

### **Abstracts:**

Please keep in mind the following information as you submit your abstract:

- If copying and pasting, **formatting will NOT transfer**.
- There is a limit of **3,000** characters for the text of your abstract submission body.
- Table and/or Image: You may upload tables or images. An option to create a table during the submission process is also available. Accepted image formats: BMP, GIF, JPG, JPEG, PNG, TIF
- All authors must complete a disclosure and agreement forms. An email will be sent to each author requesting they log in to complete the required items.
- Only complete abstracts will be reviewed and considered for presentation.
- You may edit your abstract at any time, even after it has been submitted, until October 29, 2023, at 11:59 pm ET.
- **Submitting Author** is automatically designated the presenting author. Submitting author can change this while adding co-authors to the submission.
- The **Submitting Author** will receive all correspondence prior to being accepted for presentation. Once accepted the **Presenting Author** will receive all correspondence.
- Email acknowledgments will be sent for submitted abstracts. Save a copy of this for your records.
- Have Questions this document doesn't cover? If your specific question is not answered here or you have problems logging in, please contact ASCRS directly at [ascrs@fascrs.org](mailto:ascrs@fascrs.org). (847) 607-6414 and ask for Elaina McCalmont or Kristi AR Conley.

### **Video Submissions:**

All videos with accompanying abstracts must be submitted online with the following video requirements:

- Must include a disclosure slide and verbally state the disclosures. If none, state there are none.
- Must be 4 minutes long and include voice guidance.
- Videos must be in one of the following formats: mov, mp4, mpg,
- Background music is **not** allowed in your videos, as we may place them on our website for meeting registrants. Videos will be used in various ASCRS online educational programs.
- 500 MB (maximum file size)

### **Important Information:**

Abstracts selected for the ASCRS 2024 Annual Scientific Meeting cannot contain advertising, trade names or a product-group message. Please include generic names or terms in your

## Abstract Submission Instructions

abstract content. If the abstract includes trade names, names from several companies should be used — not just trade names from a single company — to present all available treatment options. If trade names or company names are included in your abstract, the ASCRS reserves the right to remove them to ensure all scientific content is free from commercial bias.

### **Customer Care Technical Support:**

Technical questions or problems with the system should be directed to the Cadmium Abstract Submission Help Desk

Hours: 9 - 9 ET, Mon - Fri

Phone: (Direct) (410) 638-9239

Phone: (Toll Free) (877) 426-6323

Email: support@GoCadmium.com

### **Instructions:**

#### **Create an Account**

- Everyone will need to create an account for the abstract submission site.
- The first time you log in you will be required to agree to the vendor privacy notice

#### **Abstract Submission Landing Page**

This page provides some basic information and instructions toward the top of the page. From this page you can add new abstract submissions, access previously submitted submissions, and finish incomplete submissions.

#### **To Begin a New Submission**

- Click the “Click here to begin a new abstract submission” link
- Add Title (Enter case sensitive, NOT ALL CAPS. e.g., Prospective Study on Rectal Cancer)
- Choose presentation type. There is a link below the dropdown explaining each type.
- Click Submit. This will take you to the Task List page.

#### **Task List**

Each submitted abstract will have its own Task List page. The page will provide some basic information and instructions. Each task has specific instructions informing you how to complete it. Each task saves work as it is completed. The Abstract Submission Policy, Author Permissions, and Disclosure tasks must be completed by all listed authors to be marked complete. You will not be able to pay and submit your abstract until all tasks are completed.

#### **Task 1: Add Authors**

- Click the Add Authors task
  - A minimum of 1 author must be added with the role of presenting author.
  - If multiple authors are added and the senior author is not the presenting author, the senior author must be given that role.

## Abstract Submission Instructions

- Click the “Invite” button next to each author. This will send them an email with a link to complete their required tasks.
- When you are done, click “Save”
- If you have multiple authors, be sure to check this task before submission. The task marks itself complete once one author has been added. Be sure you didn’t forget anybody.

### **Task 2: Abstract Body**

The body of the abstract has a 3000 character count limit.

- Confirm/edit your title
- Select at least one topic your submission covers. The list of topics and sub-topics is at the end of this document, as well as listed on the webpage.
  - Once you select a topic Sub-Topics will become available for you to choose, if applicable.
  - You have the option to choose a secondary topic and sub-topic, if applicable.
- Read the rules for previously presented or published works and make the appropriate Yes/No selection.
  - Yes selections will require additional details to be completed.
- Abstracts submitted by general surgery residents will be considered for the General Surgery Session in addition to all other sessions the submission is eligible for. Indicate if you are a general surgery resident.
- Select the type of study used for this paper.
- Image or Table: If you upload anything in the next task, it will auto populate here. You may add some information about what you have uploaded if you wish. You will have the opportunity to add a title and caption in the upload media task.
- Enter text for the rest of the following required sections. If you copy/paste formatting will not copy over.
  - Purpose/Background
  - Methods/Interventions
  - Results/Outcomes
  - Conclusion/Discussion
- Click “Continue”

### **Task 3: Abstract Media Upload**

You may use this section to upload images or tables. Items uploaded here will show up as a link in the Image or Table section in the body of the abstract.

If you have no images or tables to upload,

- you must click the “opt out of uploading files” option.
- Click “Continue” to complete the task

## Abstract Submission Instructions

### To upload an image

- Either drag your file into the Images box, or click into the box to open your computer files and select the appropriate file to upload
- Adding a title for the image is required to save
- Add a caption if desired

### To add an Excel table

- Either drag your file into the Images box, or click into the box to open your computer files and select the appropriate file to upload
- Adding a title for the image is required to save
- Add a caption if desired

When you are done, click “Continue”

### **Task 4: Create/Add Table**

You may use this task to create a table within the abstract submission site. You may create up to two tables here.

