

Thank you for your interest in submitting an abstract for the upcoming Military Surgical Symposium. 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 310-437-0544 and ask to speak to Dan Berlant (x118) or Jason Levine (x100). You may also email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-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 the SAGES 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
SEPTEMBER 24, 2017
11:59 PM PDT**

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

Table of Contents:

1. [Accessing the Abstract Submission Site](#)
 - a. [Technical Requirements](#)
2. [Creating a New Account](#)
3. [Logging In](#)
 - a. [Resetting a Forgotten Password](#)
4. [The Main Menu – First Login](#)
 - a. [Changing the Automatically Generated Password](#)
5. Submitting a New Abstract
 - a. [Step 1 – Contact Information](#)
 - b. [Step 2 – Abstract Title, Authors and Institutions](#)
 - c. [Step 3 – Topic](#)
 - d. [Step 4 – Type and Financial Disclosure](#)
 - e. [Step 5 – Edit your Abstract Content](#)
 - i. Text Only
 - ii. With Image
 - iii. With Data Table
 - iv. Include Video
 - v. Review and Accept Terms
 - f. Confirmation
6. Abstract Management
 - a. [The Main Menu – After Submission](#)
 - b. [Abstracts that Will Be Considered for Presentation](#)
 - c. [Editing an Abstract](#)
 - d. [Deleting an Abstract](#)

Part 1 – Accessing the Abstract Submission Site

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

<http://www.militarysurgeons.org/military-surgical-symposium-call-for-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 Society of Military Surgeons 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
The Society of Military Surgeons
5th Annual Military Surgical Symposium.**

Taking place at the
16th World Congress of Endoscopic Surgery (WCES) jointly hosted by
SAGES & CAGS
April 11-14, 2018
Washington State Convention Center
Seattle, Washington

**Submission Deadline:
Sunday, September 24, 2017, 11:59 PM PDT**

The military symposium will include all three military services and will be part of the scientific and clinical sessions of the 16th World Congress of Endoscopic Surgery (WCES) jointly hosted by SAGES & CAGS. Please note that this is not an official Department of Defense event.

There is a 400-word limit for abstracts. No reference to the authors or the institution should appear within the body of the abstract or in the abstract title.

The abstract copy must include the following:

- Objectives
- Methods
- Results
- Conclusion

Important Notice: The following Abstract Submission Policies will be firmly enforced:

- No Previously Published Submission: The abstract submitted must present original work, performed by the author and must not have been published prior to April 11, 2018.
- No Dual Submissions: The abstract must not have been submitted to any other upcoming meeting in North America.
- The paper may have been previously presented at another meeting but must not have won any previous awards.
- Digital Poster Submission: If selected for a Poster Presentation, a digital version of the poster must be submitted.
- The Society of Military Surgeons will be accepting videos this year. The Maximum length for videos is Seven (7) Minutes and no 3D Videos will be accepted. To be considered for a Video Presentation, a short (two to three sentences) video abstract summary of your video **MUST** be submitted via the online abstract submission site and your video **MUST** also be uploaded online.

NOTE:The SAGES Conflict of Interest Task Force (CITF) declares that no employees of a commercial interest may present or be a planner in SAGES CME accredited activities when the topic is relevant.

Please visit the following web page for other rules, guidelines, instructions and the SAGES Policy on Employees of Commercial Interests:
www.militarysurgeons.org/military-surgical-symposium-call-for-abstracts/

ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. (the link to create a new account is below the login box).

If you are uploading a video, use the latest versions of Firefox, Chrome, Safari and IE 10 or above.

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 2017 / 2018 (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. 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 is titled "Details" and contains the following fields:

- *First Name: MI:
- *Last Name:
- *Title: BA (highest degree) [dropdown menu]
- *Email:
- *Confirm Email:
- *User ID:

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 [SAGES 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:

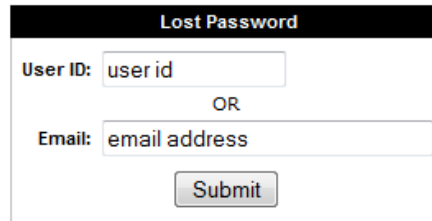
6TZldrK3S2

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.

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:

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 [SAGES office](#) for technical support.

Part 4 – The Main Menu

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



The screenshot shows the top navigation bar with the title "Abstract Submission and Management" on the left. In the center, there are two links: "Main Menu" and "New Abstract". On the right, the user information is displayed as "User ID: testuser | logout".

Abstracts

Display: All

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

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](#)).



This screenshot is identical to the previous one, but a red arrow points from the text above down to the "New Abstract" link in the navigation bar.

Abstracts

Display: All

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

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



This screenshot is identical to the previous ones, but a red arrow points from the text above down to the "testuser" text in the user ID field of the navigation bar.

Abstracts

Display: All

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

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:
*Last Name:
*Title: (highest degree)
*Email:
*Confirm Email:
*User ID:
*Password: (8-15 alphanumeric)
Confirm:

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:

The screenshot shows a web interface titled "Abstract Submission and Management". At the top, there are navigation links: "» Main Menu | New Abstract" and "User ID: testuser | logout". The main content area is titled "Abstract Submission: Corresponding Author" and contains a form with the following fields:

- *First Name: Test (with a small MI: field next to it)
- *Last Name: User
- *Degree: MD (dropdown menu) (Please select highest degree. This is not used in publication, simply for correspondence regarding submission)
- *Address: (three stacked text input fields)
- *City: (text input field)
- *State: (dropdown menu showing "select")
- *Postal Code: (text input field)
- *Country: United States (dropdown menu)
- *Phone: (text input field)
- *Cell Phone: (text input field)
- *Email: abstracts@sages.org (text input field)

At the bottom of the form, there are two buttons: "Cancel" on the left and "Next »" on the right.

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 254 characters.

