

Thank you for your interest in submitting an abstract for the AHNS 10<sup>th</sup> International Conference on Head and Neck Cancer. 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 310-437-0559 and ask to speak to Dan Berlant (x118) or Jason Levine (x100). You may also email [abstracts@ahns.info](mailto:abstracts@ahns.info) 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 AHNS 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**

**December 4, 2020 5:00 PM PT**

**(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.ahns.info/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 AHNS site.

After following the link you should see a page similar to the following:

### Abstract Submission and Management

Welcome to the online abstract submission site for the  
AHNS 10th International Conference on Head and Neck  
Cancer  
*"Survivorship through Quality and Innovation"*  
July 22-25, 2021  
Hyatt Regency Chicago  
Chicago, Illinois

**SUBMISSION DEADLINE:**  
**Friday, December 4, 2020 - 5:00 PM PT**

**NOTE:** ALL content authors are required to disclose any financial relationship(s) with an [ACCME-defined commercial interest](#) ("industry"). AHNS considers the presenter of a proffered paper to be in control of the content. Thus, employees of commercial interests may not be the presenter for abstracts submitted to AHNS meetings.

Please visit the following web page for other rules, guidelines, and instructions:

<http://www.ahns.info/meetings/abstracts/>

**ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. (the link to create a new account is below the login box).**

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

**Attention:**

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

This is the entry page for the abstract software. **ALL submitters MUST create an account to submit an abstract.** The link to create an account is found just below the login box.

## **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:**

#### **Windows:**

MS Internet Explorer 10 or newer

Current versions of:

- Firefox
- Chrome

#### **Macintosh:**

Current versions of:

- Safari
- Firefox
- Chrome

#### **Mobile Devices:**

We do not currently support mobile browsers

## 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

#### Contact Name

**Details**

\*First Name:    
\*Last Name:   
\*Title: MD (highest degree)  
\*Email:   
\*Confirm Email:   
\*User ID:

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 white list @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 [AHNS 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

**Welcome to the online abstract submission site for the  
AHNS 10th International Conference on Head and Neck  
Cancer  
"Survivorship through Quality and Innovation"  
July 22-25, 2021  
Hyatt Regency Chicago  
Chicago, Illinois**

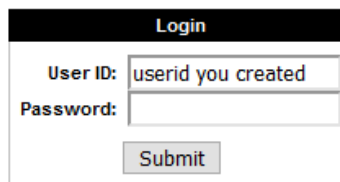
**SUBMISSION DEADLINE:  
Friday, December 4, 2020 - 5:00 PM PT**

**NOTE:** ALL content authors are required to disclose any financial relationship(s) with an [ACCME-defined commercial interest](#) ("industry"). AHNS considers the presenter of a proffered paper to be in control of the content. Thus, employees of commercial interests may not be the presenter for abstracts submitted to AHNS meetings.

Please visit the following web page for other rules, guidelines, and instructions:

<http://www.ahns.info/meetings/abstracts/>

**ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. (the link to create a new account is below the login box).**



The image shows a login form with a black header containing the word "Login". Below the header, there are two input fields. The first is labeled "User ID:" and contains the text "userid you created". The second is labeled "Password:" and is empty. Below these fields is a grey button labeled "Submit".

**Attention:**

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

### 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:

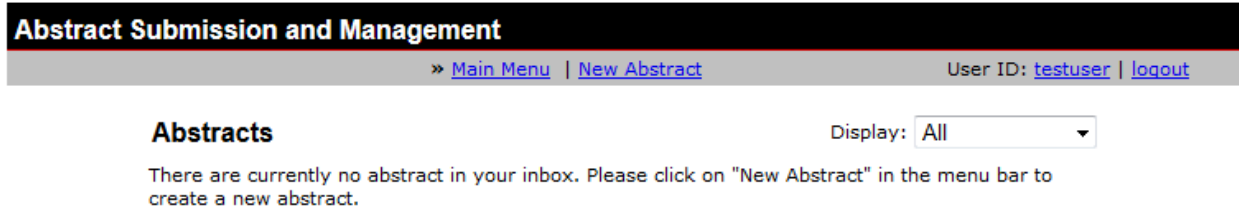
#### Abstract Submission and Management

The screenshot shows a web form titled "Lost Password". It features two input fields: "User ID: user id" and "Email: email address", with the word "OR" centered between them. A "Submit" button is positioned below the email field.

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 [AHNS office](#) for technical support.

