

Thank you for your interest in submitting an abstract for the upcoming Emerging Technology 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 Taiwo Ajibola (x120) 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 IS  
JANUARY 6, 2012**

**(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.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** [Meetings](#) [Abstracts](#) [Reports](#) [Users](#)



**Welcome to the online abstract submission site for the SAGES 2012 Emerging Technology Session.**

**You are invited to submit papers to the SAGES "Emerging Technology" session to be held during the SAGES 2012 Annual Meeting. The meeting will be held March 7-10, 2012 at the San Diego Convention Center in San Diego, CA.**

**THE ABSTRACT SUBMISSION SITE IS NOW OPEN!**

**SUBMISSIONS DEADLINE IS FRIDAY, JANUARY 6, 2012, 11:59 PM PST.**

This category of abstract is open to both physicians and industry engineers/scientists /researchers. It should be used for reporting on cutting edge or emerging technologies for which formal experimental data may not yet be available.

**Please visit [www.sages.org/meetings/abstracts](http://www.sages.org/meetings/abstracts) for detailed submission instructions.**

**Your abstract body must adhere to a 500 word limit. Abstract title, author(s), institution(s) ARE included in word count.**

**If you submitted an abstract for the 2012 Scientific Session, you STILL NEED to create a new account for Emerging Technology submissions (the link to create a new account is below the login box).**

If this is your first visit to this site, please create an account using the link below to begin. SAGES Members accounts are not valid on this server. If you are having trouble logging in and are using Windows XP, please disable the built-in firewall and try logging in again.

**Login**

User ID:

Password:

**Attention:**

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

For technical assistance, please call (310) 437-0544 ext. 120. Email [abstracts-AT-sages-DOT-org](mailto:abstracts-AT-sages-DOT-org)

This is the entry page for the abstract software. Instructions are on the left of the page. 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 2011 are not valid for 2012. You must create a new account for 2012 (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 and Operating Systems:

#### Windows:

- MS Internet Explorer 7 or newer
- Opera
- Fire Fox 3 or newer
- Safari
- Chrome

#### Macintosh:

- Safari
- Fire Fox 3 or newer

### 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 1024x768 resolution with MS Internet Explorer running in a window. 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

**Instructions:**  
This form is to register the **CONTACT NAME** for this account. Please enter the name and email address of the person who should receive all communications related to abstracts submitted for this meeting.

Please choose a user name that is easy to remember. Avoid using spaces or punctuation in the user name

All fields except Middle Initial are required. Fields with a red asterisk \* are required.

Please be sure you have access to the email address you are entering. A randomly generated password will be sent to that address upon submission of this form. This is done to certify that the email address being used is valid.

For technical support, please see the contact information at the bottom of the page

### Contact Name

**Details**

\*First Name:  MI:

\*Last Name:

\*Title: BA  (highest degree)

\*Email:

\*Confirm Email:

\*User ID:

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-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 [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.

### Abstract Submission and Management



#### Instructions:

If you have already created an account **for this meeting**, please login on the right using your user id and password.

If this is your first time visiting this site **for this meeting**, please create an account by clicking on the appropriate link on the right. **Accounts from previous years are not saved.** You do need to create a new account for each meeting.

If you have already created an account, but have forgotten your username and password you can have them emailed to you by clicking on the appropriate link on the right.

### Welcome to the online abstract submission site for the SAGES 2012 Emerging Technology Session.

You are invited to submit papers to the SAGES "Emerging Technology" session to be held during the SAGES 2012 Annual Meeting. The meeting will be held March 7-10, 2012 at the San Diego Convention Center in San Diego, CA.

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Please visit [www.sages.org/meetings/abstracts](http://www.sages.org/meetings/abstracts) for detailed submission instructions.

**Your abstract body must adhere to a 500 word limit. Abstract title, author(s), institution(s) ARE included in word count.**

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If this is your first visit to this site, please create an account using the link below to begin. SAGES Members accounts are not valid on this server. If you are having trouble logging in and are using Windows XP, please disable the built-in firewall and try logging in again.

