

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 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 21, 2018
5:00 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:

<https://www.sages.org/meetings/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 SAGES 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
6th Annual Military Surgical Symposium.

Taking place at the
SAGES 2019 Annual Meeting
April 3-6, 2019
Baltimore Convention Center
Baltimore, MD

Submission Deadline:
Friday, September 21, 2018, 5:00 PM PDT

The military symposium will include all three military services and will be part of the scientific and clinical sessions of the SAGES 2019 Annual Meeting. 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 3, 2019.
- 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 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 Committee (CIC) declares that no employees/owners of a commercial interest may present in SAGES CME accredited activities. Also, no content author may be an employee/owner of a commercial interest unless the submission is in compliance with the ACCME's policy and approved by the SAGES Conflict of Interest Committee (CIC).

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 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. 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:

Register User

Contact Name

Details

*First Name:

MI:

*Last Name:

*Title:

BA

▼

(highest degree)

*Email:

*Confirm Email:

*User ID:

Save

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:

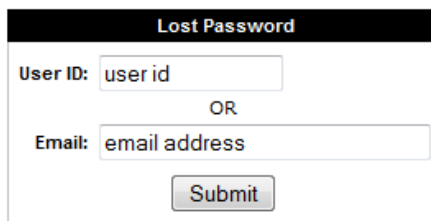
6TZldrK3S2

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

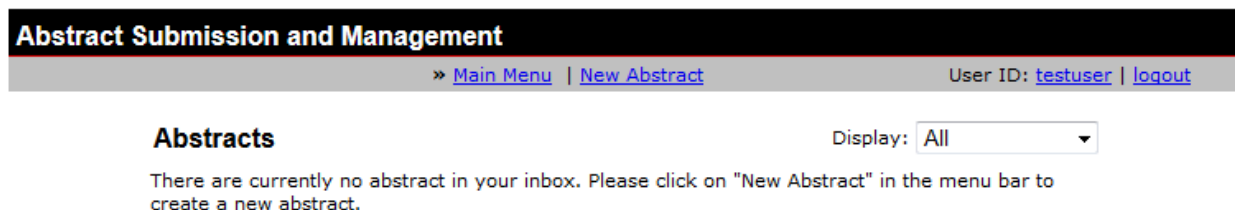


The image shows a web form titled "Lost Password". It has two input fields: "User ID:" with the placeholder text "user id" and "Email:" with the placeholder text "email address". Between these fields is the text "OR". Below the email field is a "Submit" button.

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.

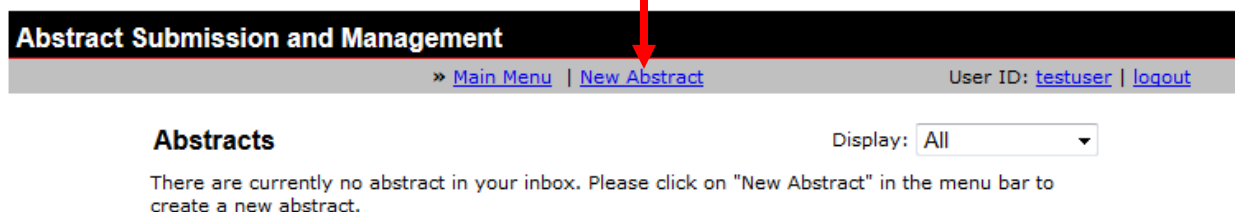
Part 4 – The Main Menu

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

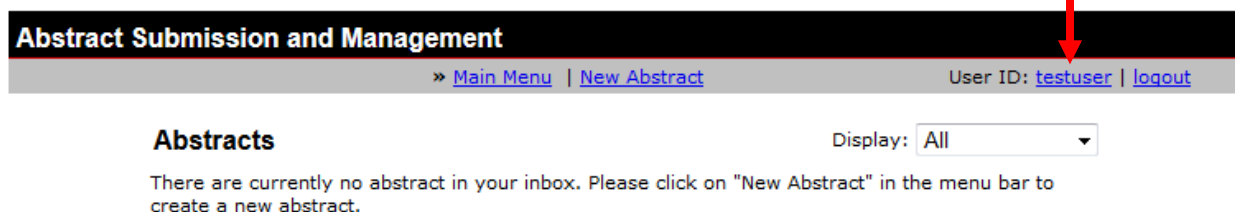


Because this is your first time logged in, you have no abstracts in the system.

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:

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 several fields: 'First Name' (Test), 'Last Name' (User), 'Title' (MD), 'Email' (abstracts@sages.org), 'Confirm Email' (abstracts@sages.org), 'User ID' (testuser), 'Password' (masked with dots), and 'Confirm' (masked with dots). A 'Save' button is at the bottom right 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.

Details	
*First Name:	Test
*Last Name:	User
*Title:	MD (highest degree)
*Email:	abstracts@sages.org
*Confirm Email:	abstracts@sages.org
*User ID:	testuser
*Password:	•••••••• (8-15 alphanumeric)
Confirm:	••••••••
<input type="button" value="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: Test MI:

*Last Name: User

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

*Address:

*City:

*State: ----- select -----

*Postal Code:

*Country: United States

*Phone:

*Cell Phone:

*Email: abstracts@sages.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 254 characters.

