

Thank you for your interest in submitting an abstract for the upcoming North American Skull Based Society Annual Meeting. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the abstract process or the use of the submission site, please call 310-424-3326 and ask to speak to Jason Levine (x100) or Dan Berlant (x118). You may also email abstracts@nasbs.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 NASBS 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 entered data.

Improved Support for Special Characters:

Most of the standard ASCII character set can be copied from your word processor and into the abstract text.

Data Tables and Images

Abstracts may now contain a small data table or image.

IMPORTANT DATE:

**THE SUBMISSION DEADLINE FOR
ALL ABSTRACTS IS
FRIDAY, SEPTEMBER 5, 2014,
11:59 PM PST**

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

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Part 1 – Accessing the Abstract Submission Site

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

<http://www.nasbs.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 NASBS 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
25th North American Skull Base Society Annual Meeting.

The NASBS 2015 Annual Meeting will be held
February 20-22, 2015
at the Tampa Convention Center
in Tampa, FL, USA.

Submission Deadline:

Friday, September 5, 2014, 11:59 PM PST

There is a 500-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.

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

- **No Previously Published Submission:** The abstract submitted must present original work that has not and will not be published or presented prior to the 2015 NASBS meeting.
- **No Dual Submissions:** The abstract must not have been submitted to any other upcoming meetings.
- **No Previously Presented Data:** All abstracts must be new and original content OR include at least 50% new data if previously presented at a meeting.

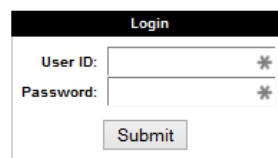
NOTE: ALL content authors are required to disclose any financial relationship(s) with an [ACCME-defined commercial interest](#). Also, no content author may be an employee of a commercial interest.

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

www.nasbs.org/future_meetings/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).

This site works best with the latest versions of Firefox, Chrome, Safari and IE 9 or 10.



Attention:

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

For technical assistance, please call (310) 424-3326 x118 or Email abstracts@nasbs.org

This is the entry page for the abstract software. Since this is your first visit, you will need to create an account. The link to create an account is found just below the login box. **Accounts created for 2014 are not valid for 2015. You must create a new account for 2015 (you may use the previous username and password)**

Part 1a – Technical Requirements

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

Browsers:

Windows:

MS Internet Explorer 9 or newer

Current versions of:

- Firefox
- Chrome

Macintosh:

Current versions of:

- Safari
- Firefox
- Chrome

Mobile Devices:

We do not currently support mobile browsers

Screen Resolution:

We recommend setting your screen resolution to **AT LEAST** 800x600 pixels. Users with a screen resolution of 640x480 pixels will have a hard time navigating the site. All screenshots were taken at 1920x1080 resolution with Firefox 21.0. What you see will vary depending on your computer and browser settings.

Part 2 – Creating a New Account

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

Register User

Contact Name

Details

*First Name:

*Last Name:

*Title: (highest degree)

*Email:

*Confirm Email:

*User ID:

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

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

You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you 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 [NASBS Office](#) for assistance.

Part 3 – Logging In

By now, you have created an account using the form from [Part 2](#) and you have received your password by email to the address you provided. The randomly generated password will look something like this: **6TZldrK3S2**

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

Abstract Submission and Management

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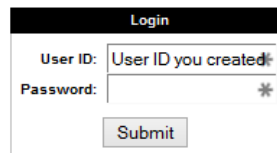
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This site works best with the latest versions of Firefox, Chrome, Safari and IE 9 or 10.