Login	
User ID:	<input type="text" value="sagestestuser"/>
Password:	<input type="password"/>
<input type="button" value="Submit"/>	

#### Attention:

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

For technical assistance, please call (310) 437-0544 ext. 120. Email [abstracts-AT-sages-DOT-org](mailto:abstracts-AT-sages-DOT-org)

If you cannot remember your password, please click the correct link on the screen and go to [Part 3a – Resetting a Forgotten 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

**Instructions:**  
Enter your **User ID** or the **email address** associated with your account and click "Submit"

Lost passwords are automatically reset. Your new password will be sent to you via email. If you do not receive the email within 5-10 minutes, please check your spam filters and then contact Technical Support.

#### Lost Password

User ID:

OR

Email:

---

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-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 [SAGES office](#) for technical support.

## Part 4 – The Main Menu

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

**Abstract Submission and Management**

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

**Instructions:**  
To change the randomly generated user password, click your **User ID** at the top right of this screen.

Click **New Abstract** at the top of this page to begin submitting an abstract for this meeting.

If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.

If you need to remove an abstract from consideration, please click on that abstract's title and then choose **Delete**.

Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click Status to receive explanations of status.

For technical support, please see the contact information at the bottom of the page.

**Abstracts** Display:

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

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-org)

As always, instructions are on the left of the page. Options will appear either in the content space to the right of the instructions or in the navigation bar above the instructions and content space. 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:

### Abstract Submission and Management

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

**Instructions:**  
To change the randomly generated user password, click your **User ID** at the top right of this screen.

Click **New Abstract** at the top of this page to begin submitting an abstract for this meeting.

If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.

If you need to remove an abstract from consideration, please click on that abstract's title and then choose **Delete**.

Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click **Status** to receive explanations of status.

For technical support, please see the contact information at the bottom of the page.

### Contact Name

#### Details

\*First Name:   M:

\*Last Name:

\*Title:  (highest degree)

\*Email:

\*Confirm Email:

\*User ID:

\*Password:  (8-15 alphanumeric)

Confirm:

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-org)

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: [sagestestuser](#) | [logout](#)

**Instructions:**  
Please fill out the contact information for the **main contact** for this abstract. The **main contact** is the person who will receive ALL notifications of acceptance or rejection as well as any questions we have about this submission. The **main contact** does not need to be an author and the same person can be the contact for more than one abstract.  
  
Please fill in all required fields. Fields with a red asterisk \* are required.  
  
When all information is complete, click on the **Next** button to continue.  
  
For technical support, please see the contact information at the bottom of the page.

**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 Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-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: [saqestestuser](#) | [logout](#)

**Abstract Submission: Titles, Authors & Institutions**

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Please enter the title of the abstract now. Maximum length is 254 characters.

Enter the list of authors now, starting with the First (Primary) Author of the abstract. Use the provided space to enter additional authors. If you need more than three authors, enter the first three authors and then click the "Additional Author" button to get more author boxes.

Use the "Presenter" radio button to indicate which author will present the abstract if it is accepted. If you do not choose a presenter, the First Author will be assumed to be the presenter.

Enter all of the Institutions, City, State and Country for the Authors. Do not enter full mailing addresses for the institutions. Maximum length is 254 characters.

For technical support, please see the contact information at the bottom of the page.

\*Abstract Title:

\*Institutions:

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Author 1:  MI:   
\*First Name or Initial:  \*Last Name:   
Title(s):  (separate multiples with a space, i.e. PhD RN)  
Presenter:  This author will be the presenter

Author 2:  MI:   
First Name or Initial:  Last Name:   
Title(s):  (separate multiples with a space, i.e. PhD RN)  
Presenter:  This author will be the presenter

Author 3:  MI:   
First Name or Initial:  Last Name:   
Title(s):  (separate multiples with a space, i.e. PhD RN)  
Presenter:  This author will be the presenter

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For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-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.