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

The screenshot displays the 'Abstract Submission and Management' web 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 'Abstract Title'. A modal window titled 'Add Author' is open, showing a form for 'Abstract Submission: Add Author'. This form includes fields for 'First Name or Initial', 'MI', 'Last Name', 'Title(s)', 'Cell Phone', 'Email', and 'Institution'. It also has radio buttons for 'Training Status' (Student, Resident, Fellow, N/A) and a question about financial relationships with 'Yes' and 'No' options. 'Cancel' and 'Submit' buttons are at the bottom of the modal.

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.

The screenshot displays the 'Abstract Submission and Management' web 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 'Abstract Submission: Titles, Authors & Institutions'. A form for 'Abstract Title' is visible. Overlaid on this is a modal window titled 'Add Author' for 'Test User'. Inside this window, there is a section for 'Disclosure: Test User' with the instruction 'Please provide information regarding compensation the author received:'. This section includes fields for '*Company:', '*What was received:' (a dropdown menu), and '*What was the role:' (a dropdown menu). Below these is a radio button selection for '*Is this relevant to this abstract:' with 'Yes' selected. A red rectangular box highlights a section titled 'Please select a conflict of interest management strategy:' which contains eight 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 modal window 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' web interface. At the top, there is a header bar with the title 'Abstract Submission and Management' and navigation links: '» Main Menu' and 'New Abstract'. The user is logged in as 'testuser' with a 'logout' link. Below the header, the main section is titled 'Abstract Submission: Titles, Authors & Institutions'. A form for 'Abstract Title' is visible. A modal window titled 'Add Author' is open, showing a 'Disclosure: Test User: Submitted' message. The message 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 'NO' and 'YES' buttons at the bottom of the modal.

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

*Type: ☒ Paper Abstract
☐ Video Abstract (I will upload a video or provide a link to a video)

*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?
 

Select whether this is a Written Abstract or Video Abstract being submitted.

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

If the presenter is a Student/Resident/Fellow, 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 – Type and Financial Disclosure

Abstract Submission and Management

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

Abstract Submission: Additional Information

***My research is still in progress and I will send the revised/final abstract body via email by December 7, 2018.**

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

***What branches of the military are represented on this abstract?**

« Back Next »

If your abstract/QIP is still in progress, enter Yes.

Please list which branches of the military are represented on this abstract.






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 »](#)

