuser

*Password: ●●●●●●●● (8-15 alphanumeric)

Confirm: ●●●●●●●●

Save

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:

*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:

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 financial relationships with any ineligible company (formerly "commercial interest" - see below for definitions). 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 mitigate the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation or note that you have nothing to disclose. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

Ineligible companies (formerly commercial interests) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Examples of such organizations include:

- Device manufacturers or distributors
- Pharmaceutical companies or distributors
- Bio-medical startups that have begun a governmental regulatory approval process
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products

The ACCME does not consider providers of clinical service directly to patients to be ineligible companies. (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>)

Length of Financial Relationships: The ACCME requires disclosure of financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. You do not need to disclose your spouse/partner's relationships.

What to Disclose: ACCME requires that individuals disclose ALL financial relationships with ineligible companies.

Enter the abstract title in the first field on this screen.

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

Abstract Submission and Management

>> Main Menu | New Abstract User ID: testuser | logout

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Abstract Submission: Add Author

*First Name or Initial: MI:

*Last Name:

Title(s): (separate multiples with a space, i.e. PhD RN)

Cell Phone:

Email:

*Institution:

*Training Status: Student Resident Fellow N/A

*Has this author had within the last 24 months a financial relationship with an ineligible company?

Yes No

Cancel Submit

Enter in the author's Name, Title, Cell Phone, Email, Institution and Training Status. Then check-off if there is a financial relationship to disclose within the last 24 months.

The ACCME Standards for Integrity and Independence in Accredited Continuing Education states that all owners or employee of an [ineligible company](#) may not serve as a planner or speaker for an accredited CME activity if the business line or products of the employee/company are related to FSA content. Therefore, FSA's declares that no employees of an ineligible company may present or have any control of content in FSA CME accredited activities . This policy is applicable to, but not exclusive to, invited faculty, abstract presenters and authors. Faculty/speakers who serve on an ineligible company's Board and who receive a salary will be considered an employee.

Visit [Eligibility | ACCME](#) for full definition and a list of all exceptions.

Please contact [Jared Katz](#) at the FSA Office with any questions regarding FSA's Policy on on Employees of Ineligible Companies.

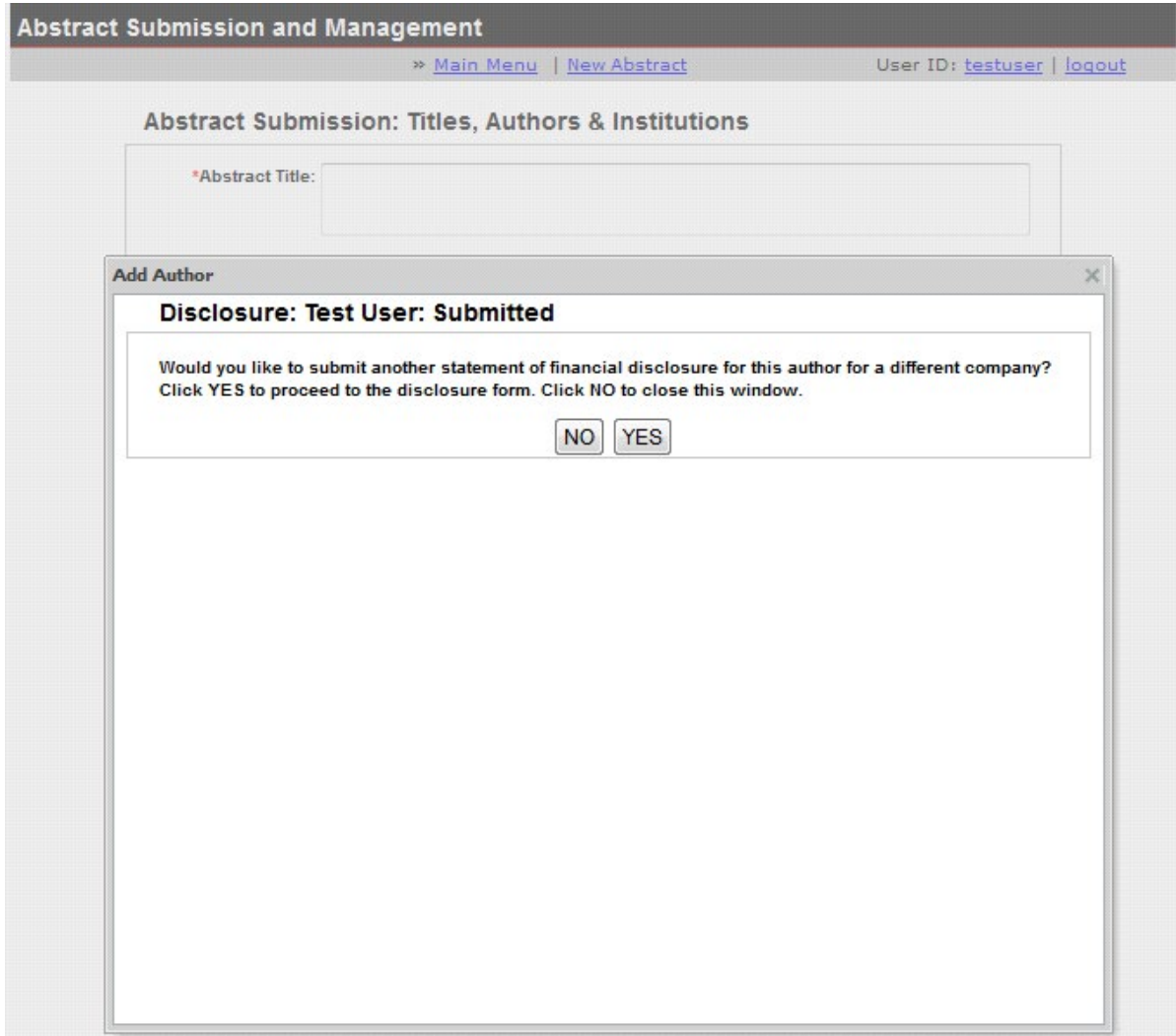
It is at this point where you must disclose any and all financial relationships with ineligible companies. If there is nothing to disclose, select **No**; you be taken back to the previous page where you may add more authors. If there is anything to disclose, select **Yes**; you will be taken to another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