Attention:

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

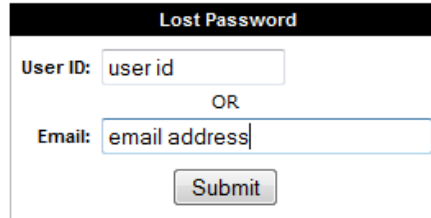
For technical assistance, please call (310) 424-3326 x118 or Email abstracts@nasbs.org

If you cannot remember your password, please click the correct link on the screen and go to [Part 3a – Resetting a Password](#)

Part3a – Resetting a Forgotten Password

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

Abstract Submission and Management



Lost Password

User ID:

OR

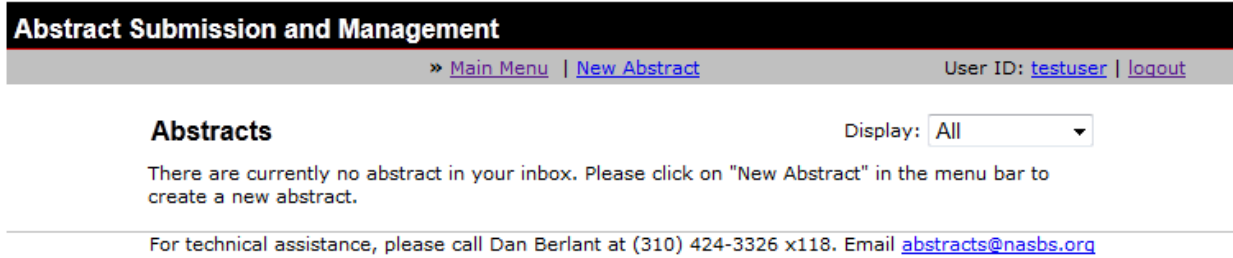
Email:

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the [NASBS 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, and links for "Main Menu" and "New Abstract" in the center, and "User ID: testuser | logout" on the right. Below the navigation bar, the heading "Abstracts" is followed by a "Display: All" dropdown menu. The main content area contains the text: "There are currently no abstract in your inbox. Please click on 'New Abstract' in the menu bar to create a new abstract." At the bottom, there is a footer with contact information: "For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org"

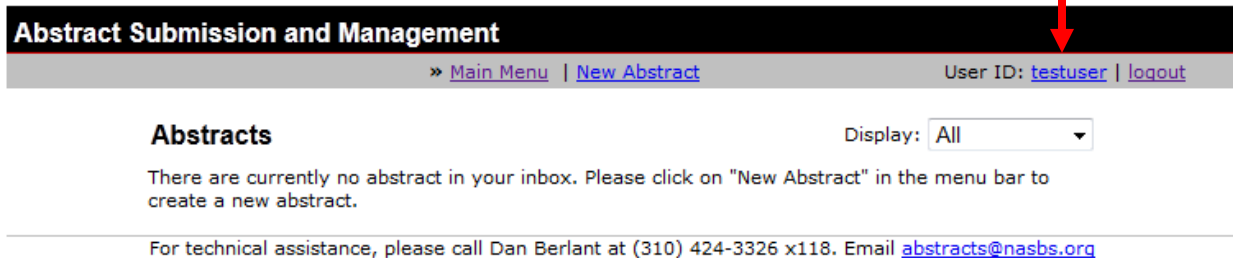
Because this is your first time logged in, you have no abstracts in the system.

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



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

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 to the "User ID: testuser" text in the navigation bar.

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: MI:

*Last Name:

*Title: (highest degree)

*Email:

*Confirm Email:

*User ID:

*Password: (8-15 alphanumeric)

Confirm:

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

To change the password, 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: Contact Information

Contact: *First Name: MI:

*Last Name:

*Title: (highest degree)

*Address:

*City:

*State:

*Postal Code:

*Country:

*Phone:

Fax:

*Email:

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.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:	<input type="text"/>	
*Institutions:	<input type="text"/>	
<hr/>		
*Author(s):	<input type="text"/>	
<hr/>		
<input type="button" value=" << Back"/>	<input type="button" value=" Add Author"/>	<input type="button" value=" Save & Continue >>"/>

** As a provider accredited by the Accreditation Council for Continuing Medical Education (ACCME), NASBS must insure balance, independence, objectivity, and scientific rigor in all of its individually sponsored or jointly sponsored educational activities. We are required to identify and resolve all potential conflicts of interest with any individual in a position to influence and/or control the content of CME activities. A potential conflict of interest is considered to exist if the individual and/or their spouse or partner has received financial benefit in any amount from a commercial interest involved in the activity within the past 12 months. A commercial interest is defined as any proprietary entity producing health care goods or services, with the exception of non-profit, government organizations or providers of clinical service directly to patients. All disclosure information will be reviewed to determine if a potential conflict of interest exists. Additional information may be requested to make this determination. Any changes in the disclosure information prior to the presentation should be forwarded to the NASBS office.