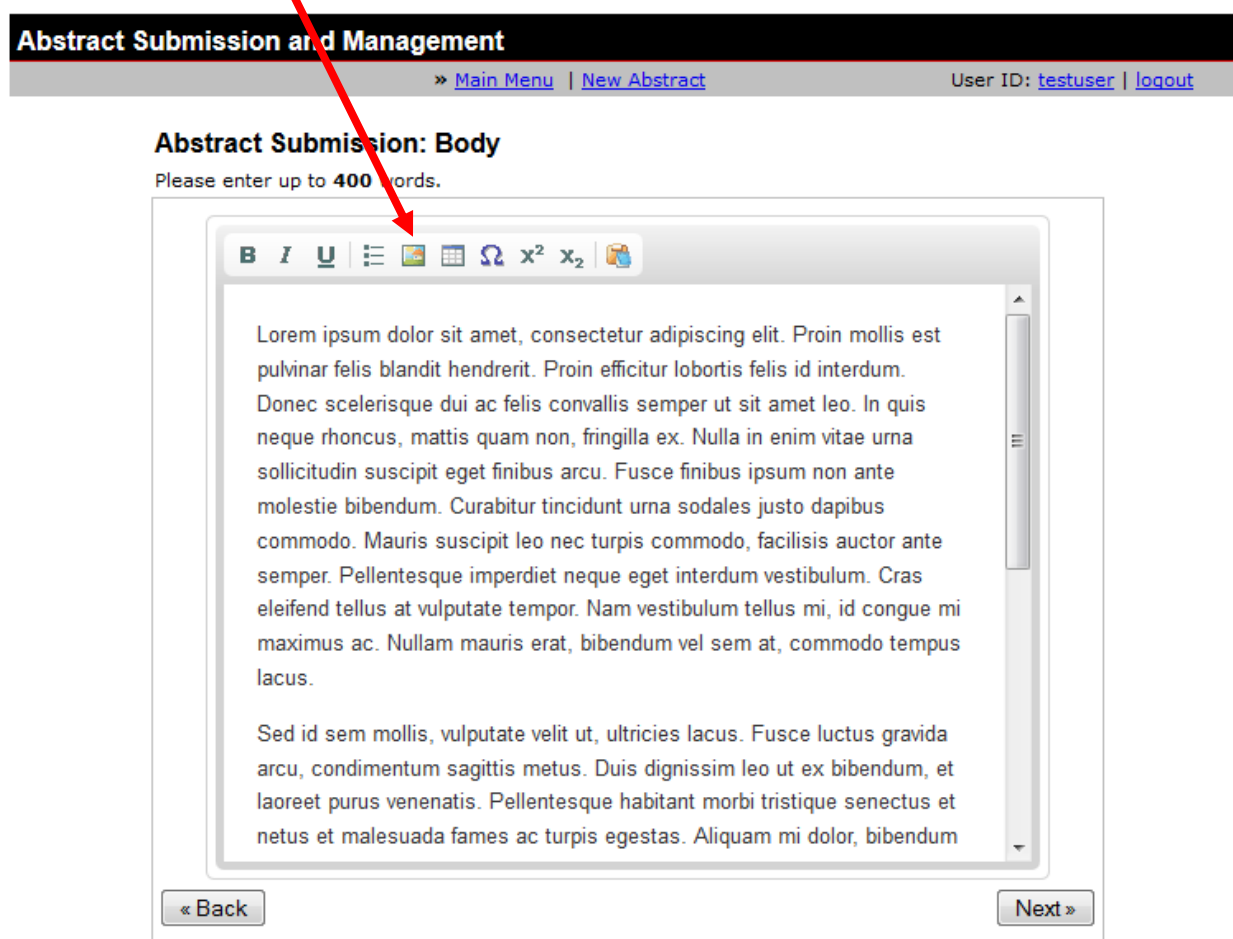
Entering Text

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.