Enter the Authors for the abstract, beginning with the First (Primary) Author in the Author 1 area and continuing in any order you wish. Use the Presenter check-off to indicate which author will present the abstract at the SAGES Session if it is accepted.

If you need more than three authors, fill out all of the above fields and then click the Additional Author button to receive another space for an author. **You may add up to 10 authors.** If an author has a degree or degrees not covered by the Title pull down, please enter it in the Last Name field.

Click **Next** to continue 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	
» <a href="#">Main Menu</a>   <a href="#">New Abstract</a> <span style="float: right;">User ID: <a href="#">sagestestuser</a>   <a href="#">logout</a></span>	
<p><b>Instructions:</b> <b>DO NOT</b> use your browser's BACK button. Use the back button located at the bottom of this page.</p> <p>Please check off all types of presentations you wish this Abstract to be considered for (if shown). Please note that the final decision on presentation will be made by the Program Chair for this meeting.</p> <p>Use the pull down list to select a topic for this abstract (if shown).</p> <p>Please answer all questions on this page as completely as possible.</p> <p>For technical support, please see the contact information at the bottom of the page.</p>	<h3>Abstract Submission: Type and Topic</h3> <div style="border: 1px solid black; padding: 5px; text-align: center;"><span style="border: 1px solid gray; padding: 2px 10px;">« Back</span> <span style="float: right; border: 1px solid gray; padding: 2px 10px;">Next »</span></div>
<small>For technical assistance, please call (310) 437-0544 ext. 120. Email <a href="mailto:abstracts-AT-sages-DOT-org">abstracts -AT- sages -DOT- org</a></small>	

**IGNORE this section and just click on the “Next” button to go to the next page.**

## Part 5 – Submitting a New Abstract || Step 4 – 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: [sagestestuser](#) | [logout](#)

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

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

**Editor Tool Bar**

« Back Next »

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-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 online submission system.

