

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 17, 2021,
5:00 PM (Eastern Daylight Time)**

(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 – Type and Topic](#)
 - d. [Step 4 – Additional Information](#)
 - e. [Step 5 – Edit your Abstract Content](#)
 - i. Text Only
 - ii. With Image
 - iii. With Data Table
 - iv. Review and Accept Terms
 - v. 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.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
2022 NASBS 31st Annual Meeting**

The 2022 NASBS 31st Annual Meeting will be held
February 18-20, 2022
Sheraton Grand at Wild Horse Pass
Phoenix, Arizona

**Submission Deadline:
Friday, September 17, 2021
5:00 PM (Eastern Daylight Time)**

There is a 500-word limit and four (4)-image 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 2022 NASBS 31st Annual 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: NASBS declares that no employees/owners of an ineligible company may present in NASBS CME accredited sessions. This policy is applicable to abstract authors and presenters.

Please visit the following web page for other rules, guidelines, instructions and the NASBS Policy on Owner/Employees of Ineligible Companies:
www.nasbs.org/future_meetings/abstracts/

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).

Login

User ID:

Password:

Submit

Attention:

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

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 2020 / 2021 are not valid for 2021 / 2022. You must create a new account for 2021 / 2022 (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 11 or newer

Current versions of:

- Firefox
- Chrome

Macintosh:

Current versions of:

- Safari
- Firefox
- Chrome

Mobile Devices:

We do not currently support mobile browsers

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 mesNASBS 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.

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

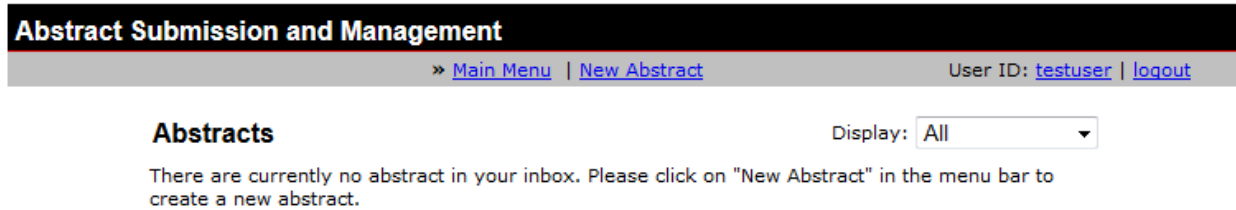
Upon clicking the “**Forgot your password? Click here**” link on the login screen, you will be taken to the password reset screen:

A form titled "Lost Password" with a black header. It contains two input fields: "User ID: user id" and "Email: email address", separated by the text "OR". A "Submit" button is located at the bottom right of the form.

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.

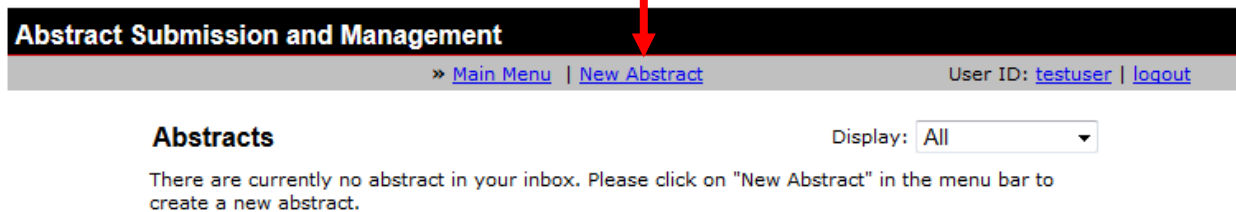
Part 4 – The Main Menu

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

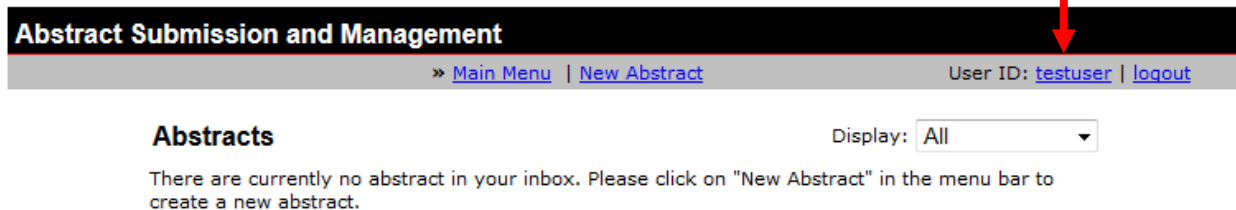


Because this is your first time logged in, you have no abstracts in the system.