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

The screenshot displays the 'Abstract Submission and Management' web application. 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 'Abstract Title'. A modal window titled 'Add Author' is open, containing the following fields and options:

- *First Name or Initial: [text input] MI: [text input]
- *Last Name: [text input]
- Title(s): [text input] (separate multiples with a space, i.e. PhD RN)
- Cell Phone: [text input]
- Email: [text input]
- *Institution: [text input]
- *Training Status: Student Resident Fellow N/A
- *Has this author or their spouse had within the last 12 months a financial relationship with a commercial interest?
 Yes No

Buttons for 'Cancel' and 'Submit' are located at the bottom of the modal window.

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 for the author or their spouse.

SAGES, 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 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.

Abstract Submission and Management

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

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Disclosure: Test User

Please provide information regarding compensation the author received:

*Company:

*What was received:

*What was the role:

*Is this relevant to this abstract: Yes No

Please select a conflict of interest management strategy:

- 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.
- Other. (Please specify below)

<< Back Submit

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.

Abstract Submission and Management

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

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Disclosure: Test User: Submitted

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.

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)

select..

« Back

Next »

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

***Submission Type:**
This abstract is a:

***My research is still in progress and I will send the revised/final abstract body via email by December 8, 2017.**

Please Note: You must still submit your current research/abstract through this submission system to be considered.

Select the type of submission. **Paper Abstract Summary** OR **Video Abstract Summary**

Let us know if you plan to submit an updated version of your abstract. Your abstract can be submitted even if your research is not yet complete, as long as it will be completed by **December 8, 2017**. The final abstract must be sent via email to abstracts@sages.org by December 7, 2017.

Click **Next** to add and edit the body of your Abstract Summary.

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 **400** words.

Editor Tool Bar

B ***I*** **U** |      x^2 x_2  

« Back Next »

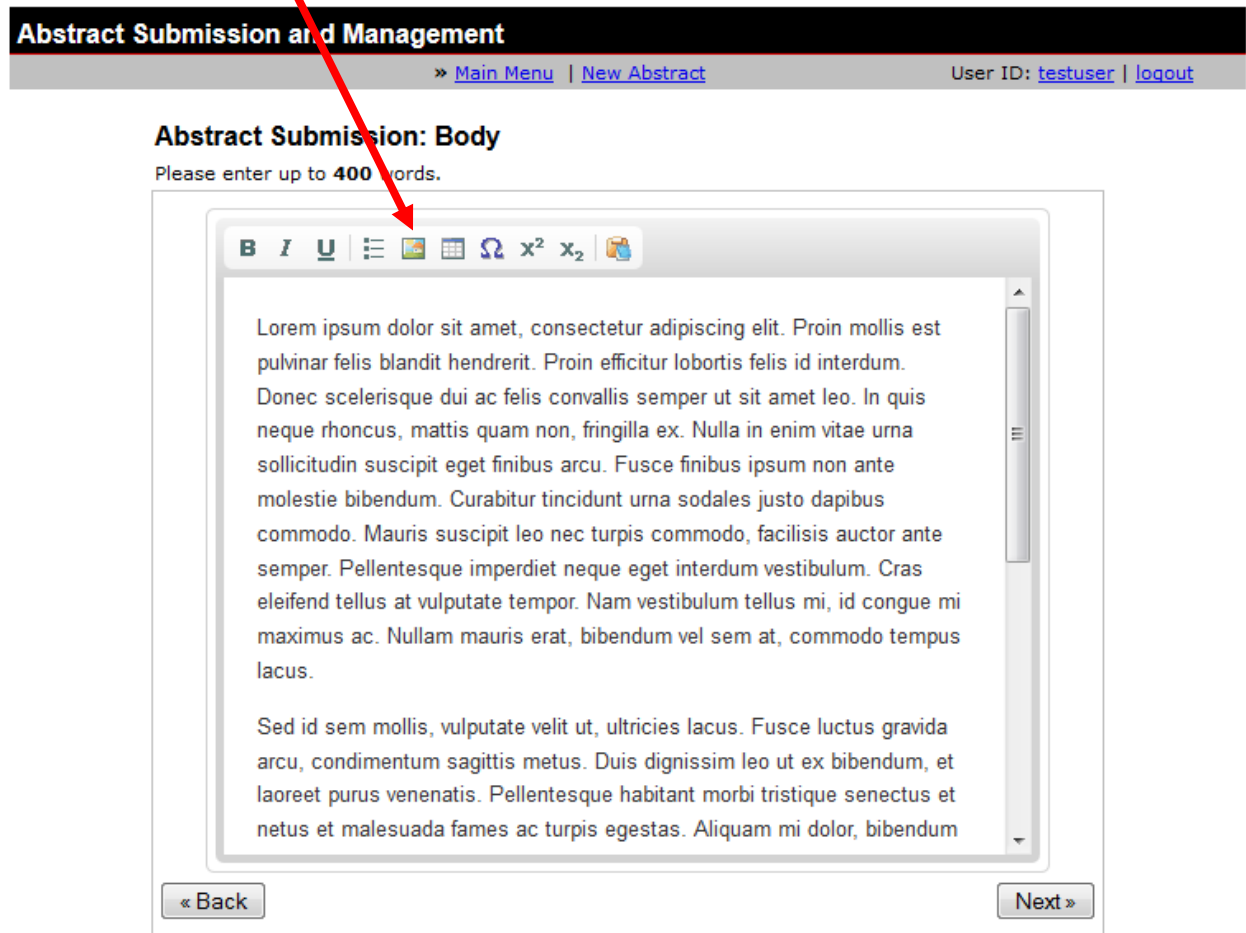
Entering Text

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 **400-word limitation**. This restriction will be strictly enforced via the online submission system.