The screenshot 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 is a form for entering the abstract title. A modal dialog box titled 'Add Author' is open, showing a 'Disclosure: Test User' form. The form asks for information regarding compensation received, including fields for 'Company', 'What was received', and 'What was the role'. It also includes radio buttons for 'Is this relationship still currently active?' with options 'Yes, it is still active' and 'No, it is concluded within the last 24 months'. At the bottom of the dialog, there are 'Back' and 'Submit' buttons.

Enter author's financial disclosure.

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.



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 – 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)

The presenter is marked as a Resident. What is their anticipated completion date?



Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Indicate whether the Presenter is in a surgical residency or other surgical training program and if so, provide the anticipated date of completion of training.

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

Part 5 – Submitting a New Abstract || Step 4 – 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.

The screenshot displays the 'Abstract Submission: Body' editor. At the top, there is a navigation bar with '» Main Menu | New Abstract' and 'User ID: testuser | logout'. Below this, the editor title 'Abstract Submission: Body' is shown. The main editing area contains a large text box. Above the text box is an 'Editor Tool Bar' with icons for Bold (B), Italic (I), Underline (U), List, Image, Table, Link, and mathematical symbols (x², x₂). A red box highlights the toolbar. To the left of the text box, it says 'Please enter up to 500 words.' and to the right, 'A maximum of 1 images allowed.' At the bottom of the editor, there are '« Back' and 'Next »' buttons.