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

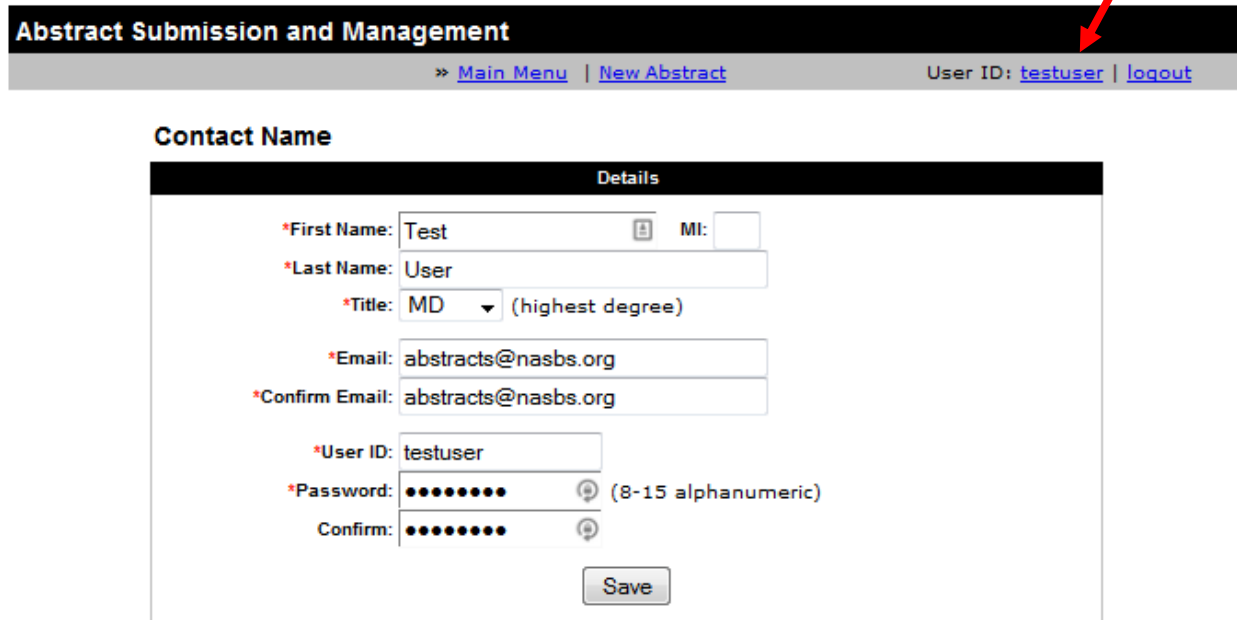


To change the randomly generated password, click on your **User ID** at the top right of the screen ([go to Part 4a](#)).



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' header. On the right, the 'User ID: testuser' is displayed with a red arrow pointing to it. Below the header, the 'Contact Name' section is visible, containing a 'Details' form. The form fields are as follows:

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

A 'Save' button is located at the bottom of the form.

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:

The screenshot shows a web interface for abstract submission. At the top, a black header bar contains the text 'Abstract Submission and Management'. Below this, a grey navigation bar includes links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main content area is titled 'Abstract Submission: Corresponding Author'. It contains a form with the following fields: *First Name (Test), MI (empty), *Last Name (User), *Degree (MD dropdown with a note: '(Please select highest degree. This is not used in publication, simply for correspondence regarding submission)'), *Address (four stacked text boxes), *City (text box), *State (select dropdown), *Postal Code (text box), *Country (United States dropdown), *Phone (text box), *Cell Phone (text box), and *Email (abstracts@nasbs.org). At the bottom left is a 'Cancel' button and at the bottom right is a 'Next »' button.