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

Enter the abstract title in the first field on this screen. The title is limited to 254 characters.

Enter all of the institutions for the abstract authors on the next line. This field is also 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 content area is titled 'Abstract Submission: Titles, Authors & Institutions'. It contains a form with three main sections: 'Abstract Title', 'Institutions', and 'Author(s)'. A modal window titled 'Add Author' is overlaid on the main form. This modal window has a title 'Abstract Submission: Add Author' and contains the following fields and options: 'First Name or Initial' (text input), 'MI' (text input), 'Last Name' (text input), 'Title(s)' (text input with a note '(separate multiples with a space, i.e. PhD RN)'), 'Presenter' (radio buttons for 'Yes' and 'No' with the text '(will this author be the presenter?)'), and a question '*Has this author or their spouse had within the last 12 months a relevant financial relationship with a commercial interest?' with radio buttons for 'Yes' and 'No'. At the bottom of the modal are 'Cancel' and 'Submit' buttons.

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

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

The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to

determine whether the speaker's interest or relationships may influence the presentation with regard to exposition or conclusion.

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

Abstract Submission and Management

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

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

*Institutions:

*Author(s):

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.

The screenshot shows the 'Abstract Submission and Management' web application. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions' and contains three input fields: '*Abstract Title:', '*Institutions:', and '*Author(s):'. A modal dialog box titled 'Add Author' is open, displaying a confirmation message: 'Disclosure: Test User: Submitted' and '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.' The dialog has 'NO' and 'YES' buttons at the bottom.

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

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

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

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

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

Abstract Submission: Type and Topic

***Topic:** (Please choose the topic below that most closely matches the topic of your abstract)
----- select ----- ▾

***Member:** (Please indicate membership for Test User)
----- select ----- ▾

***Is Test User in residency or fellowship program?**
 No Yes, anticipated completion date: ▾

Please provide the completion date only if the resident/fellow is both the first author and will present the paper or poster if accepted. "Resident/Fellow" indicates that the person is currently enrolled in a qualified residency or fellowship. Proof of enrollment must be sent to the NASBS office by fax or mail. Indicate the name of the resident and the title(s) of the abstracts being submitted. You MUST submit proof of enrollment to be considered for special awards.

***Is this abstract the result of research completed under a NASBS Research Grant?**
 No Yes, enter the year of the grant: -- select-- ▾

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

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

Use the Member pull-down menu to confirm that the First Author and/or the Presenter are members of NASBS. Please enter the name of the sponsor and the Society of which the sponsor is a member in the appropriate space.

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

Finally, indicate if this abstract is the result of research completed under a NASBS research grant.

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

NASBS Awards:
Please select from the following which award you are interested in. These awards are only eligible to Medical Students / Residents / Fellows. For more details on the award requirements please visit the NASBS Website

If applying for an award, please specify if the presenting author is a Medical Student, Resident, or Fellow. Awards are only eligible to Medical Students, Residents and Fellows. Please see the NASBS Website for details.

For technical assistance, please call (310) 424-3326 x118 or Email abstracts@nasbs.org

Please select the award you are interested in applying for.

All awards are open ONLY to Medical Students / Residents / Fellows who are selected for Oral Presentations at the 25th North American Skull Society Annual Meeting. All award winners MUST submit a manuscript to Skull Base Journal.