## Inserting an Image

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

**Abstract Submission and Management**

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

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

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

**B** *I* U [List] [Image] [Table] [Link] [Unlink] [Undo] [Redo]

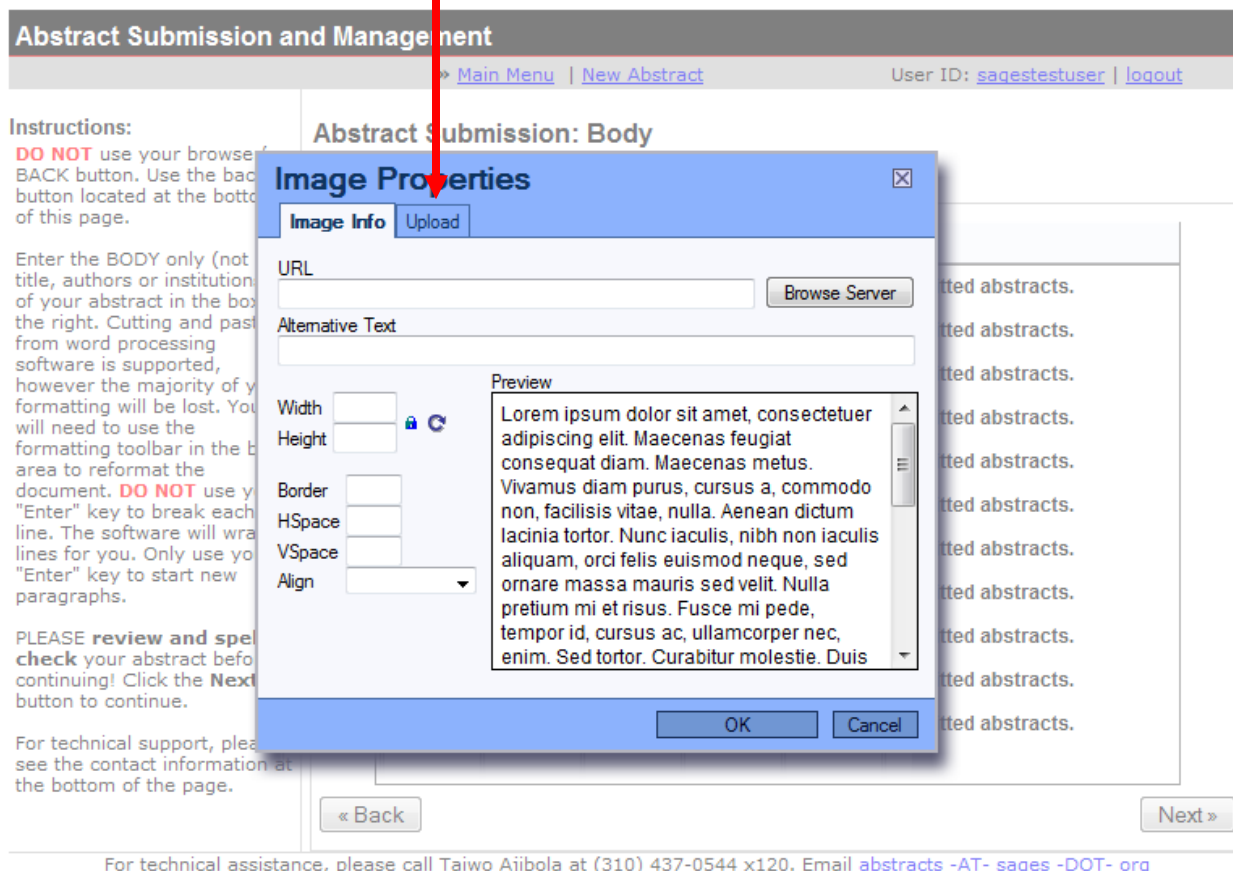
This is a test abstract. There is a 500 words limit to all submitted abstracts.  
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« Back Next »

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-org)

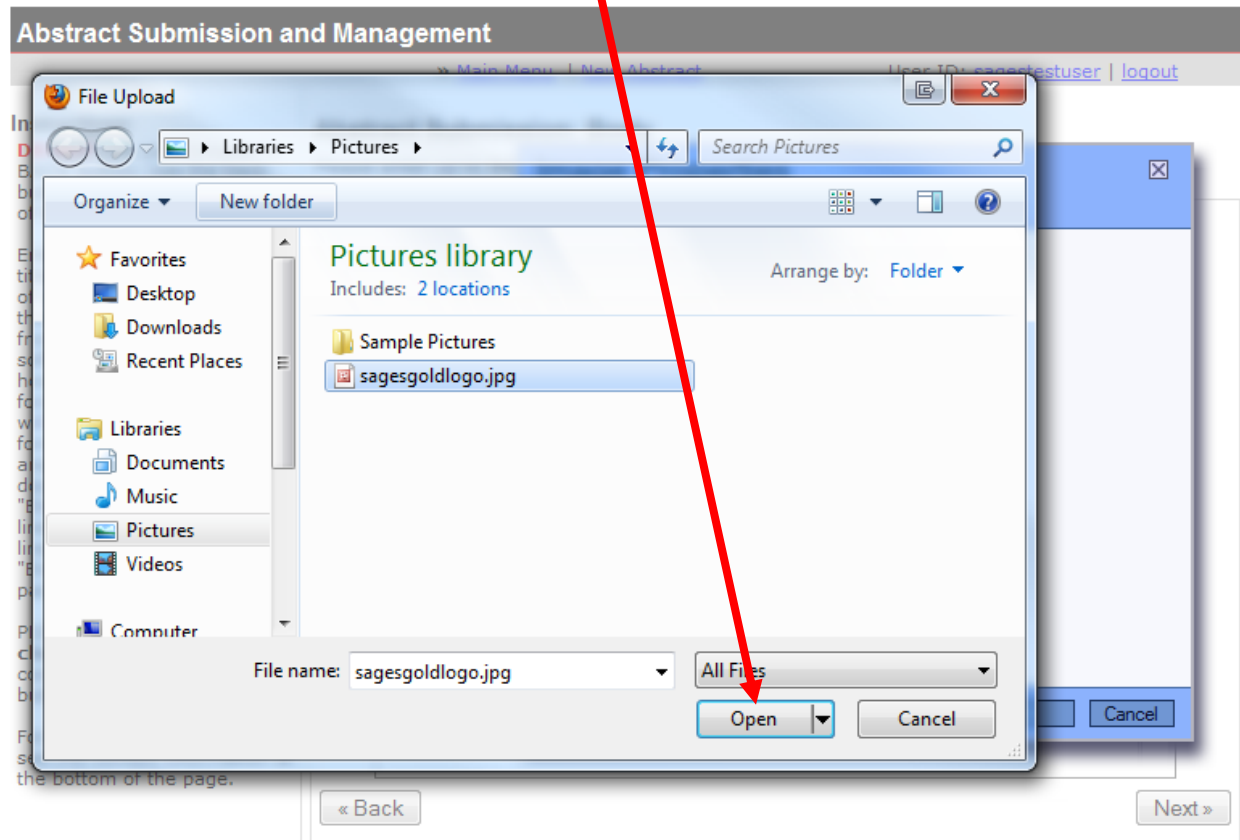
2. The Image Properties box will now appear on screen. **YOU MUST SET YOUR BROWSER TO ALLOW POPUPS FROM THE ABSTRACT WEBSITE OR YOU WILL NOT BE ABLE TO ADD IMAGES.**