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):

<< Back

Add Author

Save & Continue >>

In accordance with ACCME regulations, the accredited provider for this activity must ensure that anyone who is in a position to control the content of the education activity has disclosed to us ALL financial relationships with any ineligible company (formerly "commercial interest" - see below for definitions). Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to mitigate the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation or note that you have nothing to disclose. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

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

Examples of such organizations include:

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

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

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

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

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

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

The screenshot shows the 'Abstract Submission and Management' software interface. At the top, there's a header with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions'. A modal window titled 'Abstract Submission: Add Author' is open, displaying a form for adding a new author. The form includes the following fields and options:

- *Abstract Title: (text input)
- *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 had within the last 24 months a financial relationship with an ineligible company?
☐ Yes ☐ No
- Buttons: Cancel, Submit

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

NASBS, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. The ACCME states "the owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in [Standard 3.2](#)." Therefore, the NASBS Conflict of Interest Committee (CIC) declares that no employees/owners of an ineligible company may present in NASBS CME accredited sessions. This policy is applicable to abstract authors and presenters.

Click [here](#) to view the ACCME's definition of ineligible company, owner and employee.

Please contact miranda@nasbs.org with any questions regarding NASBS Policy on Owner/Employee of Ineligible Companies.

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

The screenshot displays the 'Abstract Submission and Management' web application. At the top, a navigation bar includes links for 'Main Menu' and 'New Abstract', along with the user ID 'testuser' and 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 'Disclosure: Test User' section. This section prompts the user to provide information regarding compensation. It includes three required fields: '*Company:' (a text input), '*What was received:' (a dropdown menu showing 'Select compensation...'), and '*What was the role:' (a dropdown menu showing 'Select role...'). Below these is a question '*Is this relationship still currently active:' with two radio button options: 'Yes, it is still active' (selected) and 'No, it concluded within the last 24 months'. At the bottom of the modal are '<< Back' and 'Submit' buttons.

Enter author's financial disclosure.

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 – 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... ▼

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



Student/Resident/Fellow indicates that the person is currently enrolled in medical school or in a qualified residency or fellowship program. To be considered for any special awards, you must fill out the anticipated completion date, and proof of enrollment must be sent to the NASBS office by email. Indicate the name of the medical student/resident/fellow and the title(s) of the abstracts being submitted.

Is this abstract the result of research completed under a NASBS Research Grant?

☒ No ☐ Yes , enter the year of the grant: -- select--- ▼

« Back Next »

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.

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

I would like my abstract considered for the following award:

[« Back](#) [Next »](#)

Use the Dropdown menu to select if you would like your abstract considered for one of the awards. Click **Back** to go back and edit Type and Topic or **Next** to continue.

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
B *I* U | x^2 x_2

[« Back](#) [Next »](#)