- To qualify for the Best Paper by a Medical Student, the presenter must be a current medical student at the time of the meeting
- To qualify for the Best Clinical Research Paper by a Resident or a Fellow, the presenter must be a Resident or Fellow at the time of the meeting
- To qualify for the Best Science Paper by a Resident or a Fellow, the presenter must be a Resident or Fellow at the time of the meeting

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

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

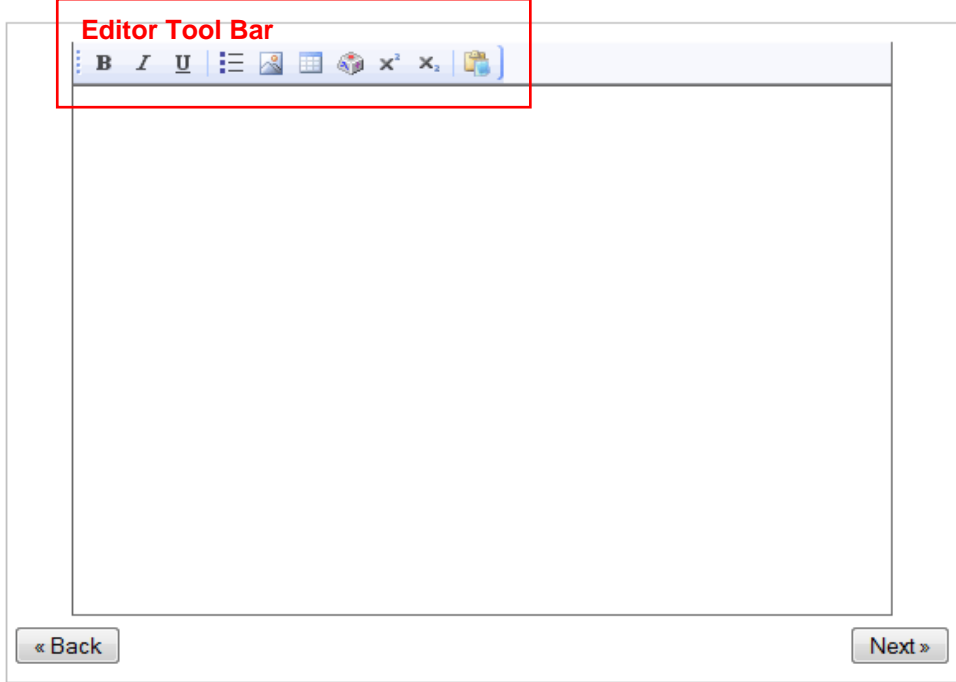
Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.

Abstract Submission and Management

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

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

Editor Tool Bar



« Back Next »