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



For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts-AT-sages-DOT-org](mailto:abstracts-AT-sages-DOT-org)

7. You will return to the **Image Properties** screen
8. Press the **Send to Server** button
9. An onscreen confirmation will appear when your image has successfully been uploaded.

**Abstract Submission and Management**

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


**Abstract Submission: Body**

**Image Properties**

Image Info **Upload**

Upload  
C:\Users\Taiwo\Pictures\sagesgoldlogo.jpg

The page at <http://www.submitmyabstract.com> says:

 Your file has been successfully uploaded

« Back abstracts -AT- sages -DOT- org

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

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

Abstract Submission and Management

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

Instructions:  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

« Back Next »

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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: [sagestestuser](#) | [logout](#)

**Instructions:**  
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PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

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

**B** *I* U [List] [Image] [Table] [Link] [Unlink] [Undo] [Redo]



[This is a test abstract. There is a 500 words limit to all submitted abstracts.]

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

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

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« Back Next »

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-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 JPEG 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 as they do on the screen.

## 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: [saquestestuser](#) | [logout](#)

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.


Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of your formatting will be lost. You will need to use the formatting toolbar in the body area to reformat the document. **DO NOT** use your "Enter" key to break each line. The software will wrap lines for you. Only use your "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

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

**B** *I* U [List] [Table] [Image] [Link] [Unlink] [Undo] [Redo]



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2. The Table Properties screen will now appear. YOU MUST SET YOUR BROWSER TO ALLOW POPUPS FROM THE ABSTRACT WEBSITE OR YOU WILL NOT BE ABLE TO ADD IMAGES.

3. Fill in the table definitions as needed (rows, columns, header, summary, etc)

**Abstract Submission and Management**

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

**Instructions:**  
**DO NOT** use your browser's BACK button. Use the back button located at the bottom of this page.

Enter the BODY only (not title, authors or institutions) of your abstract in the box on the right. Cutting and pasting from word processing software is supported, however the majority of formatting will be lost. You will need to use the formatting toolbar in the area to reformat the document. **DO NOT** use the "Enter" key to break each line. The software will wrap lines for you. Only use the "Enter" key to start new paragraphs.