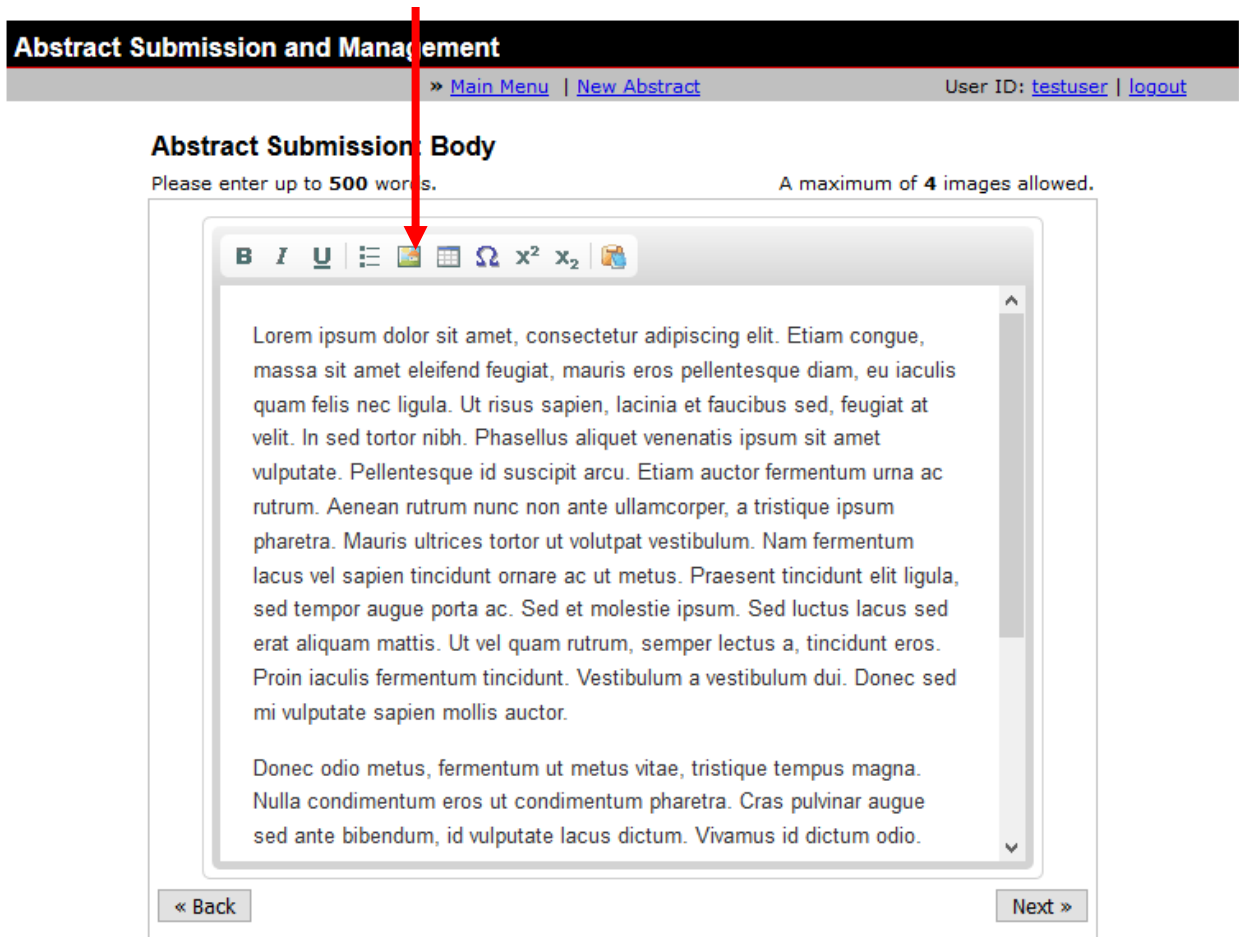
Entering Text

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 **500-word limitation**. This restriction will be strictly enforced via the on line submission system.