If you do not wish to add a table

- Check the box next to “I will not be adding any tables to this submission”
- Click “Continue”

If you want to add a table

- Click “Add Table”
- Add a title for the table (case sensitive, not all caps)
- Under Table Content
  - Click Table dropdown from the menu options
  - Click Insert table
  - Use your mouse to highlight the number of rows and cells you want your table to have.
  - Enter text and data into your table
  - Click “Continue”
- You will see how your table looks.
- To edit the table, click Edit Table
- To remove the table, click Remove Table
- To add another table, click Add Table under Table 2, and repeat the steps used to create your first table.
- If you are done, Click “Continue at the top or bottom of the page.

### **Task 5: Abstract Submission Policy**

- Click “Edit Form” under your name
- Read the policy
  - This has important information about withdrawing abstracts, submitting to other organizations, submitting to DC&R requirements, and more.
- Check the box next to “I have read and agree to the above Submission Policies

## Abstract Submission Instructions

- Type your name on the line
- Click Submit Agreement
- Click “Complete Task”
- ALL AUTHORS will be required to read and agree to the policy. An email will be sent to everyone with a link to their required tasks.
  - You will be unable to pay and submit your abstract until ALL authors have completed their tasks

### Task 6: Author Agreements and Permissions

- Click “Edit Form” under your name
- Read the policy
  - This has important information about permissions of use, warranty, and more
- Check the box next to “I have read and agree to the above Submission Policies
- Type your name on the line
- Click Submit Agreement
- Click “Complete Task”
- ALL AUTHORS will be required to read and agree to the policy. An email will be sent to everyone with a link to their required tasks.
  - You will be unable to pay and submit your abstract until ALL authors have completed their tasks

### Task 7: Disclosure Form

- ALL authors must complete this form for your submission to be complete. An email will be sent to everyone with a link to their required tasks.
- Be sure to read the instructions in the blue box.
- Click “Edit Form” under your name
  - Indicate if you or your spouse/partner have any financial relationships to disclose
    - If you have none, you can skip item 3 of the form. It will not be clickable.
    - If you do have relationships to disclose, click “Add a Financial Relationship” under item 3 of the form.
      - Complete the details page for your first relationship
      - Click Update
      - IF you have more relationships, click “Add Financial Relationship” and repeat the process for each one.
  - Indicate if your presentations involve any of the products or services of the commercial organization(s) you have listed.
  - Indicate if your presentation will discuss off-label use
  - Indicate if this study was funded and if it was industry funding or other sources
  - Answer the questions in item 7
  - Read the attestation
    - Click the boxes next to each statement
    - Type your name in the box above the line
  - Click submit
  - Click Save Disclosures

### Task 8: Submission Payment

- Submission payment of \$50 is nonrefundable
- Your abstract is not complete until payment has been made.
- The system will not allow you to make payment until all authors have completed all requirements.

### Save and Submit

- Save your abstract
- Click the Submit button on the next page

### Topics and Sub-Topics List

- **Benign Anorectal Disease:** Hemorrhoids, Anal fissure, Abscess, Fistula, Rectovaginal fistula, Anal Stricture, Pilonidal disease, Pruritis ani, Sexually transmitted infections (excluding HPV)
- **Basic and Translational Science:** Projects aimed at the fundamental understanding of colorectal disease development and treatment.
- **Benign Abdominal Disease:** Diverticular disease, Large bowel obstruction from causes other than malignancy, Volvulus, Lower gastrointestinal bleeding, Endometriosis, Trauma, Hernias, Intestinal stomas, Colitis (infectious, ischemic, microscopic, radiation-induced, and C. difficile related), Anastomotic complications and assessments
- **Education, Training Assessment, and Practice Management:** Patient education, physician education (medical student, resident, fellow, and in-practice), technical skills assessment, practice management, and maintenance of certification
- **Inflammatory Bowel Disease:** Inflammatory bowel disease, Ulcerative colitis, Crohn's disease, Indeterminate colitis, Anorectal Crohn's disease, Ileal pouch-anal anastomosis
- **Rectal Cancer:** Adenocarcinoma rectum, Neoadjuvant and Adjuvant treatment, non-operative management, Proctectomy, Functional outcomes following treatment for rectal cancer, Low anterior resection syndrome, Local Recurrence, Local excision, MRI, and staging
- **Colon and Colorectal Cancer:** Colon or colorectal cancer, Adjuvant treatment, Recurrence, Surveillance, Hereditary Colorectal Cancer Syndromes.
- **Other Neoplasia and Endoscopy:** Anal cancer, Anal dysplasia, Condyloma, HPV infection, Colon polyps, Colonoscopy, Advanced Polypectomy techniques, Neuroendocrine tumors, Polyposis syndromes, Presacral tumors, Appendiceal Neoplasms, Carcinoid, GIST, Lymphoma
- **Pelvic Floor:** Pelvic pain, Anal Pain, Fecal incontinence, Constipation, Obstructed defecation, Rectal prolapse, Pelvic floor prolapse, Sacral Nerve Stimulation, and incontinence surgery, Functional Bowel Disorders, Irritable Bowel Syndrome
- **Quality and Cost:** Enhanced recovery after surgery, Administrative databases, Clinical registries, Observational studies, Health care economics, Preoperative assessment, Quality and safety issues, Ethical Considerations