

“The Forum on Fundamental Surgical Problems was instituted by the Board of Regents of the American College of Surgeons to provide an opportunity to the younger surgical group for the presentation of the results of original clinical and experimental research....The Surgical Forum affords a large surgical audience the opportunity to become acquainted with the work of investigators through the medium of the concise presentation; at the same time, it accords a number of young, well trained surgeons their first opportunity of hearing before a national surgery organization.”

Owen H. Wangenstein, MD, FACS  
Chair, Committee for the Forum on  
Fundamental Surgical Problems  
February 1947

**Q: What is the method of abstract submission?**

A: Abstracts for the Surgical Forum Program 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 Surgical Forum electronic abstract submission site will be enabled on Monday, November 3, 2008. Abstracts may be submitted until 5:00 p.m. (CST) March 1, 2009.

**Late submissions will not be permitted – there is no “Late-breaking abstract” deadline.**

**Q: What type of abstract should be submitted?**

A: A 250-maximum word abstract that presents a concise summary of hypothesis-testing research, completed and in progress, that has not been presented or previously published. **Please refrain from submitting case studies.**

**Q: Do I have to be a surgeon to submit an abstract to the Surgical Forum?**

A: No. Any scientific investigator may submit an abstract. Although no age or professional limits have been established, the Surgical Forum was created to allow a venue for investigators **in-training** to present their research for the first time to a national surgery organization. Fellows of the American College of Surgeons (FACS) or Principal Investigators (Department or Laboratory Chairs, etc.) are encouraged to be listed as co-authors only. DO NOT indicate the Senior Author as the first-named author.

**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. Abstract authors are encouraged to indicate one of the 9 co-authors as your senior author/mentor on the abstract, as well as their current e-mail address.

**Q: What is the limit of abstracts a first-named author may submit?**

A: The suggested number is two (2).

**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, **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 attached. Attachments containing more than one table will be returned for revision. If a response is not received, the table will not be included for the review/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](http://web.facs.org/PosterSessions/Special_Characters.htm) for recommendations on avoiding the use of

foreign characters.

**Q: Can abstracts be revised after submission?**

A: Yes. *Revisions can be made via the electronic submission site UNTIL 5:00 p.m. (CST), March 1, 2009.* Instructions will be provided on the submission site how to submit revised text. **Abstract authors MAY NOT be added, deleted, or the author order revised AFTER the deadline.**

**Q: If I submit my abstract to the Surgical Forum, and later realize I should have submitted to another (or vice-versa), how can I change the program?**

A: You should submit your abstract to the CORRECT program. Upon submission, you will be notified that your abstract is a duplicate and will be directed to notify the coordinator of the program from which you will be withdrawing the abstract.

**Q: What will happen if a duplicate abstract submission was made in error?**

A: All detected duplicate submissions will be deleted. The **most recent** version of the abstract will be forwarded to the Surgical Forum Committee for selection.

**Q: Can the same abstract be submitted to a different category?**

A: No. All detected duplicate submissions will be deleted. The **most recent** version of the abstract will be forwarded to the Surgical Forum Committee for selection. However, authors may indicate if their abstract applies to the following **sub-categories: Apoptosis/Cellular Injury; Innovative Clinical Technology (i.e., Imaging, Simulation); or Patient Safety.**

**Q: The Division of Education sponsors three other abstract programs - may I submit my abstract to those as well?**

A: No. You may **NOT** submit the same abstract to more than one program.

**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: Preliminary notification will be sent via e-mail during the first week of May. In order to ensure that abstract authors receive pertinent subsequent information in a timely manner, you **MUST** notify the Surgical Forum Coordinator of all mailing address changes during the period of time between abstract submission and notification. **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 (i.e., c/o or Attn: Joe Smith, MD, FACS) should be indicated **ONLY** if the first-named author does not have an active e-mail address at the institution and identifying another individual, such as a department or laboratory chair, would expedite delivery of notification and subsequent correspondence. The first-named author **SHOULD NOT** be indicated as the contact name.