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

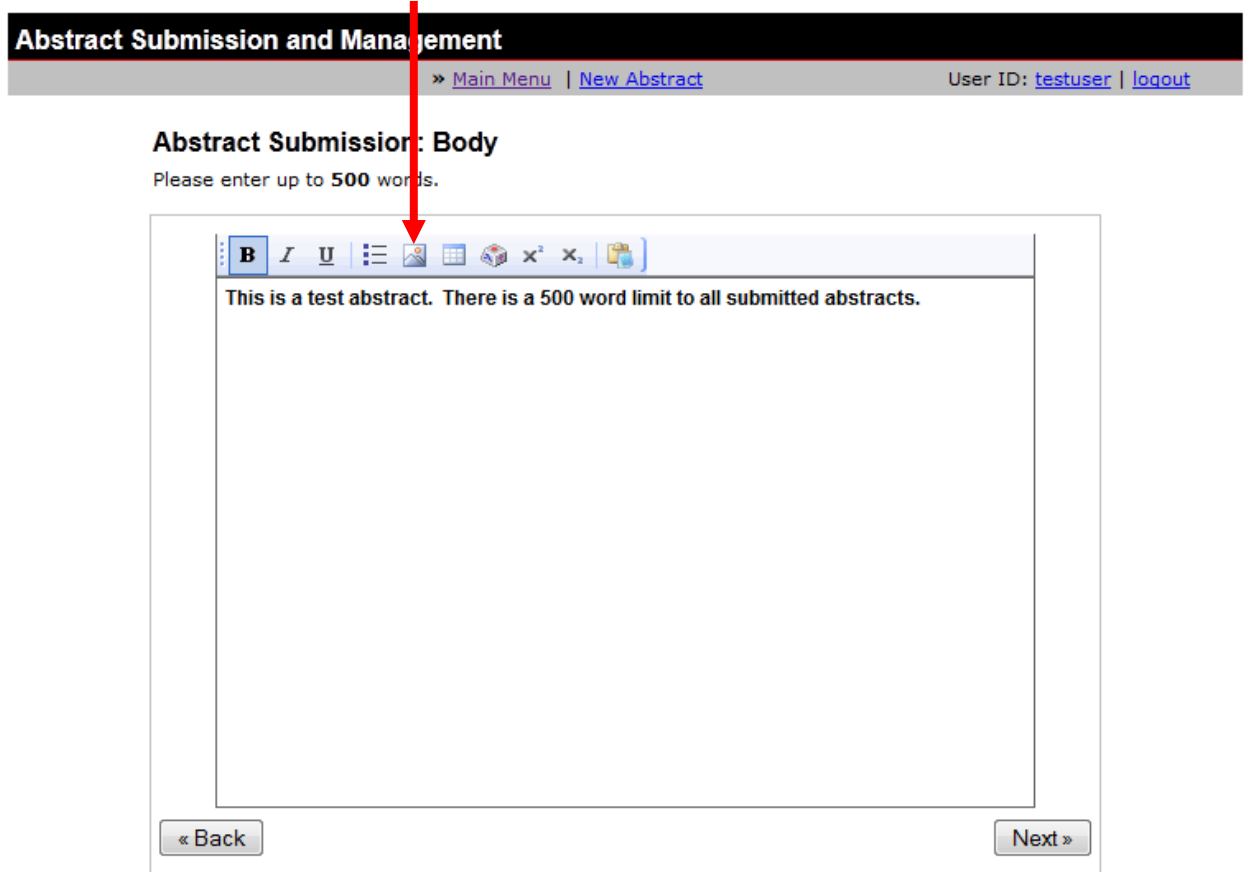
Entering Text

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

Please Note: Every abstract submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the on line submission system.

Inserting an Image

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



The screenshot displays the 'Abstract Submission and Management' web application. At the top, there is a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. Below this is the 'Abstract Submission: Body' section, which includes a word count instruction: 'Please enter up to 500 words.' The main content area is a text editor with a toolbar at the top. The toolbar contains icons for Bold (B), Italic (I), Underline (U), Bulleted List, Image (a small picture icon), Table, Insert Object, Superscript (x²), Subscript (x₂), and Undo. A red arrow points to the Image icon in the toolbar. The text area contains the text: 'This is a test abstract. There is a 500 word limit to all submitted abstracts.' At the bottom of the editor, there are '« Back' and 'Next »' buttons.

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2. The Image Properties box will now appear on screen