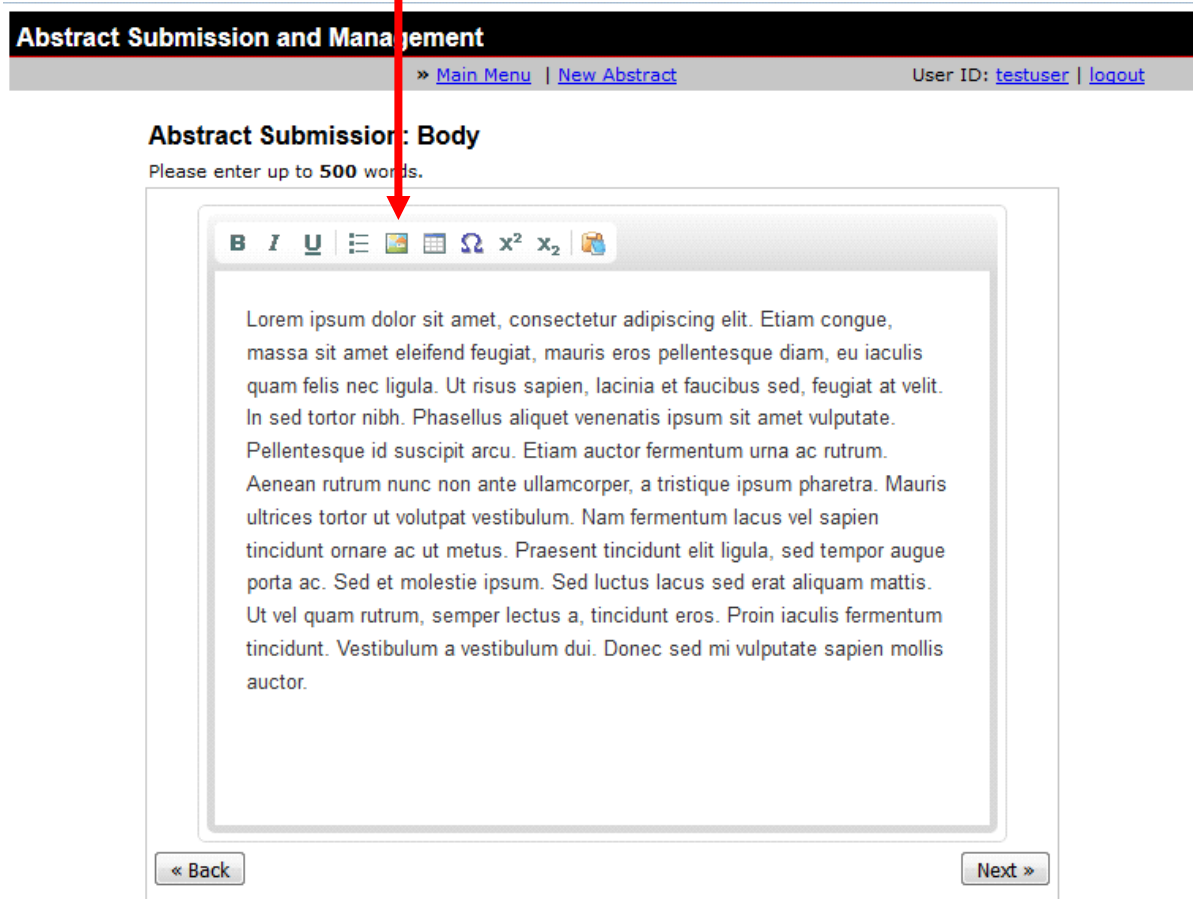
Entering Text

- You may enter abstract text simply by typing it in the abstract box.
- Alternatively, you may use the editor's copy & paste function
 - 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 written abstract submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the online submission system.