Inserting an Image

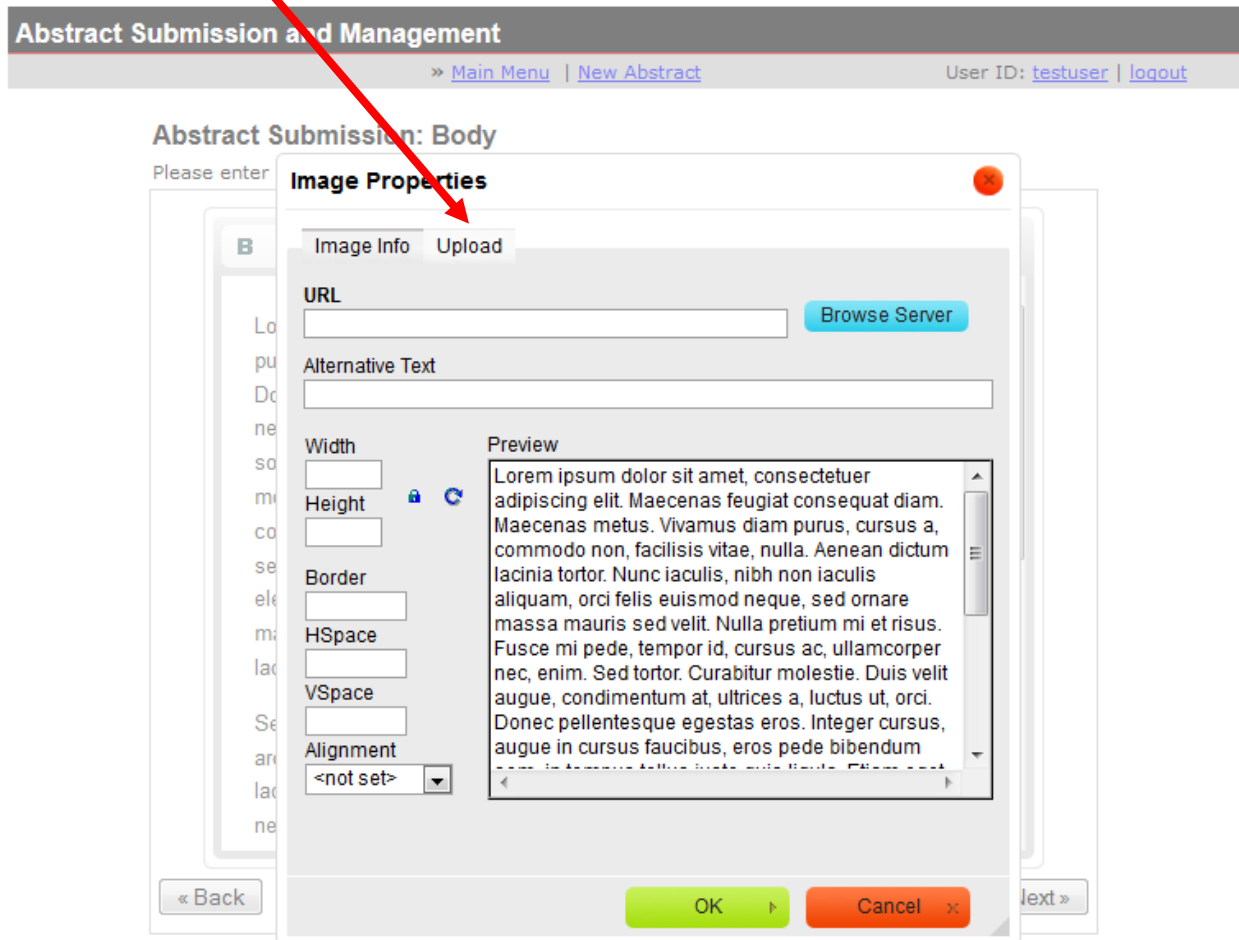
1. Select the **Image icon** from the editor tool bar



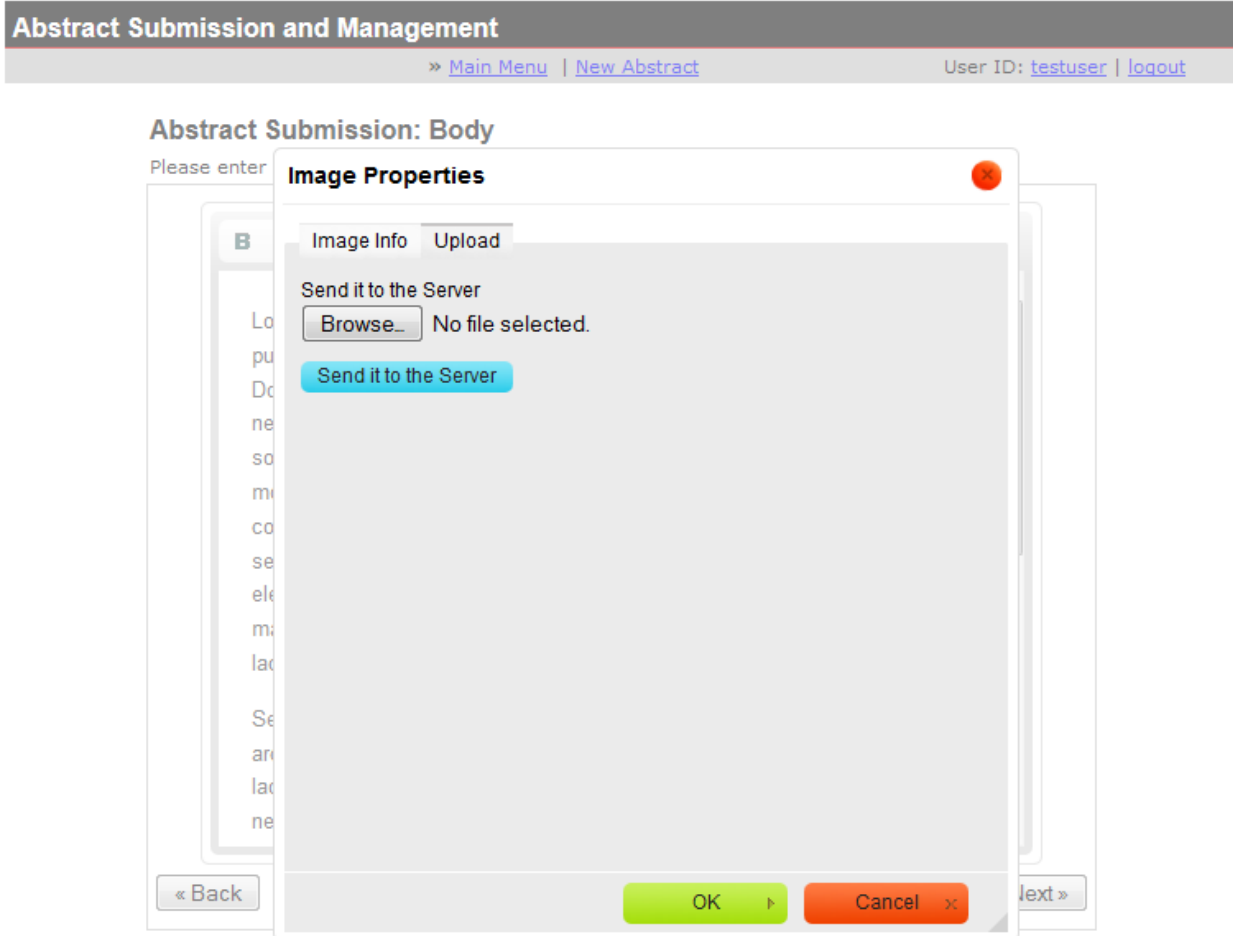
The screenshot shows the 'Abstract Submission and Management' web interface. At the top, there is a navigation bar with '» Main Menu | New Abstract' and 'User ID: testuser | logout'. Below this is the 'Abstract Submission: Body' section, which includes a text area for entering up to 400 words. The text area contains two paragraphs of placeholder text. A toolbar is positioned above the text area, featuring icons for bold (B), italic (I), underline (U), list, image, table, link, and other functions. A red arrow points to the image icon in the toolbar. At the bottom of the text area, there are '« Back' and 'Next »' buttons.