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

Abstract Submission and Management

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

Abstract Submission: Body

Image Properties

Image Info Upload

URL

Alternative Text

Width

Height

Border

HSpace

VSpace

Align

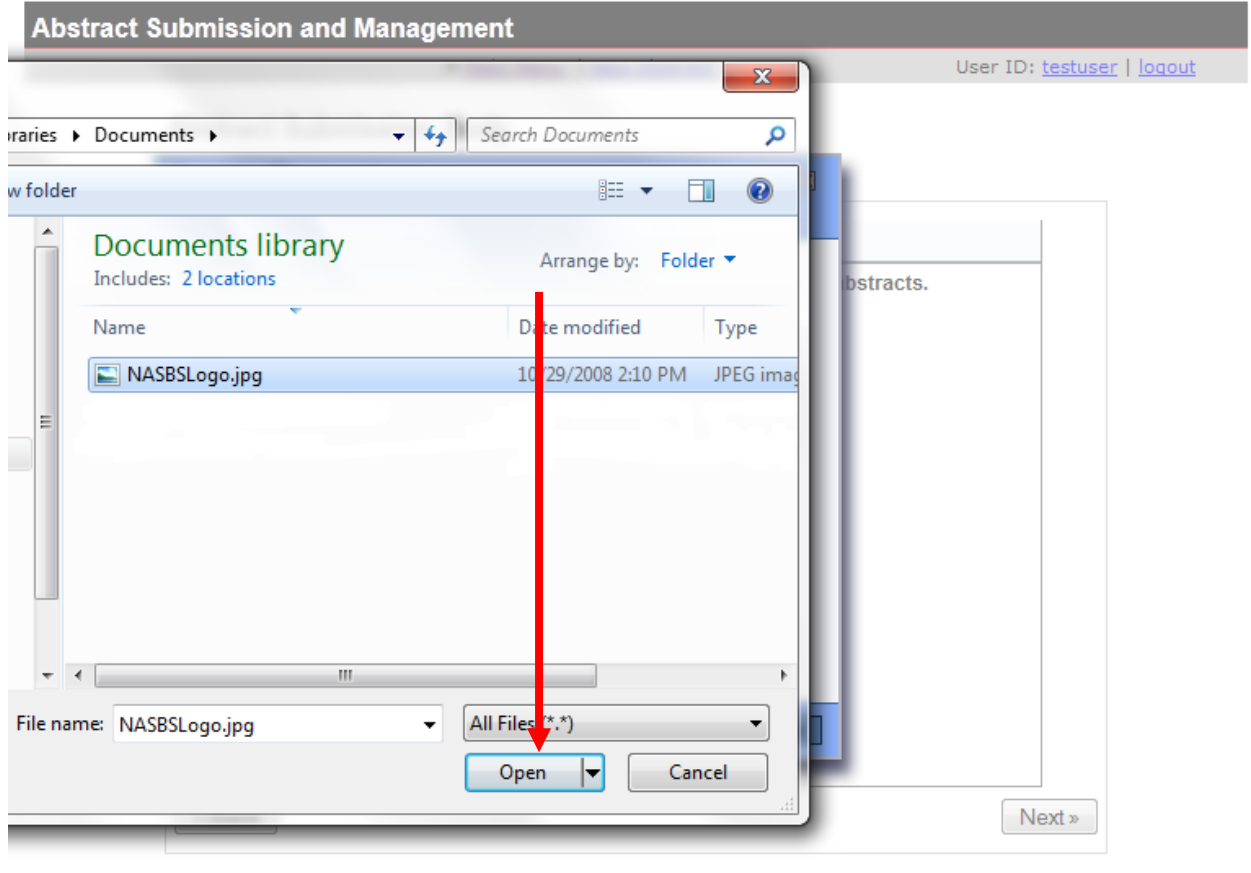
Preview

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis

« Back abstracts@nasbs.org

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.