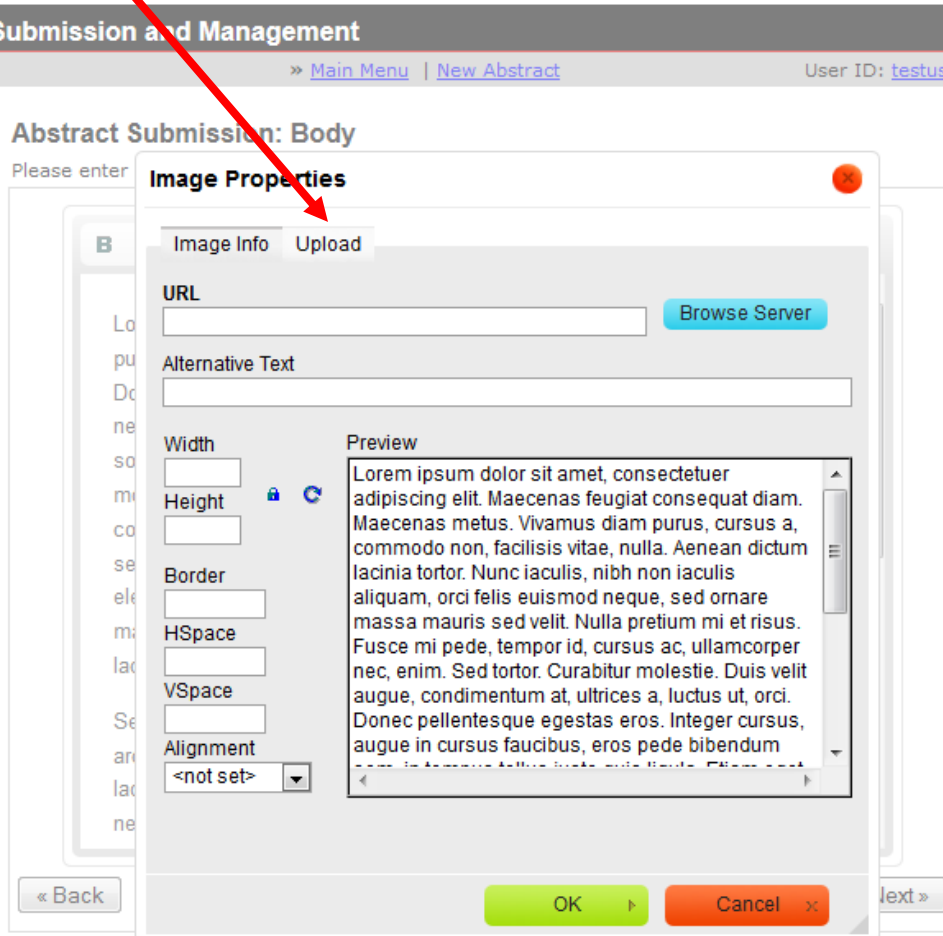
Inserting an Image

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

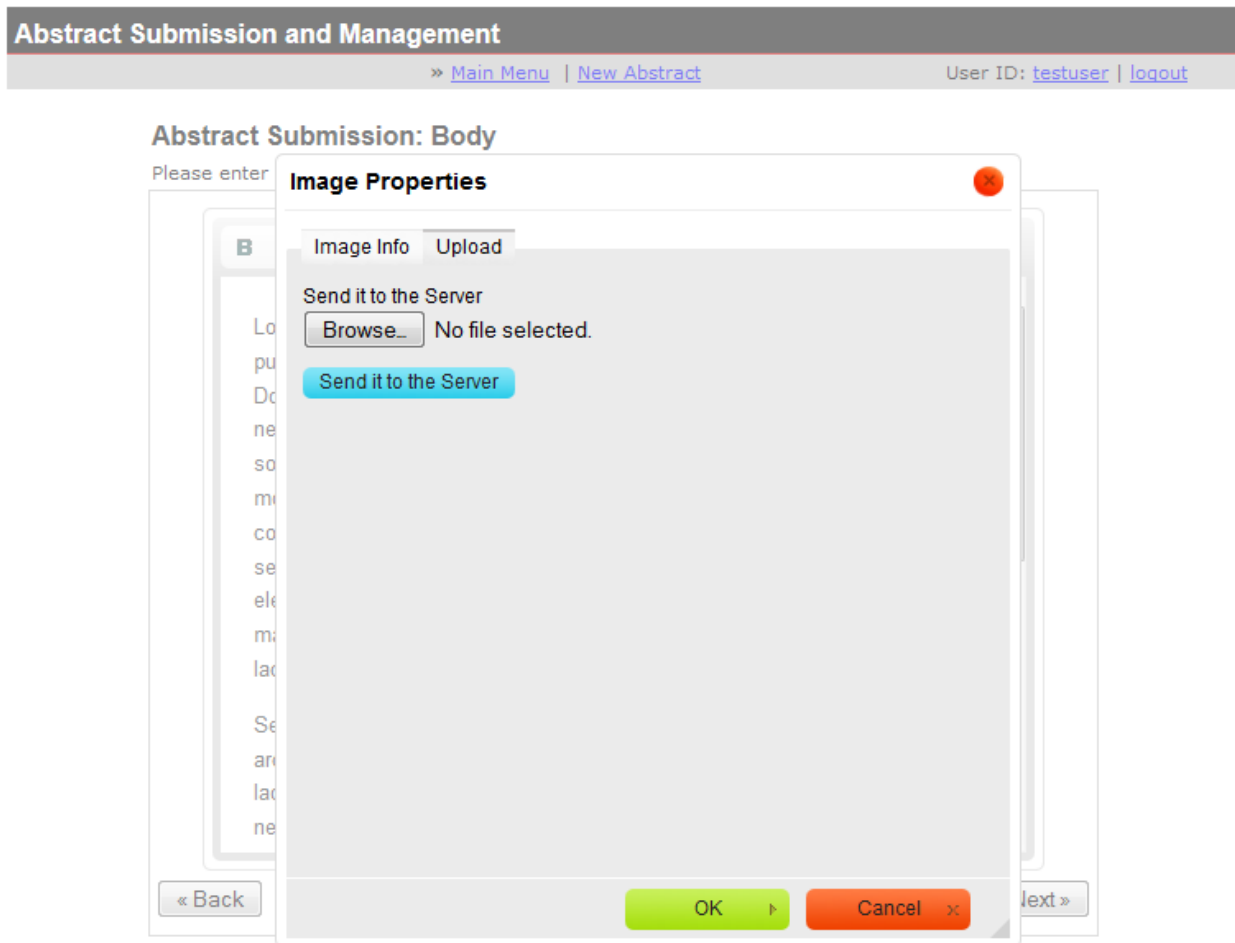


2. The Image Properties box will now appear on screen.

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