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

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

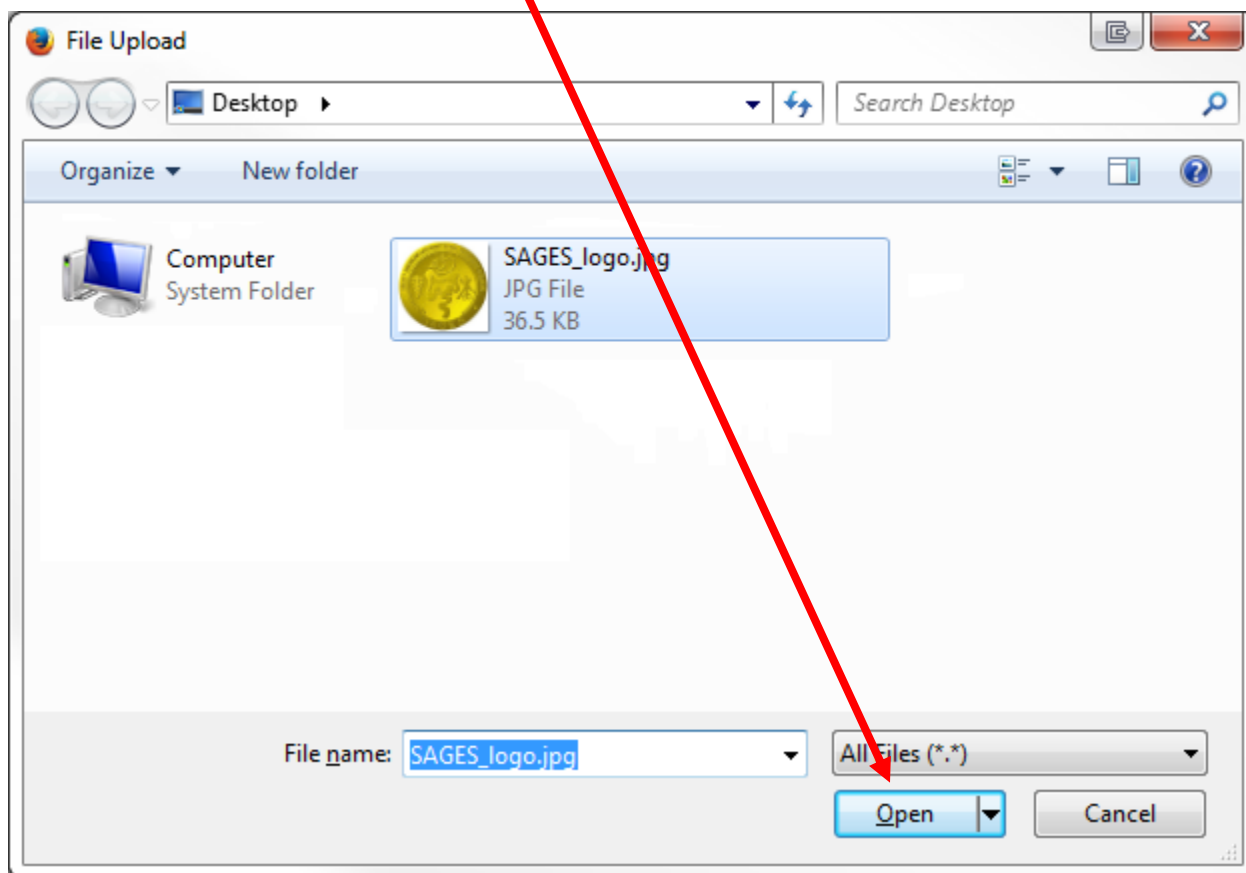


4. The file upload box will now appear on screen



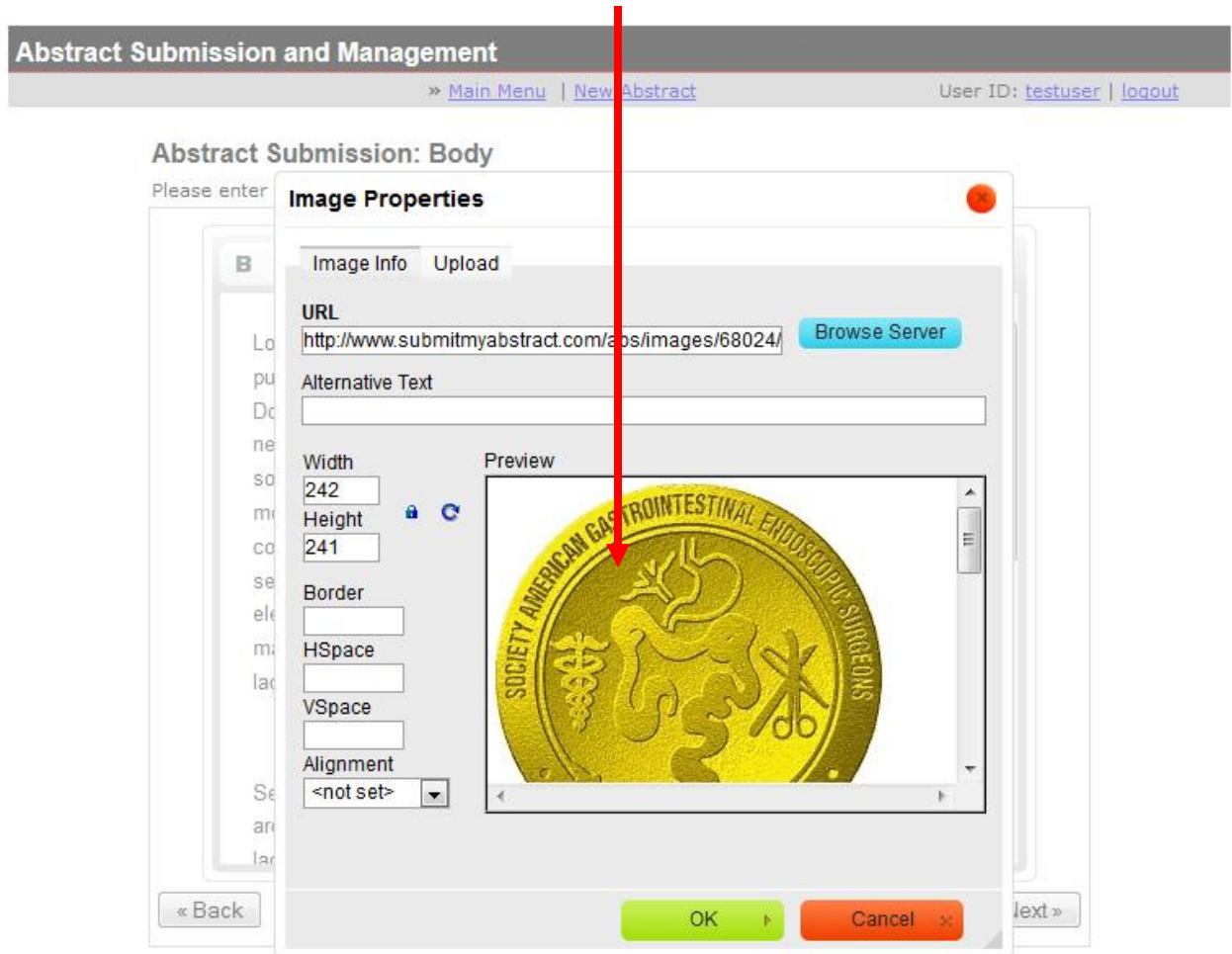
