

FAQ's for Paper Sessions and Scientific Exhibits (Posters Session)

Q: If my abstract is accepted, will I receive a complementary registration to the Clinical Congress?

A: No. If you are not currently a member of the College, you may want to look at our membership information (<http://www.facs.org/memberservices/documents.html>). Residents and medical students are especially encouraged to take advantage of our low membership dues.

Q: May I submit an abstract that has already been published or presented?

A: No. DO NOT submit an abstract that has already been published or presented.

Q: What is the method of abstract submission?

A: Abstracts are to be submitted ONLY via the American College of Surgeons' web site at 'www.facs.org'.

Q: What is the time period for abstract submissions?

A: The electronic abstract submission site will be enabled on Friday, November 7, 2008. Abstracts may be submitted until 5:00 p.m. (CST) March 1, 2009. **Late submissions will not be permitted.**

Q: What type of abstract should be submitted?

A: There is a 250 maximum-word limit on all abstracts.

Q: Do I have to be a Fellow to submit an abstract?

A: No.

Q: What order should the authors be listed?

A: The first-named author should be the individual that conducted the majority of research. Co-authors should be listed in direct relation to the amount of research they contributed.

Q: What is the limit of co-authors?

A: Nine (9) co-authors, for a combined total of ten (10) authors.

Q: What is the limit of abstracts a first-named author may submit to each category (i.e. Transplantation)?

A: The suggested number is two (2). Also, the same abstract may **not** be submitted to more than one abstract program (i.e., Surgical Forum and Scientific Exhibits)

Q: Are illustrations, charts and/or graphs (including bar graphs or Venn diagrams) allowed?

A: No. However, scientific tables may be used **only** if text cannot provide adequate information. Due to difficulties that occur in the translation of data, **please do not submit tables in spreadsheet format, MAC documents, bar graphs or diagrams.**

Q: What is the process for submitting a table?

A: On the submission form, under each section of the abstract text, users will be allowed to indicate if a table should be inserted. Users will be able to attach the table immediately after submitting the abstract. **Please note: only one table per abstract may be submitted. Abstracts with attachments containing more than one table will be returned for revision. If a response is not received, the tables will not be considered during the grading process.**

Q: What if my abstract contains foreign/non-standard characters?

A: The abstract database cannot accept foreign/non-standard characters. Please see http://web2.facs.org/abstracts/includes/Special_Characters.htm for recommendations on avoiding the use of foreign characters.

Q: Can I save an incomplete submission and return to complete it at a later date?

A: No. There is no “save” key on the submission site. You may only submit proposals when all required fields have been completed.

Q: Can abstracts be revised after submission?

A: Yes. After your completed abstract has been submitted, revisions will be possible until the deadline: 5:00 p.m. (CST), March 1, 2009. Instructions will be provided via an email which will be sent to the primary contact. **Abstract authors MAY NOT be added, deleted, or the author order revised AFTER the deadline.**

Q: To which program should I submit my abstract?

A: If you are confused about which program is best suited to your submission, click the program links beside each program to see a more detailed description. Also, if you are trying to select between Paper Sessions or Scientific Exhibits (Posters), please note that you may submit to both programs. This will allow the review committee to determine the best fit for your submission, and may increase the chances that you are selected for participation. If you have questions regarding this policy, contact Beth Brown at ebrown@facs.org or 312-202-5325.

Q: If I submit my abstract to one program (i.e. Surgical Forum) and later realize I should have submitted to another (i.e. Paper Sessions) how can I change the program?

A: Please review the individual program descriptions before submission to avoid this problem. If an incorrect submission is made, please submit the abstract to the CORRECT program, and then contact the coordinator of the program you submitted the abstract to in error to inform her that you will be withdrawing. However, this must be done prior to the March 1, 2009 deadline.

Q: How will I know if my abstract submission was received?

A: A reference number will be generated and sent to the e-mail indicated for the first-named author as a confirmation of receipt. Authors should use this number when referencing their submission(s). Receipt of any table attachments will be confirmed using the same method and reference number.

Q: When will the authors be notified if their abstracts were accepted or not?

A: Electronic notification will be sent to first-named authors on, or around, June 1, 2009. **CO-AUTHORS ARE NOT NOTIFIED OF ACCEPTANCE.**

Q: What is the difference between the first-named author and a contact name?

A: A contact name should be provided ONLY if the first-named author does not have an active e-mail address which can be used to send the notification of selection. Therefore, the first-named author should never be listed as the contact name.

Q: What if my abstract has been selected for presentation prior to the meeting in October?

A: Abstracts may NOT be presented prior to the Clinical Congress. Please contact your coordinator if this situation arises.

Q: How do I withdraw my abstract?

A: Withdrawal notification must be made in writing to the abstract program coordinator.