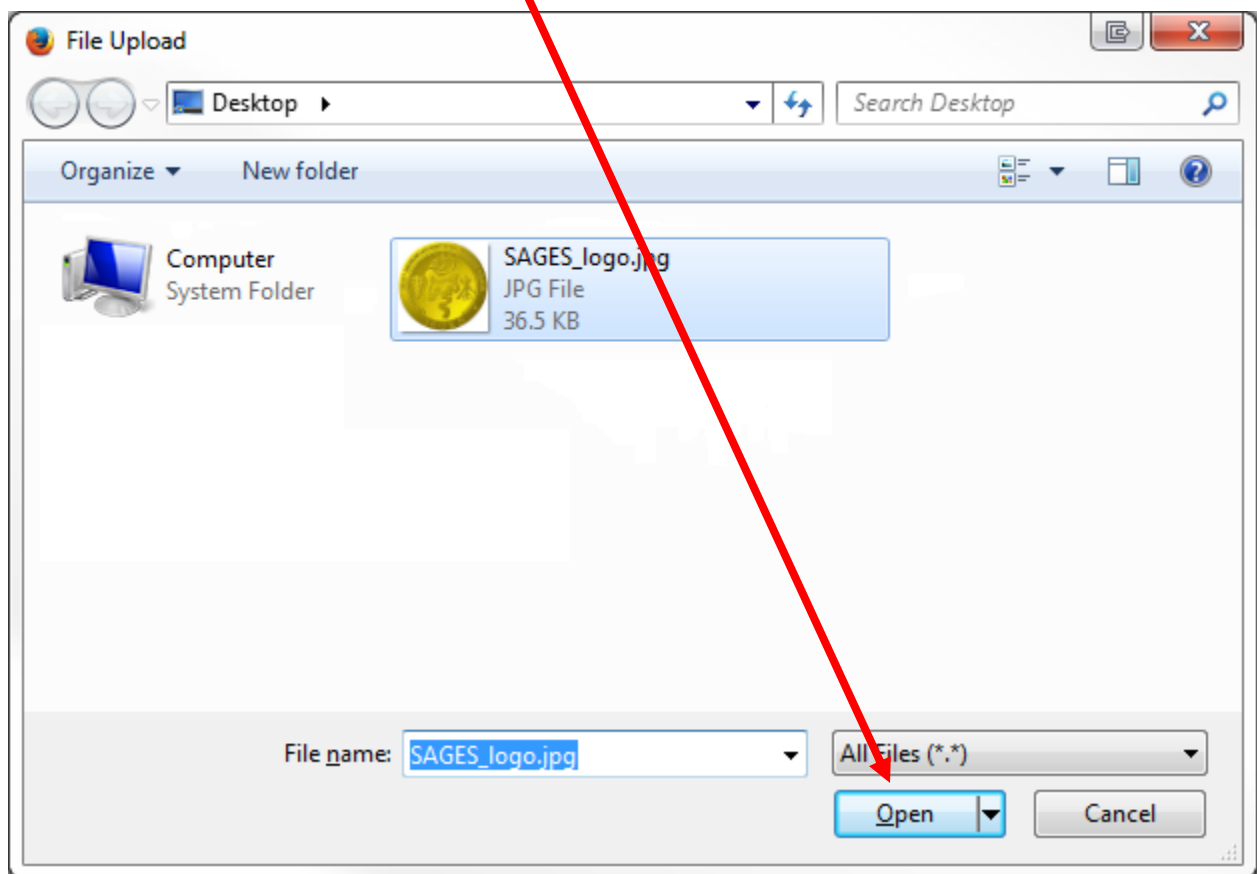


4. The file upload box will now appear on screen



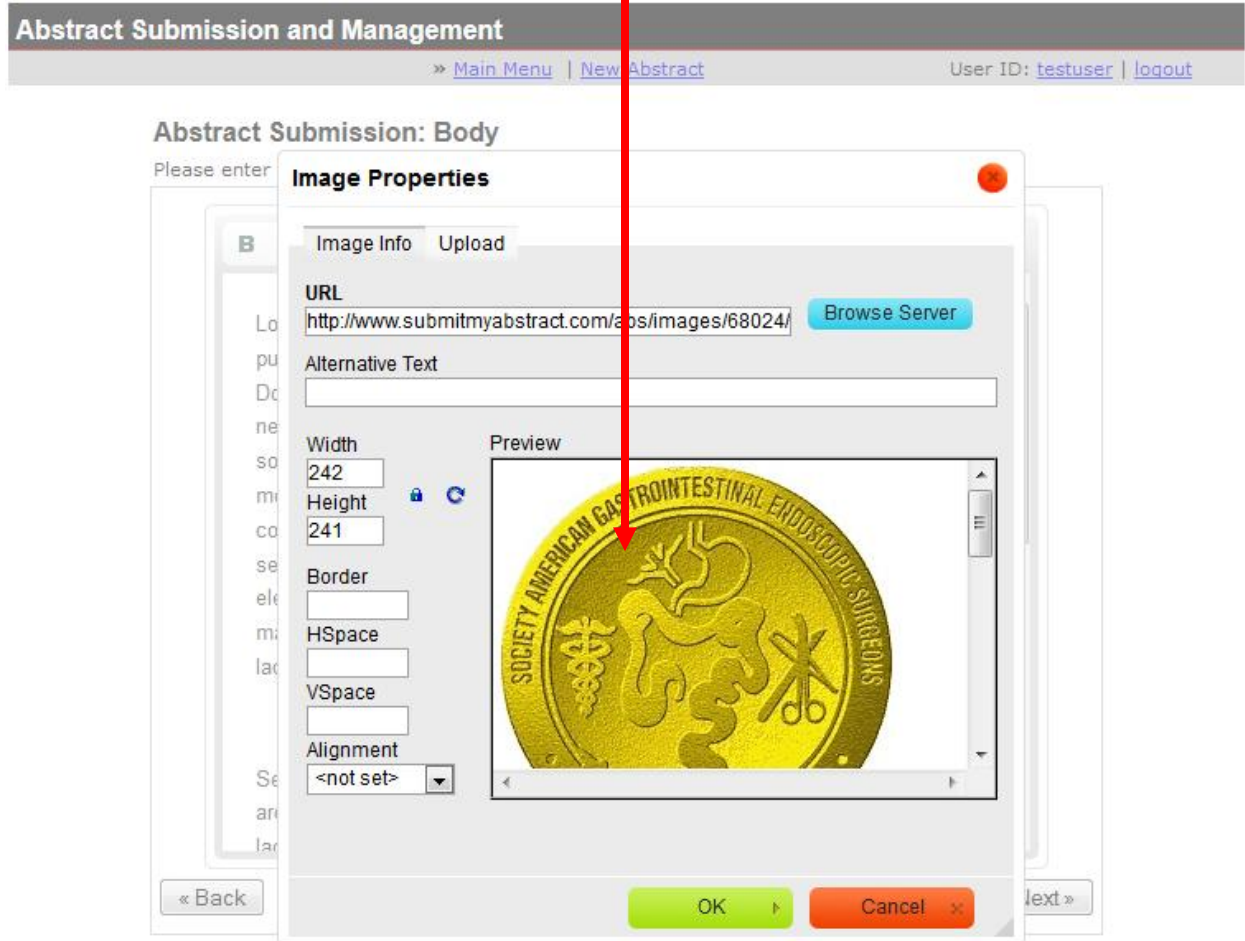
5. Select the **Browse** button and navigate your local hard drive to locate the desired image.