5. Select the **Browse** button and navigate your local hard drive to locate the desired image.

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



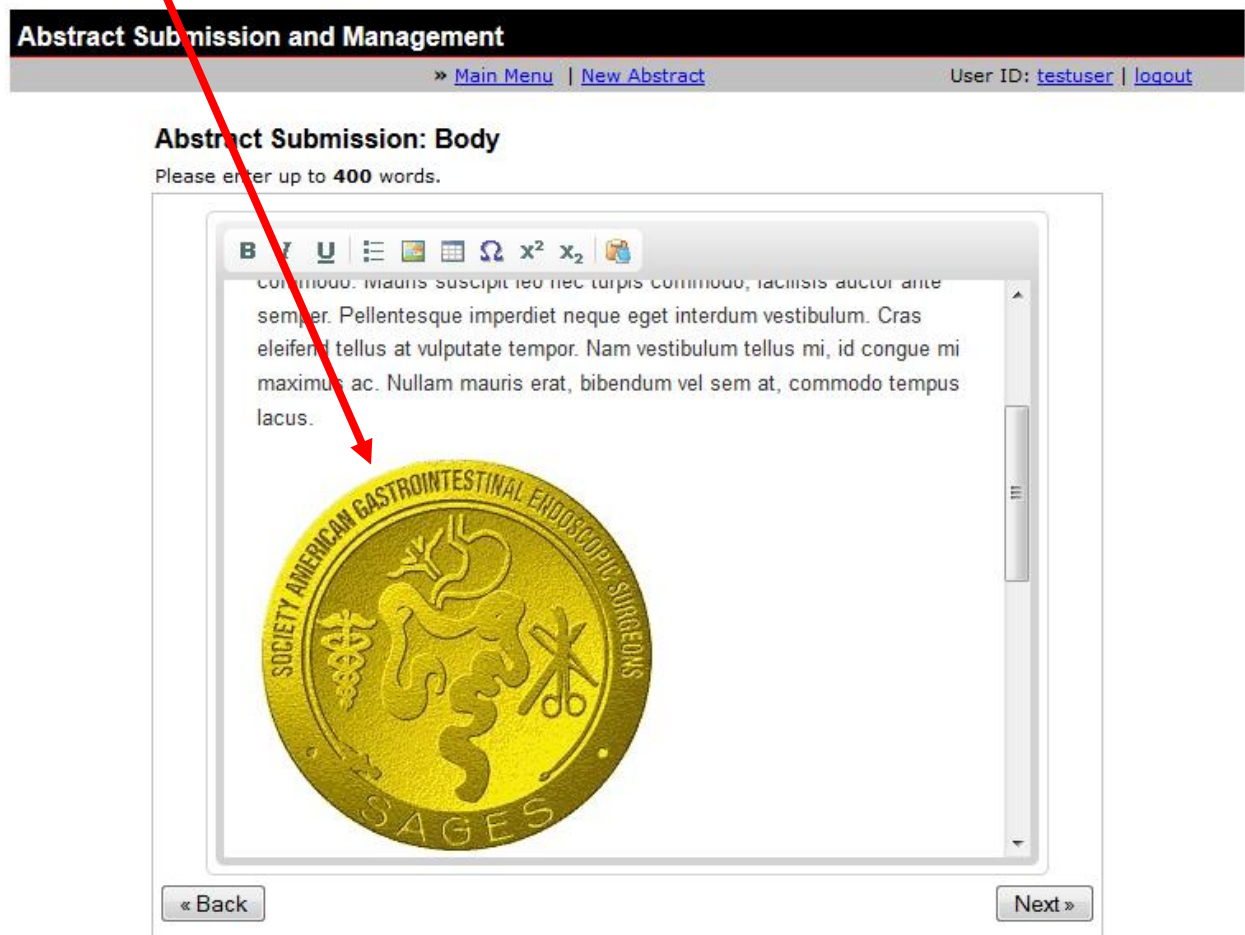
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