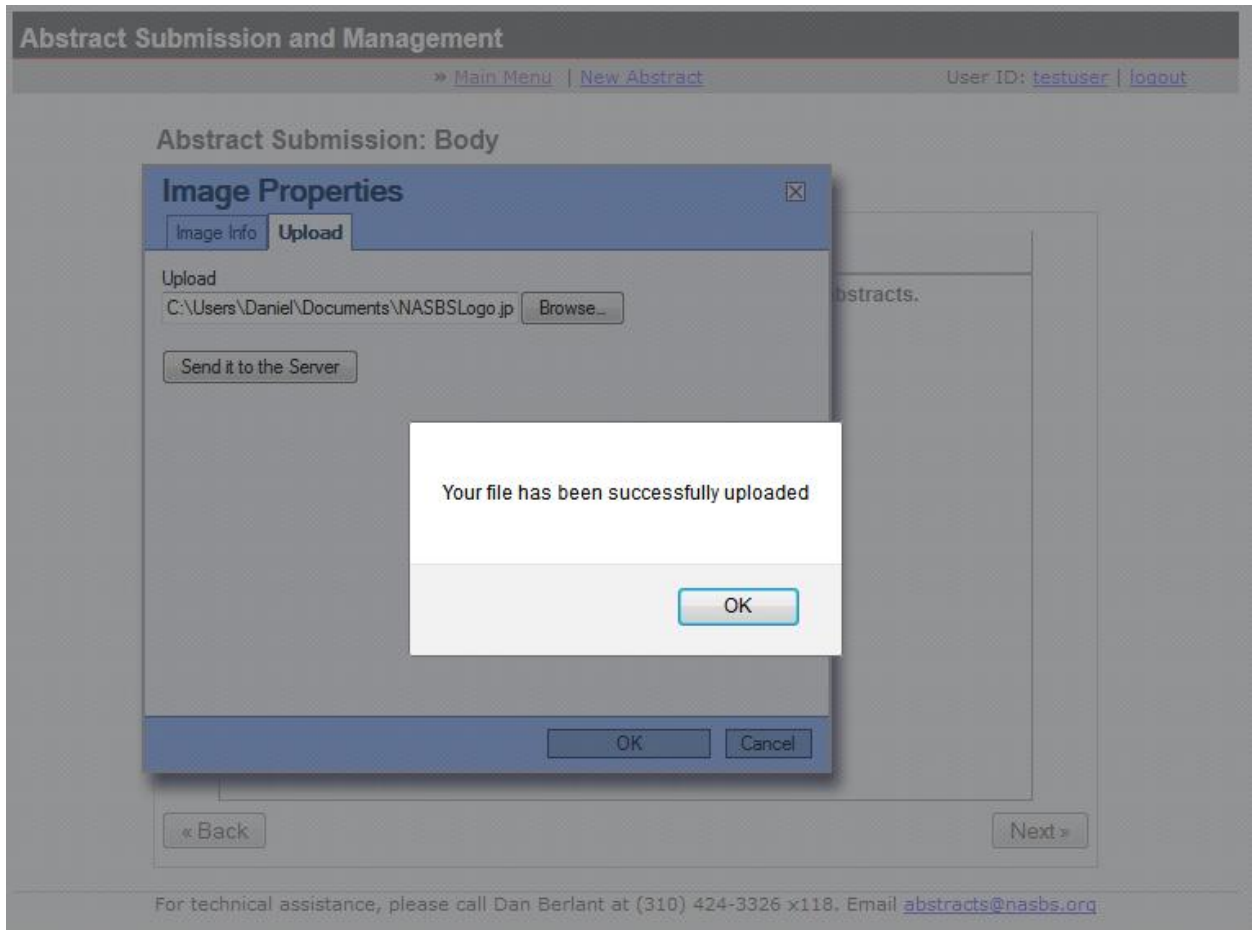
6. Select the image and press the **Open** button



For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

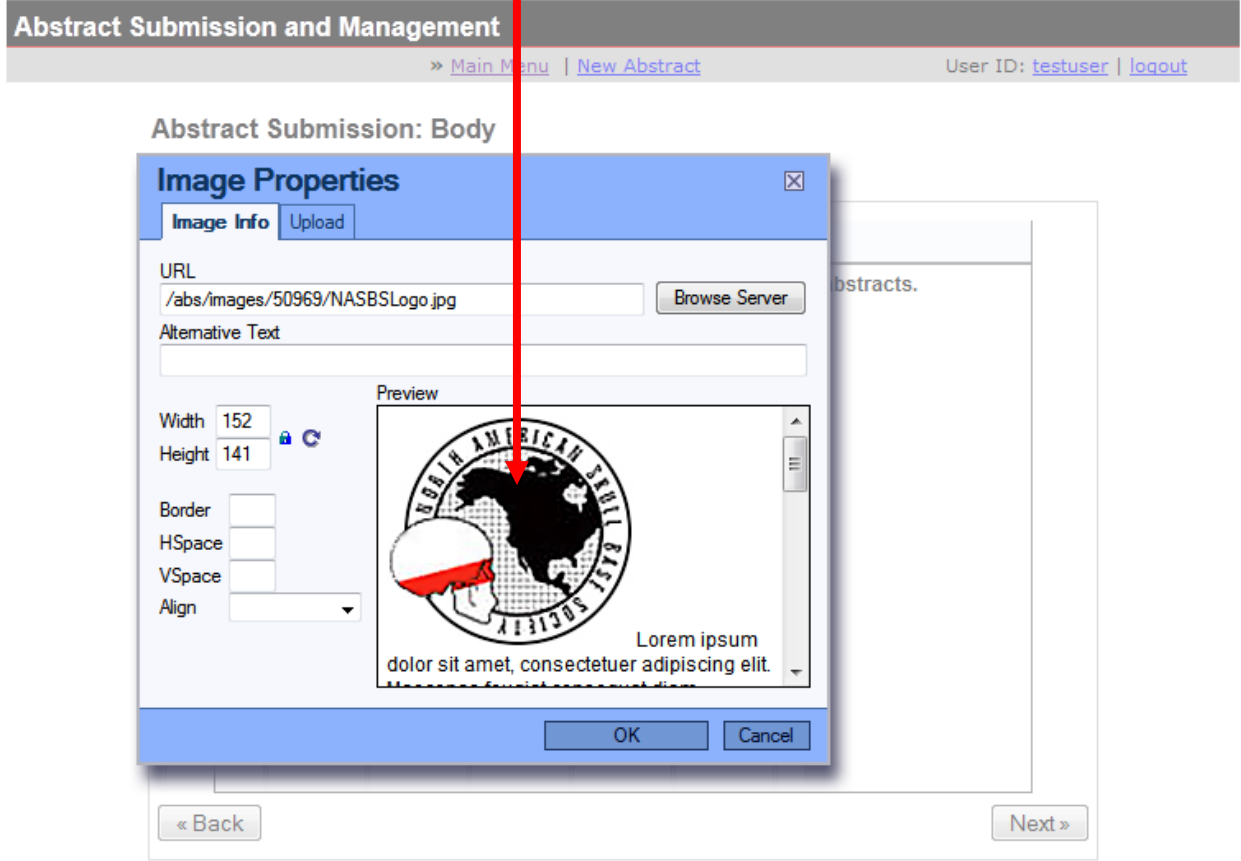
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

