



Clinical Congress 2014
Frequently Asked Questions
Owen H. Wangensteen Surgical Forum

“The Forum on Fundamental Surgical Problems was instituted by the Board of Regents 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. Wangensteen, MD, FACS, February 1947

Q1	What is the method of submission?	Abstracts are only accepted through the American College of Surgeons website at www.facs.org .	
Q2	What is the time period for submissions?	The electronic abstract submission site will be available on or about December 16, 2013. Abstracts must be submitted before Monday, March 3, 2014, 5:00 pm (CST) . Late submissions are not accepted.	
Q3	What about foreign, non-standard characters or scientific symbols?	The abstract database cannot accept foreign, non-standard characters or scientific symbols. Please see http://web2.facs.org/abstracts/includes/Special_Characters.htm for recommended substitutions for foreign characters/scientific symbols.	
Q4	What are the submission categories?	Alimentary Tract (incl. liver, pancreas, biliary tract) Biomarkers/Genetic Determinants Cardiothoracic Surgery Critical Care (incl. metabolism, infection, nutrition, blood, endocrine) Geriatric Surgery/Palliative Care Global Surgery Neurosurgery Obstetrics and Gynecology Ophthalmology Orthopaedic Surgery	Otolaryngology Pediatric Surgery Plastic Surgery (incl. wound healing, burns) Quality, Safety and Outcomes Surgical Education Surgical Oncology/Endocrine Targeted Therapies and Cell-Based Therapies Transplantation & Tissue Engineering Urology/Reproductive Biology Vascular Surgery



Q5	Are table attachments allowed?	<p>Yes. A scientific table may be submitted only if text cannot provide adequate information. Follow the example of an acceptable table attachment, as provided on the abstract submission form. Authors will be prompted to attach their table after filling the text for the abstract body.</p> <ul style="list-style-type: none">• ONE table per abstract is permitted (illustrations are not acceptable)• The table should not contain more than five columns or ten rows• The maximum 250-word count <i>does not</i> include the table• Do not include any identifying information in the table attachment• Do not include the abstract text in the table attachment• Do not include the table in the abstract text• Table attachment will not appear in the confirmation e-mail sent to the authors/co-authors
Q6	Can abstracts be revised after submission?	<p>Before Monday, March 3, 2014, 5:00 pm (CST), revisions may be made via the electronic submission site.</p> <p>The Division of Education recommends carefully proofreading the content of your abstract prior to submission and completing the submission process early - preferably two weeks before the deadline. This allows adequate time to make any edits or revisions. Instructions on how to revise a submitted abstract will be provided in the electronic confirmation.</p> <p>After Monday, March 3, 2014, 5:00 pm (CST), revisions are not accepted. This includes changes to the author/co-author order.</p>
Q7	The Division of Education offers four abstract programs. May I submit my abstract to more than one program?	<p>No. Abstracts may only be submitted to a single program. Within the submission process for Scientific Paper Sessions and the Scientific Poster Presentations, there is an option that allows for the submission to both of these programs and the review committee will decide.</p>
Q8	How will I know if my abstract submission was received?	<p>Upon submission, a reference number is generated and sent via email to each author listed on the abstract. Authors should use this number when referencing their submission(s).</p>
Q9	When will the accepted abstracts be presented?	<p>Accepted abstracts are presented during sessions of the American College of Surgeons Annual Clinical Congress, October 26 – October 30, in San Francisco, CA.</p>
Q10	Can the abstract or the author/co-author order be revised after the deadline?	<p>No. Revisions to the author information (additions, deletions or rearranging the order) are not permitted <i>after</i> the deadline: Monday, March 3, 2014, 5:00 pm (CST).</p>



Q11	If I submit my abstract to a program and later realize I should have submitted to another, how can I change the program?	<p>Before Monday, March 3, 2014, 5:00 pm (CST), you may resubmit the abstract to the new program and then notify the ACS coordinator of the program from which you are withdrawing.</p> <p>After Monday, March 3, 2014, 5:00 pm (CST), the Division of Education cannot re-assign an abstract from one program to another.</p>
Q12	What if a duplicate abstract submission is made in error?	The most recent abstract submission will be forwarded to the appropriate committee for review and the previous submission(s) will be deleted.
Q13	Is the first-named author required to present at the Clinical Congress?	<p>Yes, whenever possible. A co-author or colleague may present if the first-named author is prevented from attending the meeting or has another speaking obligation at the Clinical Congress. The ACS coordinator <i>must</i> be notified prior to the meeting of any/all alternate presenters.</p> <p>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 surgical residents, surgical fellows or junior faculty to present their research.</p>
Q14	How may I withdraw my abstract?	<p>Before Monday, March 3, 2014, 5:00 pm (CST), abstracts may be withdrawn via the electronic submission site.</p> <p>After Monday, March 3, 2014, 5:00 pm (CST), a withdrawal notification must be made in writing to the ACS program coordinator and received by May 23, 2014.</p> <p>After May 23, all accepted abstracts that are withdrawn after the Clinical Congress Supplement has been sent to the publisher will appear in the publication with the word 'WITHDRAWN' super-imposed over the text.</p>
Q15	If my abstract is accepted, will I receive a complementary registration to the Clinical Congress?	<p>No. All meeting faculty are required to register and pay the applicable registration fees for attending the Clinical Congress.</p> <p>For first-named authors and other presenters who are not currently members of the College, we invite you to consider applying for ACS Fellowship. Residents and medical students are especially encouraged to take advantage of the low membership dues. For more information, visit http://www.facs.org/memberservices/documents.html.</p>