9. Your image will now appear on the **preview screen** portion of the image properties.



10. Press the **OK** button

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



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

Please Note: We have provided support for small images in this software. **Because images must be in JPG format and less than 500 kb in size and should be less than 400 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)

Abstract Submission and Management

[» Main Menu](#) | [New Abstract](#)

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

Abstract Submission: Body

Please enter up to **400** words.

Table Properties

Rows	<input type="text" value="3"/>	Width	<input type="text" value="100%"/>
Columns	<input type="text" value="2"/>	Height	<input type="text"/>
Headers	<input type="text" value="None"/>	Cell spacing	<input type="text" value="1"/>
Border size	<input type="text" value="1"/>	Cell padding	<input type="text" value="1"/>
Alignment	<input type="text" value="<not set>"/>		
Caption	<input type="text"/>		
Summary	<input type="text"/>		

« Back Next »

4. Press **OK**

5. 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 **400** words.

B I U [Icons] x^2 x_2

molestie bibendum. Curabitur tincidunt urna sodales justo dapibus
commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante
semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras
eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi
maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus
lacus.

SOCIETY OF AMERICAN GASTROINTESTINAL ENDOSCOPIC SURGEONS

« Back Next »

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

Including a Video

1. If you are submitting a Video Abstract Summary, click on the link entitled “**Click here if you would like to include a video for this abstract**”

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

Abstract Submission: Final Review

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.



[Click here if you would like to include a video for this abstract](#)

Terms and Conditions

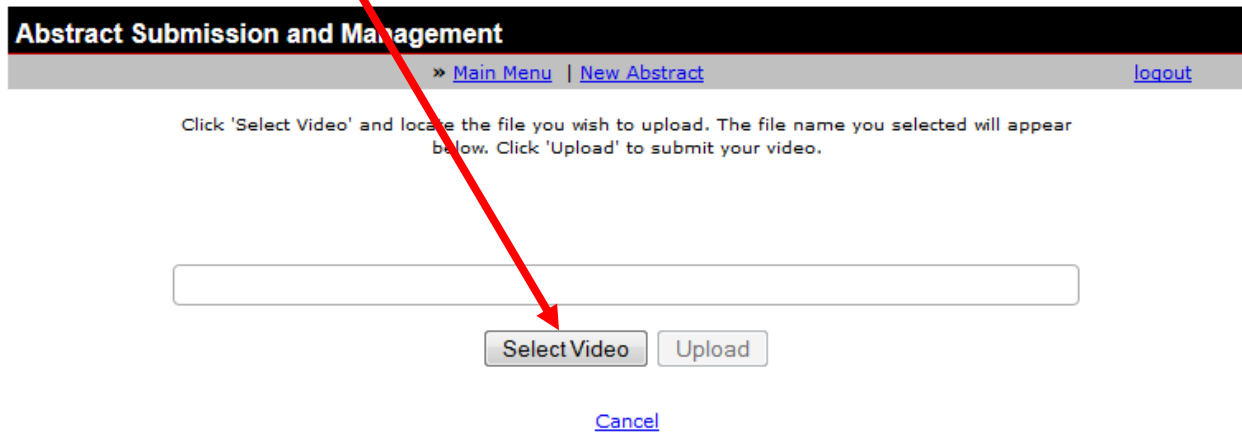
I certify that the information on these forms is correct, that this is original work, which has neither been nor will be published before the 2016 SAGES Meeting. This abstract has not been submitted for a concurrent meeting and if selected for presentation by the Program Committee, this work will be