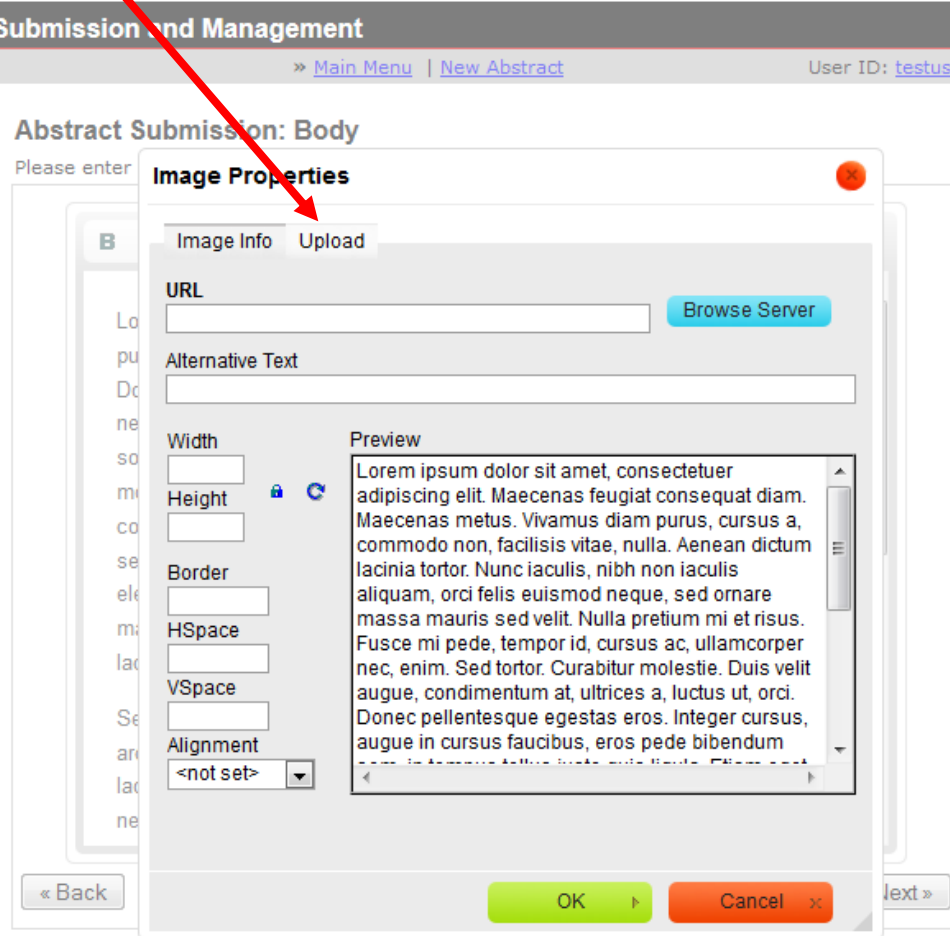
Inserting an Image

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