Q16	What type of abstract should be submitted?	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. Case studies are not accepted.
Q17	Do I have to be a surgeon to submit an abstract?	<p>No. Any scientific investigator may submit an abstract. This includes medical students, surgical residents, scientific investigators in training and assistant professors.</p> <p>Although no age or professional limits have been established, the Surgical Forum was created to provide a venue surgical residents, surgical fellows or junior faculty to present their research for the first time to a national surgery organization. Assistant Professors may submit their research to the Surgical Forum.</p> <p>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. FACS that are first-named abstract authors are encouraged to submit their research to the Scientific Papers and Scientific Poster program.</p>
Q18	In what order should the authors be listed?	<p>The first-named author should be the individual who conducted the majority of the research/work.</p> <p>Co-authors should be listed according to the policy of the institute that sponsored the research.</p> <p>NOTE: Before submitting your abstract, verify the author order is correct and ensure proper spelling and credentials of the co-authors. All information for first-named and co-authors will appear on the ACS website and in Clinical Congress publicity materials exactly as it appears in the abstract submission.</p> <p>Revisions to the author information (additions, deletions, or revisions to the author order) are <i>not</i> permitted after the deadline.</p>
	Must a faculty member of an institution be identified?	<p>Yes. Each abstract submission <i>must</i> have an individual identified as the faculty member of the institution where the research was conducted; i.e., a laboratory or department Chair, etc. The listing of a faculty member indicates they have, by way of the abstract submission, authorized the submission of abstract.</p> <p>If the faculty member is ALSO a co-author, his/her name <i>must</i> be entered into the appropriate placement in the co-author section of the submission form.</p>



Q19	What is the format of a Surgical Forum presentation?	The Surgical Forum consists of an eight-minute oral presentation given by the first-named author. Whenever possible, an invited discussant will share their outside, expert opinion on the presented research.
Q20	Is there a limit on the number of co-authors?	Nine co-authors, plus the first named author, are allowed in the submission for a combined total of 10 authors. Abstract submissions <i>must</i> identify an individual as the person responsible for supervising for the research and approving the abstract submission, and their contact information.
Q21	When will authors be notified if their abstracts were accepted or not?	Decisions will be final by mid-May 2014. The first-named author will be notified via e-mail. Co-authors will not be notified. To ensure notification and subsequent correspondence is received in a timely manner, the Surgical Forum Coordinator must be notified of ALL changes to contact information after the abstract submission period and until the meeting in October 2014.
Q22	What if my abstract is selected for presentation and/or publication by another organization prior to the ACS meeting in October?	The Surgical Forum does not consider abstracts that have been presented (in part or in whole) at national or international meetings, such as AAST. If your abstract is accepted for publication by another organization <i>prior</i> to the October Clinical Congress meeting, you <i>must</i> withdraw your abstract. The purpose of the Surgical Forum is to provide a venue for the research to be presented before a national audience for the first time. Abstracts that have been presented locally (regional or state) at academic or specialty meetings, e.g., Midwest Plastic Surgeons Annual Meeting, Colorado ACS Chapter Meeting, Northwestern University Vascular Surgery Meeting, will be considered for presentation.
Q23	Are accepted authors required to submit a manuscript?	No. However, authors of accepted abstracts are invited to submit a full manuscript to the <i>Journal of the American College of Surgeons (JACS)</i> via www.journalacs.org . There is no deadline for manuscript submissions.
Q24	Are there award designations for this program?	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. Official award presentations



		will be made during a special portion of a Surgical Forum session at Clinical Congress. Approximately 12 awards are given.
Q25	Are extended abstracts still published in the Surgical Forum Volume?	No. The American College of Surgeons has discontinued publication of the bound edition of the Surgical Forum Volume, which featured the extended abstracts.
Q26	Will abstracts be published?	<p>Accepted Surgical Forum abstracts will be published in the form they were submitted in a Supplemental issue of the <i>Journal of the American College of Surgeons</i> (JACS).</p> <p>The Supplement will be mailed to the entire membership of the ACS (70,000+) in September 2014. It will be available for free at the Surgical Forum sessions, and 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.</p> <p>There are no publication restraints after presentation at the Surgical Forum.</p>
Q27	Who is the contact person for more information?	Surgical Forum program coordinator: Kathryn Matousek T: 312.202.5336 E: kmatousek@facs.org