I agree to the terms and conditions listed above

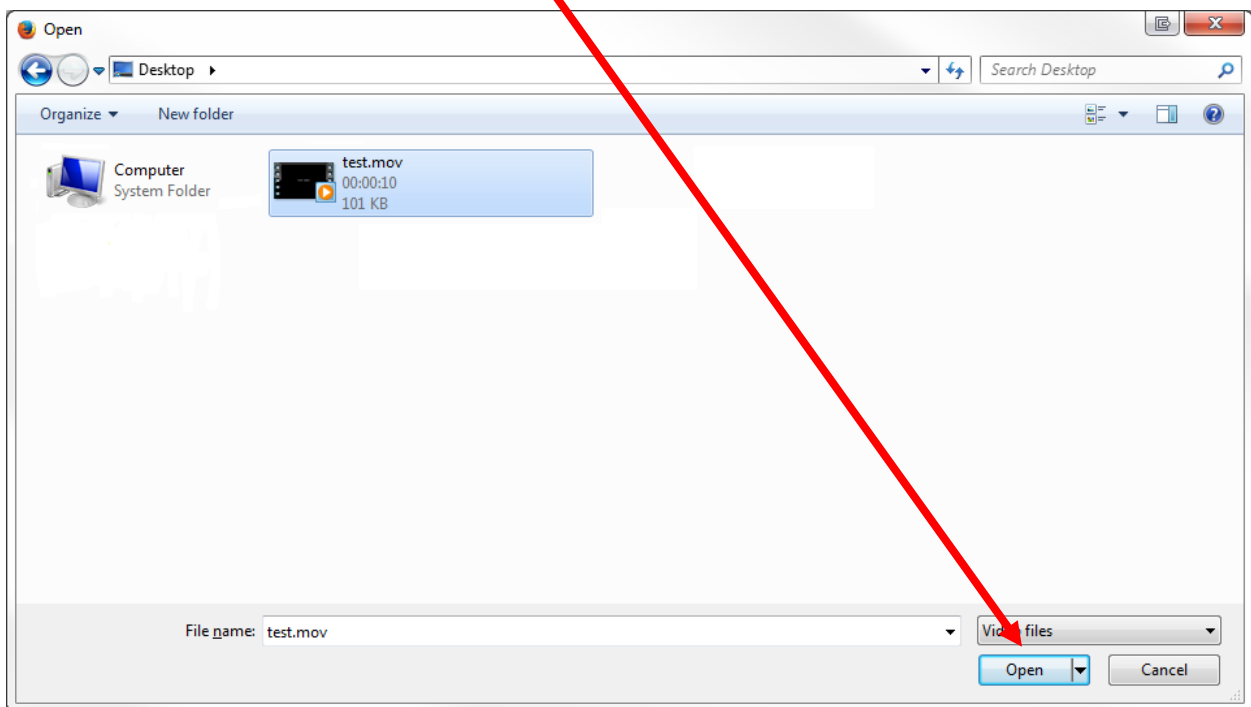
« Back

Submit

2. Press the **“Select Video”** button.



3. Select the video and press the **Open** button.



4. Press the **Upload** button to upload your video.

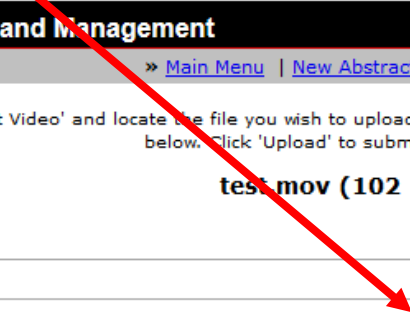
Abstract Submission and Management

[» Main Menu](#) | [New Abstract](#) [logout](#)

Click 'Select Video' and locate the file you wish to upload. The file name you selected will appear below. Click 'Upload' to submit your video.

test mov (102 KB)

[Cancel](#)



Deleting / Replacing a Video

1. Once a video is uploaded, you can delete or replace the video. To delete the video, click on the “Delete this video” link.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

Abstract Submission: Final Review

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.



[Replace](#) this video.
[Delete](#) this video.

Terms and Conditions

I certify that the information on these forms is correct, that this is original work, which has neither been nor will be published before the 2016 SAGES Meeting. This abstract has not been submitted for a concurrent meeting and if selected for presentation by the Program Committee, this work will be

I agree to the terms and conditions listed above

« Back

Submit

2. A confirmation screen will appear. Click “Yes” if you want to delete the video, click “No” if you don’t want to delete the video.

Abstract Submission and Management

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

Are you sure you want to delete this video?

3. To replace a video, click on the “Replace this video” link.

Abstract Submission and Management


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

Abstract Submission: Final Review

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.



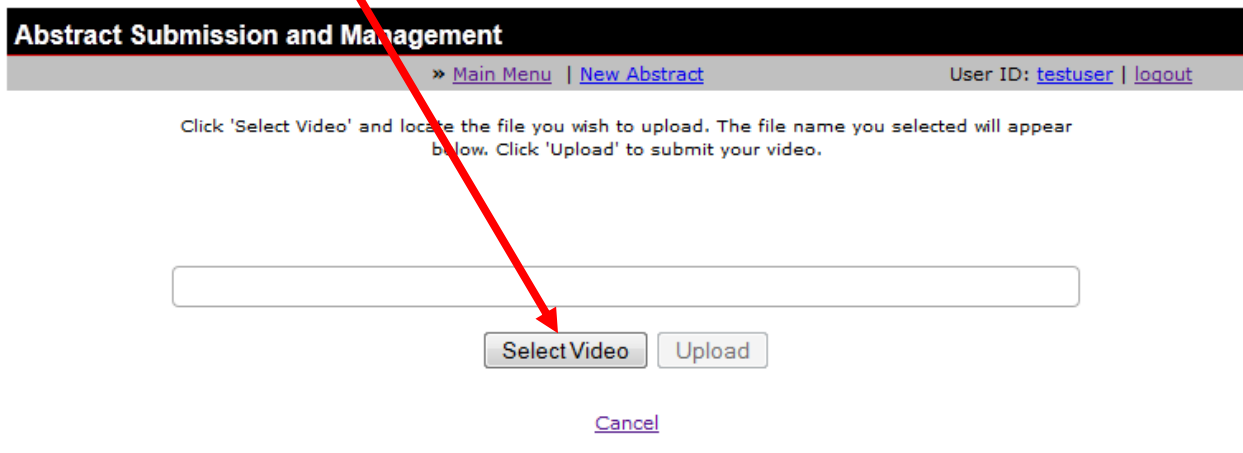
 [Replace](#) this video.
[Delete](#) this video.