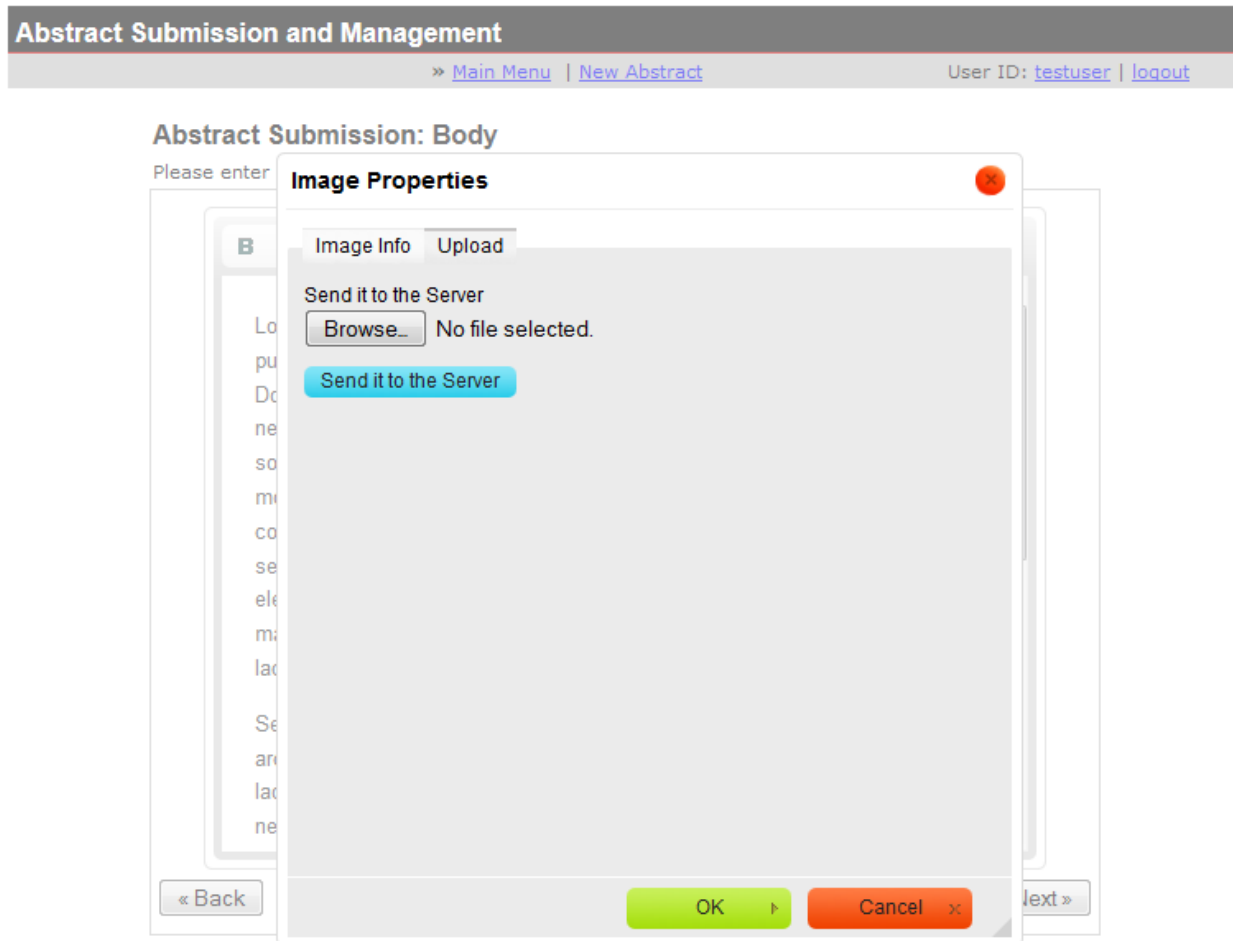
2. The Image Properties box will now appear on screen