Inserting an Image

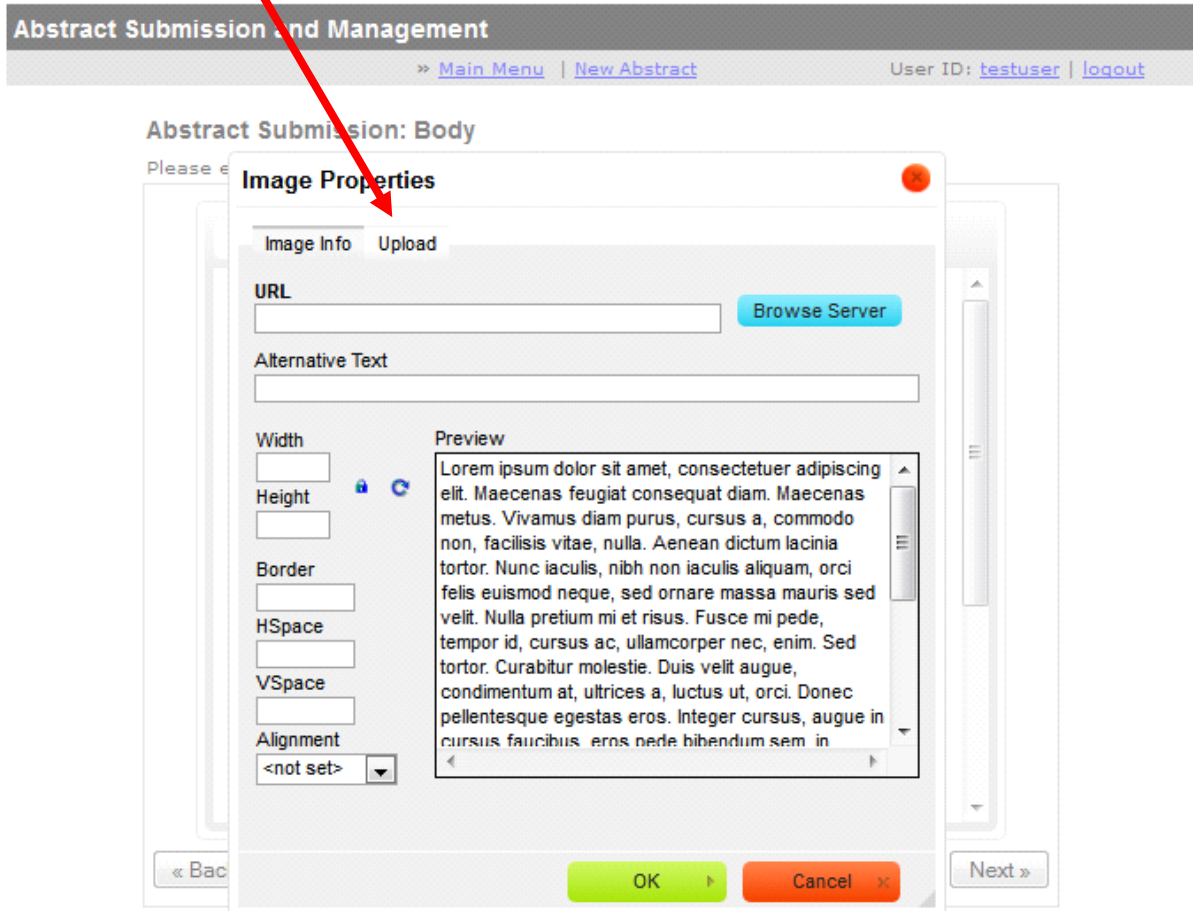
- Select the **Image icon** from the editor tool bar



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. Below this, the page title is 'Abstract Submission: Body' with a note: 'Please enter up to 500 words.' The main content area is a text editor with a toolbar containing icons for bold (B), italic (I), underline (U), list, image, table, link, and mathematical symbols (x², x₂). A red arrow points to the image icon. The text area contains placeholder text: '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.' At the bottom of the editor are 'Back' and 'Next' buttons.

- The Image Properties box will now appear on screen.

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



- The file upload box will now appear on screen
- Select the **Browse** button and navigate your local hard drive to locate the desired image.
- Select the image and press the **Open** button
- You will return to the **Image Properties** screen
- Press the **Send it to the Server** button

- 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.

massa sit amet eieieno feugiat, mauns eros penentesque diam, eu lacuis 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.

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« Back Next »

- Select **Next** to continue with the abstract submission

Please Note: We have provided support for images in this software. **Because images must be in JPG format and less than 1 mb in size and should be less than 900 pixels in width.**

Generating a Table within the Abstract Editor

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

Abstract Submission and Management

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

Abstract Submission: Body
Please enter up to **500** words.

« Back Next »

Table icon highlighted in the toolbar.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed felis

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

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

Abstract Submission: Body

Please enter up to **500** words.

The screenshot shows a rich text editor interface. A 'Table Properties' dialog box is open, allowing the user to configure a table. The dialog box has the following fields:

- Rows:** 3
- Columns:** 2
- Width:** 100%
- Height:** (empty)
- Headers:** None
- Border size:** 1
- Alignment:** <not set>
- Cell spacing:** 1
- Cell padding:** 1
- Caption:** (empty)
- Summary:** (empty)

At the bottom of the dialog box, there are three buttons: '<< Back', 'OK', and 'Cancel'. The 'OK' button is highlighted in green. The background of the editor shows a watermark for the Florida Society of Anesthesiologists (FSA).

- Press **OK**
- 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.

B *I* U | x^2 x_2

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.

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« Back Next »

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

Review and Accept Terms and Conditions

Abstract Submission and Management


» [Main Menu](#) | [New Abstract](#)

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

Abstract Submission: Final Review

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.


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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 v

I agree to the terms and conditions listed above

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.

If your abstract contains an image or table please confirm the placement and presentation of the object before continuing.

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 (6-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 122046 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:

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

Abstracts Display:

ID	Title	Status	Approval
122046	TEST ABSTRACT	Pending	

Total Records: 1 Display: 1 - 1

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:

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.

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: 122046 << Previous | Next >>

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

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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](#)

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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.