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



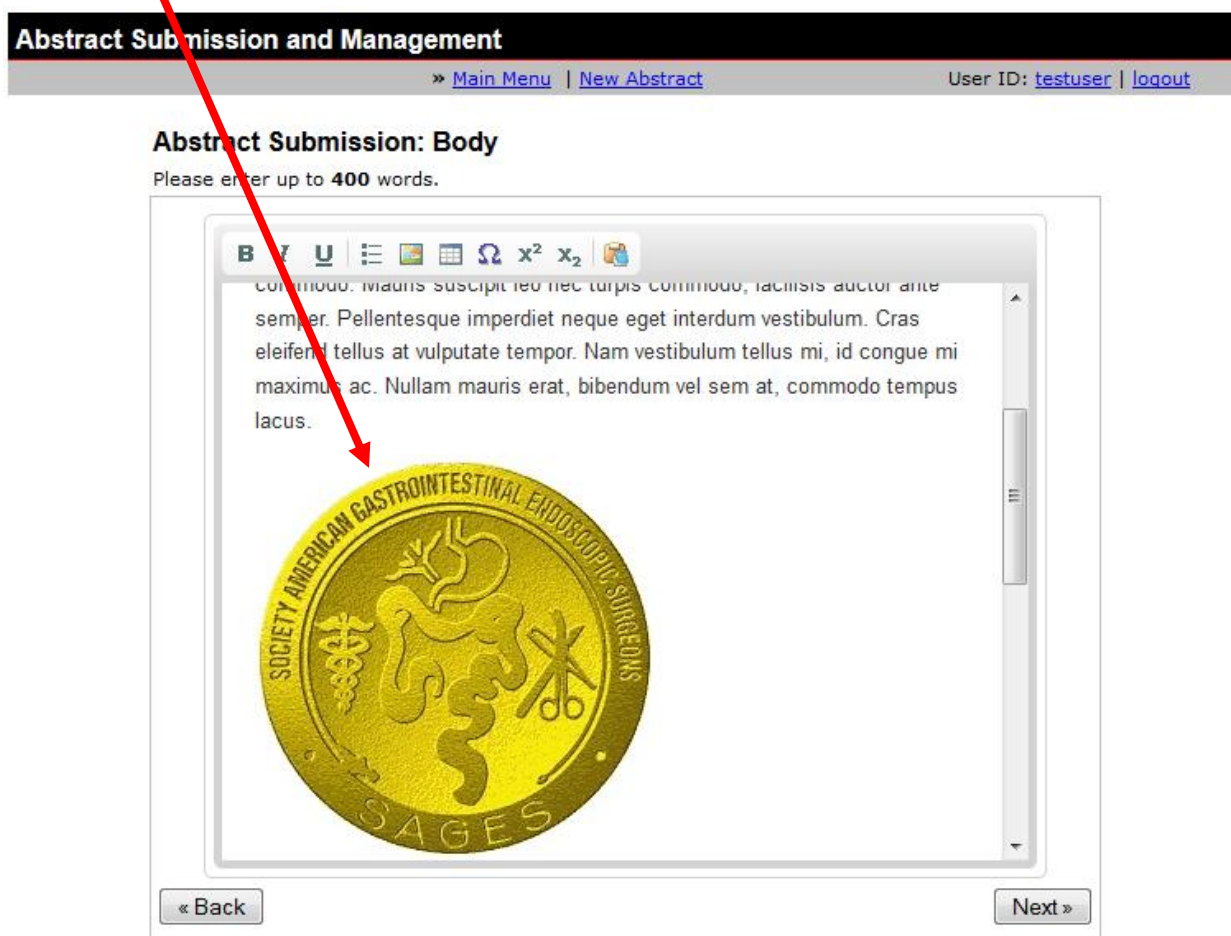
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

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.

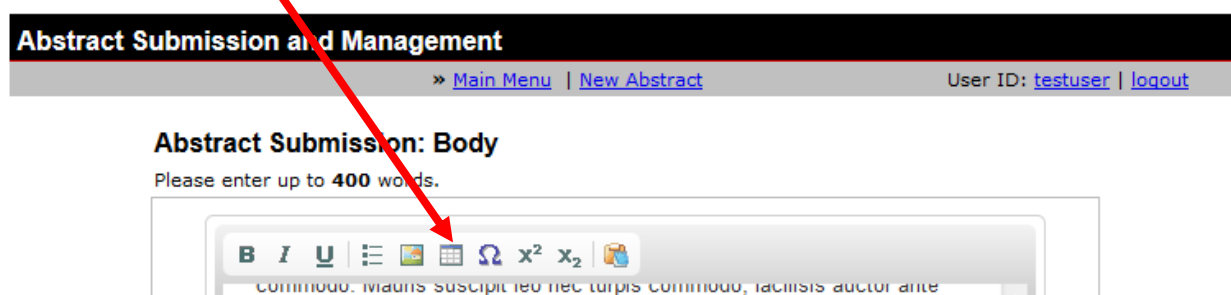


12. Select **Next** to continue with the abstract submission

Please Note: We have provided support for small images in this software. **Because images must be in JPG format and less than 1000 kb 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)

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

Abstract Submission: Body

Please enter up to **400** words.

The screenshot shows the 'Abstract Submission: Body' page. A text area for entering the abstract body is visible, with a word count of 400. A 'Table Properties' dialog box is open, displaying settings for a table. The dialog box has a title bar with a close button. The settings include:

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

At the bottom of the dialog box are 'OK' and 'Cancel' buttons. The background page has a '« Back' button on the left and a 'Next »' button on the right. A large, semi-transparent image of a gold coin with the text 'SOCIETY AMERICAN GAO' is visible behind the dialog box.

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 x^2 x_2

molesie bendum. 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.



[« 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. 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 ut 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.