PLEASE **review and spell check** your abstract before continuing! Click the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

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

**Table Properties**

Rows:	<input type="text" value="3"/>	Width:	<input type="text" value="200"/> pixels
Columns:	<input type="text" value="2"/>	Height:	<input type="text"/> pixels
Headers:	<input type="text" value="None"/>	Cell spacing:	<input type="text" value="1"/>
Border size:	<input type="text" value="1"/>	Cell padding:	<input type="text" value="1"/>
Alignment:	<input type="text" value="&lt;Not set&gt;"/>		
Caption:	<input type="text"/>		
Summary:	<input type="text"/>		

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4. Press OK



## Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

### Instructions:

This is a preview of your abstract, formatted for web page display. Your actual abstract may display somewhat differently.

Please review the abstract for errors. If you need to go back and make changes, click on the "Back" button **AT THE BOTTOM. DO NOT** use the browser's back button.

Please read the terms and conditions for submitting an abstract to this meeting and check the box to indicate your agreement. You will not be able to submit your abstract until you agree to the meeting's terms.

Once you have reviewed your abstract and agreed to the terms, please click the "Submit" button to submit your abstract to the meeting.

If an image is present, it may appear distorted because we have resized it to fit the screen. The actual image is not distorted in the abstract.

When all information is complete, click on the **Next** button to continue.

For technical support, please see the contact information at the bottom of the page.

### Abstract Submission: Final Review

TEST TITLE [sages test user](#), test institutions



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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"** 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	
» <a href="#">Main Menu</a>   <a href="#">New Abstract</a> User ID: <a href="#">saqestestuser</a>   <a href="#">logout</a>	
<b>Instructions:</b> Choose <b>Main Menu</b> to go back to main menu. You will be able to perform more operations there.  Select <b>logout</b> if finished	Thank you for submitting abstract 36485 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.
For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email <a href="mailto:abstracts-AT-sages-DOT-org">abstracts -AT- sages -DOT- org</a>	

## 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: [sagestestuser](#) | [logout](#)

**Instructions:**  
To change the randomly generated user password, click your **User ID** at the top right of this screen.

Click **New Abstract** at the top of this page to begin submitting an abstract for this meeting.

If you have already begun or submitted an abstract, click on the abstract title to review and/or update it.

If you need to remove an abstract from consideration, please click on that abstract's title and then choose **Delete**.

Once you enter an abstract title, you may exit this submission system and return at another time to complete your submission (prior to the abstract submission deadline). Click **Status** to receive explanations of status.

For technical support, please see the contact information at the bottom of the page.

#### Abstracts

Display:

ID	Title	Status	Approval
36485	<a href="#">test title</a>	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 [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: [saqestestuser](#) | [logout](#)

**Instructions:**  
Please review this abstract. If it is not complete, please complete it by the submission deadline or it will not be reviewed.

To delete this abstract, click **Delete Abstract**.


To edit this abstract, click **Edit**.

To go back to the main menu, click **Cancel Edit**.

To move to your next / previous abstract, use the **Next** or **Previous** links.

**Abstract: Edit** ID: 36485 << Previous | Next >>

**TEST TITLE** [sages test user](#), test institutions



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

---

**Session/Program:** N/A

Status: Pending Started: 06/02/2011  
Approval: Completed: 06/02/2011

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

<< Previous | Next >>

For technical assistance, please call Taiwo Ajibola at (310) 437-0544 x120. Email [abstracts -AT- sages -DOT- org](mailto:abstracts-AT-sages-DOT-org)

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: [sagestestuser](#) | [logout](#)

**Abstract: Edit** ID: 36485 << Previous | Next >>

**TEST TITLE** [sages test user](#), test institutions



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

---

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

**Started:** 06/02/2011  
**Completed:** 06/02/2011

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

<< Previous | Next >>

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