Terms and Conditions

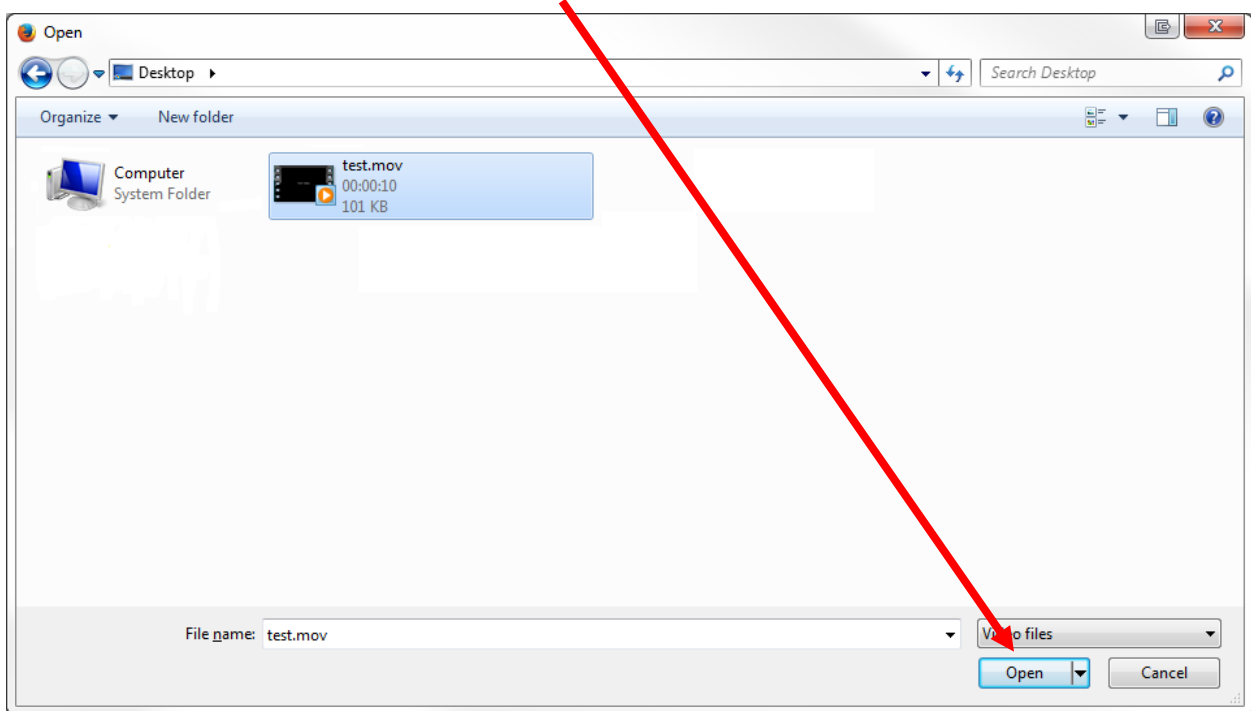
I certify that the information on these forms is correct, that this is original work, which has neither been nor will be published before the 2016 SAGES Meeting. This abstract has not been submitted for a concurrent meeting and if selected for presentation by the Program Committee, this work will be

I agree to the terms and conditions listed above

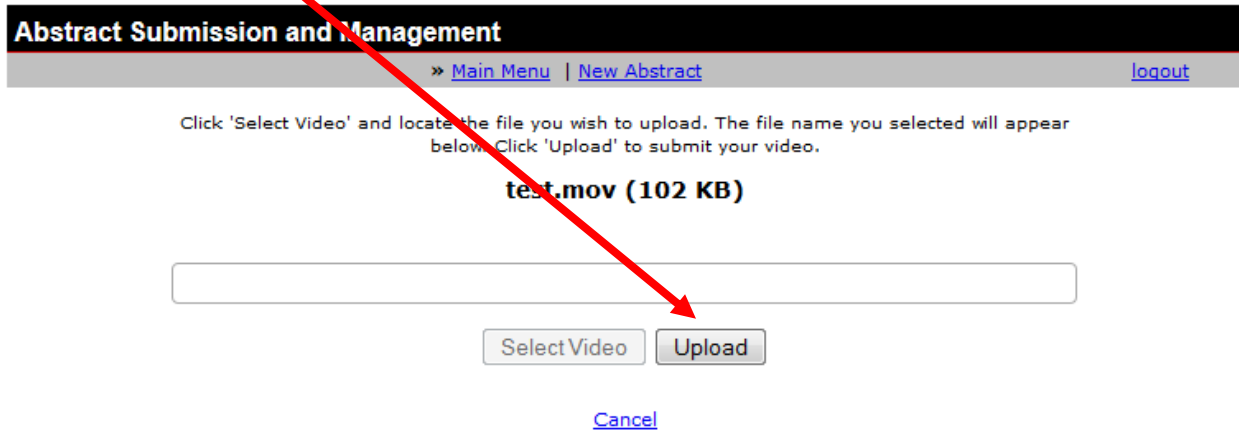
4. Press the **“Select Video”** button.



5. Select the video and press the **Open** button.



6. Press the **Upload** button to upload your replacement video.



Abstract Submission and Management

[» Main Menu](#) | [New Abstract](#) [logout](#)

Click 'Select Video' and locate the file you wish to upload. The file name you selected will appear below. Click 'Upload' to submit your video.

test.mov (102 KB)

[Cancel](#)

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, SAGES](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.





[Replace](#) this video.
[Delete](#) this video.

Terms and Conditions

I certify that the information on these forms is correct, that this is original work, which has neither been nor will be published before the 2016 SAGES Meeting. This abstract has not been submitted for a concurrent meeting and if selected for presentation by the Program Committee, this work will be

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 (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 77308 to SAGES. 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
77308	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 [SAGES 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: 77308 << Previous | Next >>

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.



The logo is a circular gold emblem. The outer ring contains the text "SOCIETY AMERICAN GASTROINTESTINAL ENDOSCOPIC SURGEONS" at the top and "SAGES" at the bottom. The center features a caduceus (a staff with two snakes) and a pair of surgical scissors.



Test Video

Session/Program: N/A **Started:** 06/13/2016
Status: Pending **Completed:** 06/13/2016
Approval:

<< Previous | Next >>

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: 77308 << Previous |Next >>

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

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.





Session/Program: N/A
Status: Pending
Approval:

Started: 06/13/2016
Completed: 06/13/2016

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

<< Previous |Next >>

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