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

Terms and Conditions

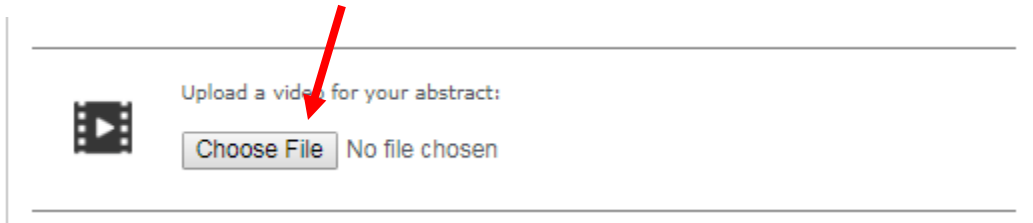
I certify that the information on these forms is correct and that this abstract is original work.

I certify that I have explicit approval and authority from any co-

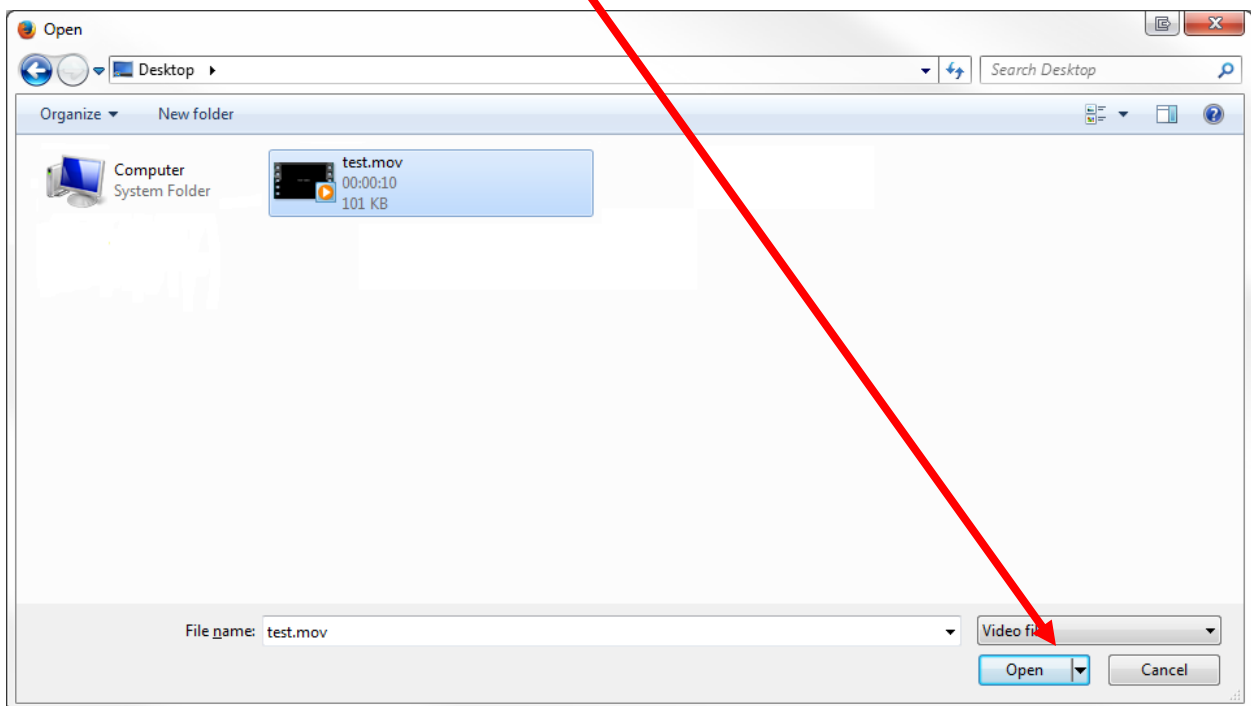
☐ I agree to the terms and conditions listed above

[« Back](#) [Submit](#)

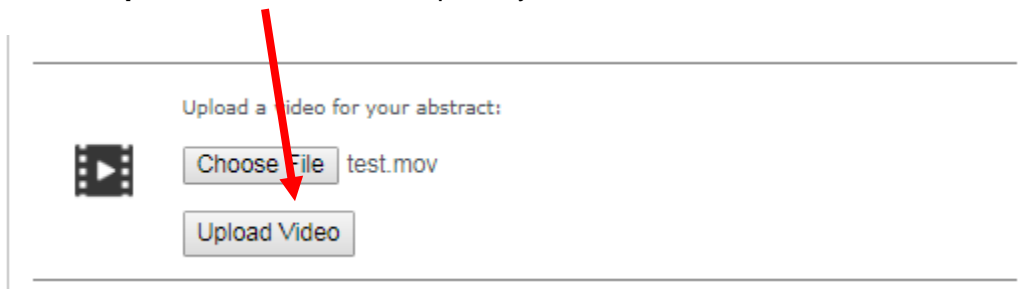
2. Press the **“Choose File”** button.



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



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



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.


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Abstract Submission: Final Review

TEST ABSTRACT Test User MD, SAGES

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Submit

2. A confirmation screen will appear. Click **“OK”** if you want to delete the video, click **“Cancel”** if you don't want to delete the video.

www.submitmyabstract.com says

Are you sure you want to delete this video? This cannot be undone.