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



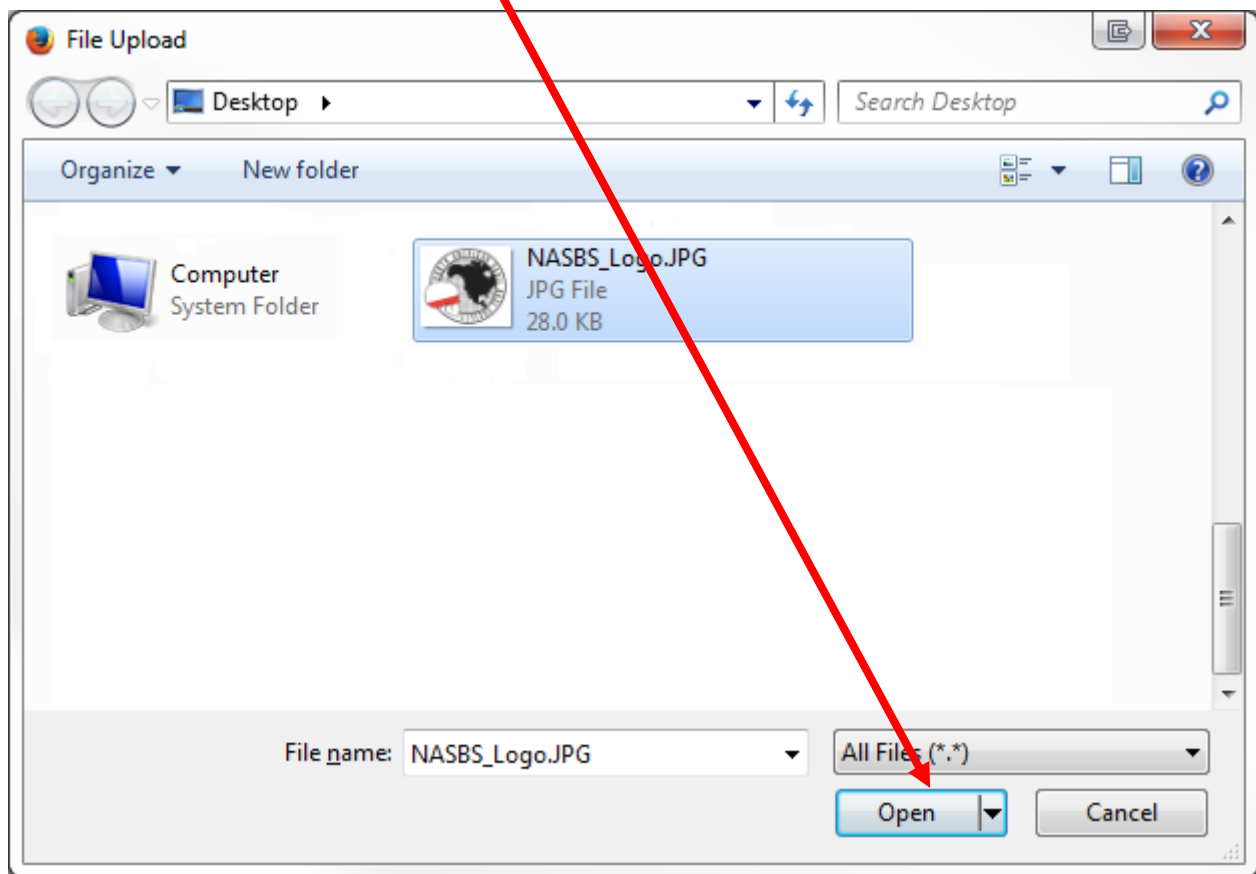
The screenshot displays the 'Abstract Submission and Management' web interface. At the top, a navigation bar includes links for 'Main Menu' and 'New Abstract', along with a user ID 'testuser' and a 'logout' link. The main content area is titled 'Abstract Submission: Body'. A red arrow points to the 'Upload' tab of the 'Image Properties' dialog box, which is currently open. The dialog box has two tabs: 'Image Info' and 'Upload'. The 'Upload' tab is active, showing a 'URL' input field with a 'Browse Server' button, an 'Alternative Text' input field, and a 'Preview' section. The 'Preview' section contains a text area with placeholder text: '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 velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum'. The dialog box also includes fields for 'Width', 'Height', 'Border', 'HSpace', 'VSpace', and 'Alignment' (set to '<not set>'). At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background interface shows a 'Please enter' prompt and a 'Back' button.

