It is our pleasure to invite you to participate in the Division of Education’s Surgical Forum, Papers Session, and Scientific Exhibits (Posters Session) abstract programs. All abstracts received will be forwarded for review and considered for presentation at the American College of Surgeons 94th Annual Clinical Congress, October 12 - 16, 2008, in San Francisco, CA.

This is your chance to interact with surgeons and health care personnel from around the world, to educate the Fellowship, and to expose your work to an audience of more than 10,000 registered attendees. We hope you will be able to join us.

Process for Submission of Abstracts, Deadlines and Notification

The online form must be completed and submitted by 5:00 pm Central Time on March 1, 2008. Abstracts cannot be accepted nor revised after the deadline, including changes/deletions/additions to the author order. Please be sure to include adequate information and objective data, so that your abstract may be properly evaluated. Also, please do not attempt to submit your abstract unless you have all the necessary information available. An incomplete submission cannot be saved.

You will notice a change in the submission process this year. For the first time, the Division of Education is happy to announce that the Clinical Congress will be arranged in a track format. Whenever possible, accepted submissions will be placed in a track-specific session. Additionally, an author may submit an abstract to the review committee for both Paper Sessions and Scientific Exhibits. This allows the review committees to view your abstract and decide which program is best suited for the submission. Not only will this help the College accept the most well-suited submissions for each program, it may increase the chances that you will be selected to present at the 2008 Clinical Congress!

Notification of a decision will be sent on or around June 1, 2008. All committee decisions are final. We look forward to your participation in the American College of Surgeons 94th Annual Clinical Congress.

VERY IMPORTANT REMINDERS PRIOR TO SUBMITTING YOUR ABSTRACT(S)

1. PROOFREAD YOUR WORK PRIOR TO SUBMITTING THE ABSTRACT
2.) Verify the CORRECT author order
3.) Verify the CORRECT contact information for the first-named author - especially e-mail address
4.) Provide legal, full names for ALL authors (including first name, middle initial and last name) and ensure correct spelling.
5.) Provide full credentials for ALL authors

<table>
<thead>
<tr>
<th>Will the ACS publish your accepted abstract?</th>
<th>Surgical Forum</th>
<th>Papers Session</th>
<th>Scientific Exhibits</th>
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<tr>
<td>YES – JACS publishes a supplement each year with all the Surgical Form abstracts.</td>
<td>NO</td>
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<td>If I am accepted, will I receive complementary Clinical Congress registration?</td>
<td>NO</td>
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FAQ’s for Papers Sessions, Scientific Exhibits (Posters Session) and Surgical Forum

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 Tuesday, January 2, 2008. Abstracts may be submitted until 5:00 p.m. (CST) March 1, 2008. 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 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://web.facs.org/PosterSessions/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. (C.S.T.), March 1, 2008. 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 Cherry at echerry@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, 2008 deadline.

Q: What will happen if a duplicate abstract submission was made in error?
A: If an abstract is submitted to two programs and we are unable to determine the intended program, the abstract will be reviewed by a general review committee and submitted to the program of best fit.

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, 2008. **CO-AUTHORS ARE 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.