**Q: Is the first-named author required to present the abstract?**

A: Yes, whenever possible. A co-author or colleague may present the abstract if the first-named author is unable. Please refrain from sending a senior investigator (i.e., department or laboratory chair, etc.) to present the abstract, as it detracts from the Surgical Forum's objective of providing a venue for scientific investigators in-training to present their research.

**Q: When will the accepted abstracts be presented?**

A: Accepted abstracts are presented during the Surgical Forum Program sessions of the American College of Surgeons' 95<sup>th</sup> Annual Meeting, the Clinical Congress, October, 11-15, 2009, in Chicago, IL.

**Q: Will the accepted abstracts be published?**

A: Yes. Accepted abstracts will be published in the form they were submitted in a Supplemental issue of the *Journal of the American College of Surgeons (JACS)*.

**Q: How will the Supplement be distributed?**

A: The JACS Supplement will be mailed to the entire membership of the ACS (70,000+) in September 2009, and be made available for free at the Surgical Forum sessions, all Surgical Forum-sponsored sessions, as well as the JACS booth on the exhibit floor at the Clinical Congress. *JACS* is a citable peer-reviewed publication, recognized by *Index Medicus*.

**Q: Are extended abstracts still published in the *Surgical Forum Volume*?**

A: No. The American College of Surgeons has discontinued publication of extended abstracts in the bound edition of the *Surgical Forum Volume*. Authors of accepted abstracts are invited to submit a full manuscript to *JACS* via 'www.journalacs.org'. There is no deadline for manuscripts.

**Q: Are accepted authors required to submit a manuscript?**

A: No, although authors of accepted abstracts are invited to submit a full manuscript to *JACS* via 'www.journalacs.org'. **THERE IS NO DEADLINE FOR MANUSCRIPTS.**

**Q: What is the Excellence in Research Award?**

A: The Excellence in Research Award was created by the Surgical Forum Committee to acknowledge the first-named authors of accepted abstracts whose research embodied the spirit of the Surgical Forum Program: to present "*the best that is new in surgery*". All accepted Surgical Forum abstracts are eligible for the award. Selection is based on originality of concept, quality of methodology and impact of science. Award recipients will be notified if they have been selected for the award at the time they are notified of their abstract's acceptance. Official award presentations will be made during a special portion of a Surgical Forum-sponsored General Session at Clinical Congress.

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

A: Abstracts may NOT be presented prior to their debut in the Surgical Forum program. Furthermore, abstracts should not be submitted to the Surgical Forum if they have already been published. There are no publication restraints after submission of the abstract or presentation restraints after their debut at the Surgical Forum program in October.

**Q: How do I withdraw my abstract?**

A: Abstracts can be withdrawn via the electronic submission site before 5:00 p.m. (CST) on March 1, 2009. After the deadline, withdrawal notification must be made in writing to the Surgical Forum coordinator. Notification of withdrawal for **accepted abstracts** must be made in writing by May 29, 2009. After May 29, withdrawn abstracts will appear in the Surgical Forum Supplement, with the word 'WITHDRAWN' super-imposed over the text.

**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.

**VERY IMPORTANT REMINDERS PRIOR TO SUBMITTING YOUR ABSTRACT(S)**

- 1.) **VERIFY THAT THE PROGRAM TO WHICH YOU ARE SUBMITTING YOUR ABSTRACT IS THE CORRECT PROGRAM**
- 2.) PROOFREAD YOUR WORK PRIOR TO SUBMITTING THE ABSTRACT
- 3.) Verify the CORRECT author order
- 4.) Verify the CORRECT contact information for the first-named author - **especially** e-mail address
- 5.) Provide full-names for **ALL** authors (first name, middle initial - whenever possible, and last name)
- 6.) Provide full credentials for **ALL** authors
- 7.) Verify correct spelling of all authors' names.
- 8.) **BE CONSISTENT!** List the co-authors' legal/professional names the same way for EVERY abstract to which they contribute, regardless of their placement in the author order.
- 9.) Pay close attention to the form as you enter the co-authors' information: make sure first and last names are entered in the correct fields.