- An onscreen confirmation will appear when your image has successfully been uploaded.



- Press the **OK** button on the confirmation dialog box.

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



For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

12. Press the **OK** button

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

Abstract Submission and Management

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

Abstract Submission: Body
Please enter up to 500 words.

This is a test abstract. There is a 500 word limit to all submitted abstracts.

« Back Next »

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

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

Please Note: We have provided support for small images in this software. While any color image may be inserted, this feature is primarily intended for graphs. **Because images must be in JPG format and less than 100 kb in size and should be less than 200 pixels in width and height, we do not recommend that you attempt to insert high-quality intraoperative photos.** Additionally, we will print the abstracts in black and white only, so color images will not look as good in publication.

Generating a Table within the Abstract Editor

1. 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.

This is a test abstract. There is a 500 word limit to all submitted abstracts.

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 500 words.

The screenshot shows a web-based text editor interface. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), list, image, table, and other functions. Below the toolbar, the text area contains the message: "This is a test abstract. There is a 500 word limit to all submitted abstracts." A "Table Properties" dialog box is open in the center, with a blue header and a close button (X). The dialog box contains the following fields and controls:

- Rows:
- Columns:
- Headers:
- Border size:
- Alignment:
- Width:
- Height:
- Cell spacing:
- Cell padding:
- Caption:
- Summary:

At the bottom of the dialog box are "OK" and "Cancel" buttons. Below the text editor, there are "« Back" and "Next »" navigation buttons.

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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 **500** words.

This is a test abstract. There is a 500 word limit to all submitted abstracts.

This is a test table

« Back Next »

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

6. Fill in the table with your desired data.
7. 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](#), NASBS

This is a test abstract. There is a 500 word limit to all submitted abstracts.

This is a test table

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 2014 NASBS 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

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

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 50969 to NASBS. 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.

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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
50969	Test Abstract	Pending	

Total Records: 1 Display: 1 - 1

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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 [NASBS 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: 50969 << Previous | Next >>

TEST ABSTRACT [Test User](#), NASBS

This is a test abstract. There is a 500 word limit to all submitted abstracts.

This is a test table

Session/Program: N/A **Started:** 06/04/2013
Status: Pending **Completed:** 06/05/2013
Approval:

<< Previous | Next >>

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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](#)

Abstract: Edit ID: 50969 << Previous | Next >>

TEST ABSTRACT [Test User](#), NASBS

This is a test abstract. There is a 500 word limit to all submitted abstracts.

This is a test table

Session/Program: N/A **Started:** 06/04/2013
Status: Pending **Completed:** 06/05/2013
Approval:

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

<< Previous | Next >>

For technical assistance, please call Dan Berlant at (310) 424-3326 x118. Email abstracts@nasbs.org

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