OK

Cancel

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

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Abstract Submission: Final Review

TEST ABSTRACT Test User MD, SAGES

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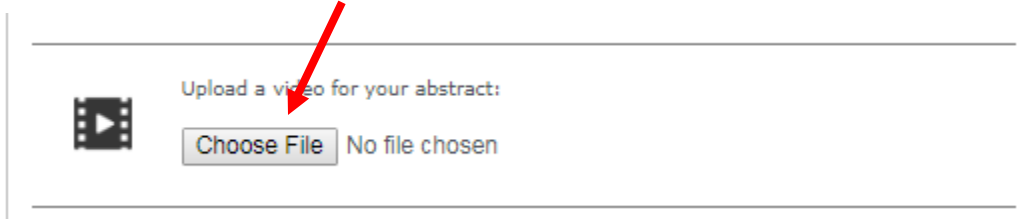
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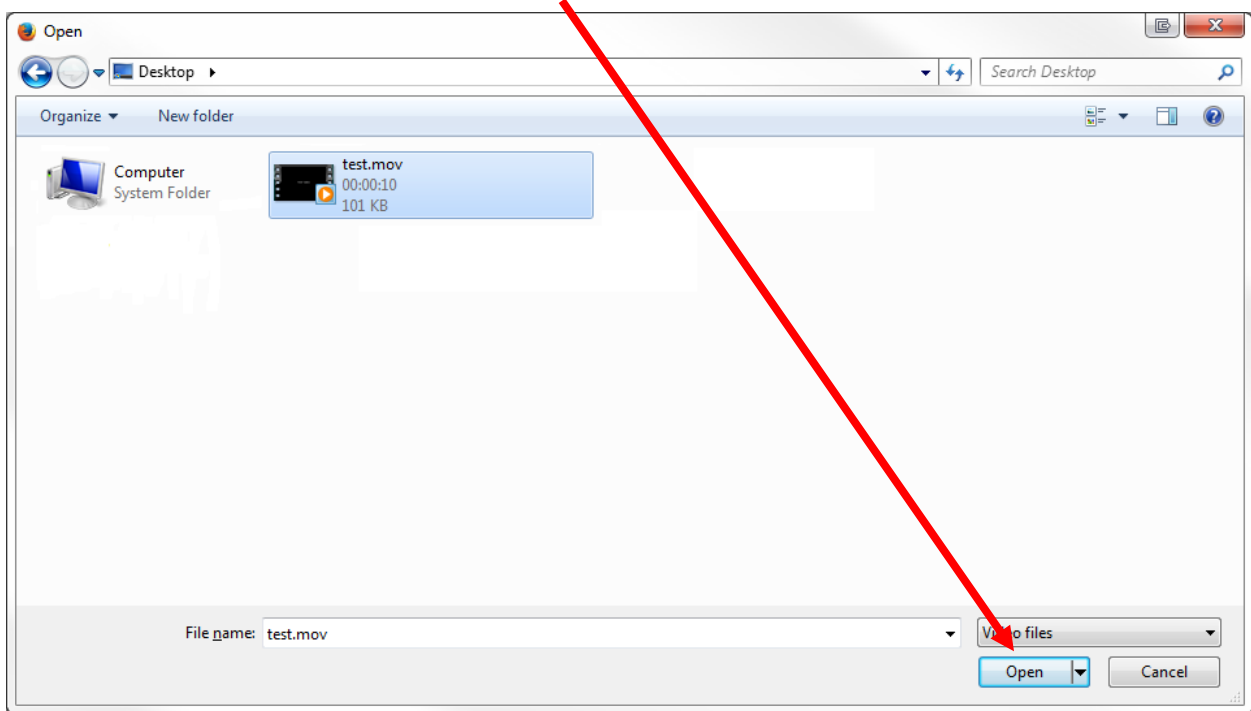
[« Back](#)

[Submit](#)

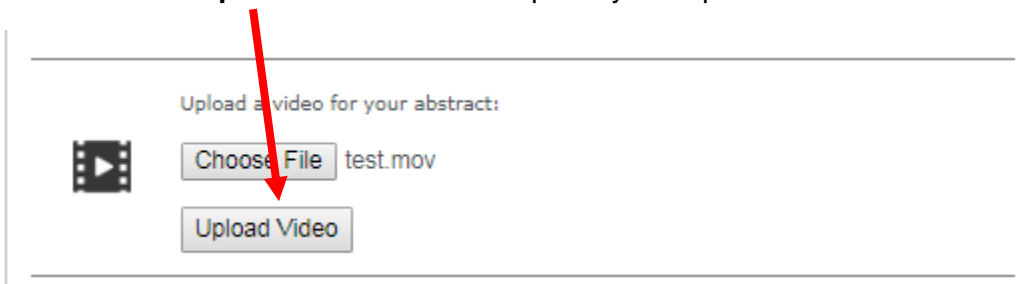
4. Press the **“Choose File”** button.



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



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



Review and Accept Terms and Conditions

Abstract Submission and Management

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Abstract Submission: Final Review

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

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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 91686 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: All ▼

ID	Title	Status	Approval
91686	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: 91686 << Previous | Next >>

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

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Test Video

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

Started: 07/05/2018
Completed: 07/05/2018

[Cancel Edit](#) [Delete Abstract](#) [Edit »](#)

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: 91686 << Previous | Next >>

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Test Video

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Approval:

Started: 07/05/2018
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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.