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.

Abstract Submission and Management

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

Abstract Submission: Body

Please enter

Image Properties

Image Info Upload

URL
 [Browse Server](#)

Alternative Text

Width

Height

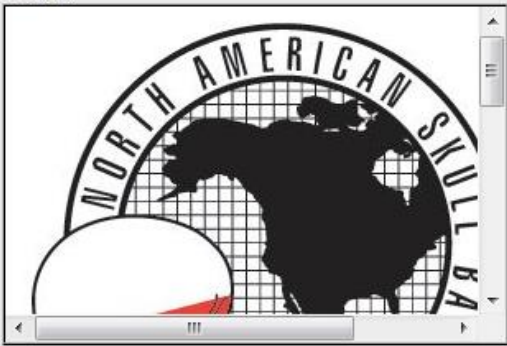
Border

HSpace

VSpace

Alignment

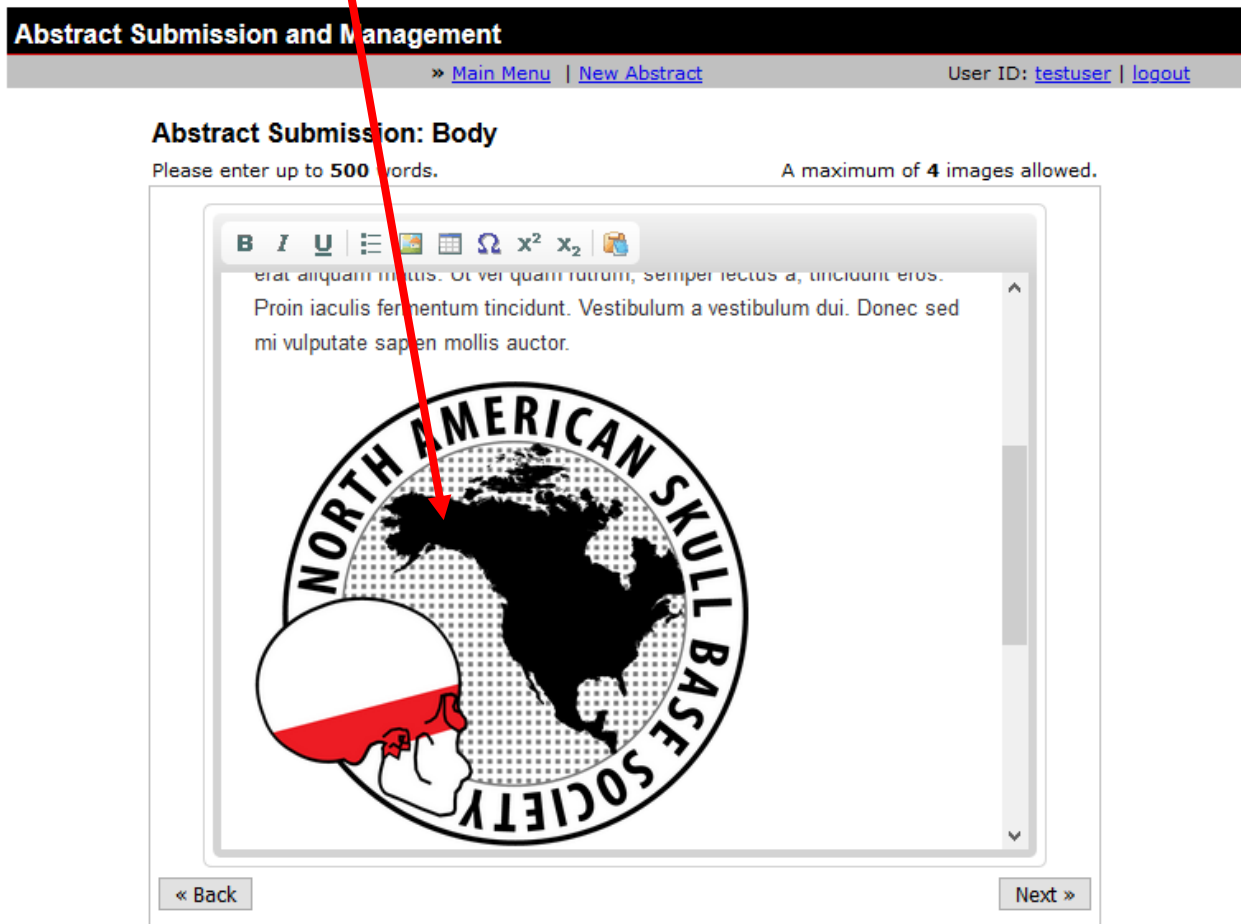
Preview



« Back OK Cancel Next »

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

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 or PNG 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

Table Properties

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

OK Cancel

« 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 **500** words. A maximum of **4** images allowed.

B I U [List Icon] [Image Icon] [Table Icon] [Link Icon] [Unlink Icon] [X² Icon] [X₂ Icon] [Insert Icon]



Donec odio metus, fermentum ut metus vitae, tristique tempus magna.

« Back Next »

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 USER [Test User MD, NASBS](#)

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.



Sed id sem mollis, vulputate velit ut, ultricies lacus. Fusce luctus gravida arcu, condimentum sagittis metus. Duis dignissim leo ut ex bibendum, et laoreet purus venenatis. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam mi dolor, bibendum et interdum eu, fringilla volutpat ipsum. Suspendisse fringilla commodo quam, nec sodales justo molestie in. Mauris faucibus magna nunc, ut tincidunt quam sodales bibendum. Suspendisse laoreet eleifend metus, dictum rhoncus nibh facilisis at.

Terms and Conditions

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

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

☐ I agree to the terms and conditions listed above

[« Back](#)

[Submit](#)

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

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

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

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

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

Please Note: If you see the screen below, you have successfully submitted your abstract. **ALSO note the Abstract ID (6-digit number) for your submission; this will be the unique identifier for your submission.** Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your abstracts or **New Abstract** to begin entering a new abstract.

Abstract Submission and Management

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

Thank you for submitting abstract 116557 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.

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
116557	TEST USER	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 [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: 116557 << Previous | Next >>

TEST USER [Test User MD, NASBS](#)

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

Started: 06/14/2021
Completed: 06/14/2021

[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: 116557 << Previous | Next >>

TEST USER [Test User MD, NASBS](#)

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

Started: 06/14/2021
Completed: 06/14/2021

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.