## Part 4 – The Main Menu

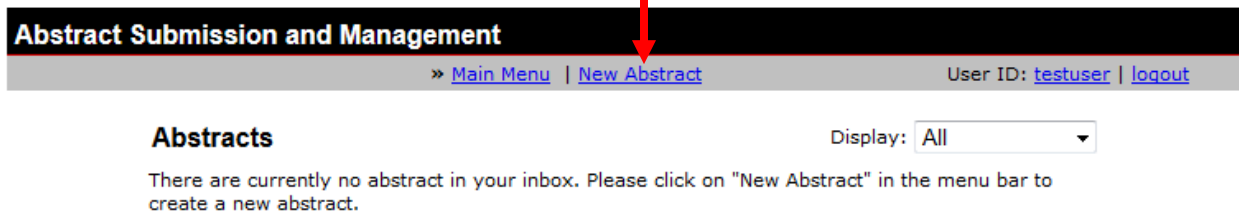
After a successful login, you will see the following screen:



The screenshot shows the top navigation bar with the title "Abstract Submission and Management" in white on a black background. Below the title is a grey bar containing the navigation links "» Main Menu" and "New Abstract" in blue, and the user information "User ID: testuser | logout" in blue. The main content area has a heading "Abstracts" and a "Display: All" dropdown menu. Below this is a message: "There are currently no abstract in your inbox. Please click on 'New Abstract' in the menu bar to create a new abstract."

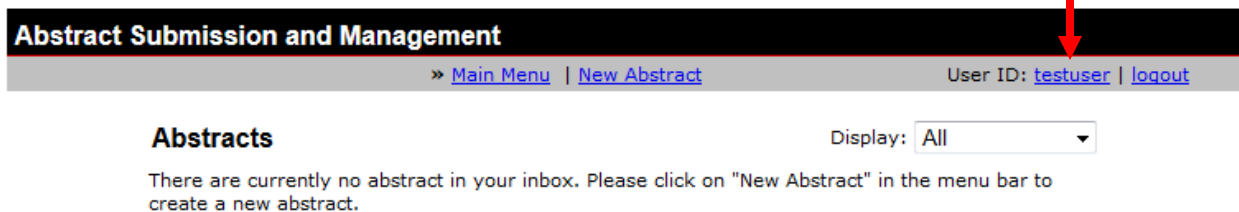
Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, click the “**New Abstract**” link at the top of the page ([go to Part 5](#)).



This screenshot is identical to the previous one, but a red arrow points from the text above to the "New Abstract" link in the navigation bar.

To change the randomly generated password, **click on your user ID** at the top right of the screen ([go to Part 4a](#)).



This screenshot is identical to the previous ones, but a red arrow points from the text above to the "testuser" text in the user information area of the navigation bar.



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

### Contact Name

**Details**

\*First Name:  MI:

\*Last Name:

\*Title:  (highest degree)

\*Email:

\*Confirm Email:

\*User ID:

\*Password:  (8-15 alphanumeric)

Confirm:

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

### Abstract Submission: Corresponding Author

\*First Name: Test MI:

\*Last Name: User

\*Degree: MD (Please select highest degree. This is not used in publication, simply for correspondence regarding submission)

\*Address:

\*City:

\*State: ----- select -----

\*Postal Code:

\*Country: United States

\*Phone:

\*Cell Phone:

\*Email: abstracts@ahns.info

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

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

**\*Abstract Title:**

---

**\*Author(s):**

\*\*

In accordance with ACCME regulations, the accredited provider for this activity, must ensure that anyone who is in a position to control the content of the education activity has disclosed to us all relevant financial relationships with any commercial interest (see below for definitions) as it pertains to the content of the presentation. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to resolve the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

#### Glossary of Terms:

**Commercial Interest** - A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.

**Financial Relationships** - Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

**Relevant Financial Relationships** - The ACCME focuses on financial relationships with commercial interests in the 12-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines "relevant" financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

**Conflict of Interest** - Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.

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.

Click **Add Author** to begin adding the First (Primary) Author.

The screenshot displays the 'Abstract Submission and Management' web application. The main page is titled 'Abstract Submission: Titles, Authors & Institutions'. It features a form with the following fields: 'Abstract Title' (containing 'Test Abstract'), 'Author(s)', and 'Institution'. A modal window titled 'Add Author' is overlaid on the page. This modal window contains the following fields and options: 'First Name or Initial' (text input), 'MI' (text input), 'Last Name' (text input), 'Title(s)' (text input with a note '(separate multiples with a space, i.e. PhD RN)'), 'Cell Phone' (text input), 'Email' (text input), 'Institution' (text input), 'Training Status' (radio buttons for Student, Resident, Fellow, N/A), and a question 'Has this author or their spouse/partner had within the last 12 months a financial relationship with a commercial interest?' with 'Yes' and 'No' radio button options. 'Cancel' and 'Submit' buttons are located at the bottom of the modal window.

Enter in the author's name and use the Presenter check-off to indicate whether the author will present the abstract at the AHNS Session if it is accepted. Then check-off if there is a relevant financial relationship to disclose for the author or their spouse.

*AHNS, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. All Potential Speakers participating in a sponsored activity are expected to disclose any significant financial interest or other relationship (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the activity. (Significant financial interest or other relationship can include such things as grants or research support, employee, consultant, major stockholder, member of speaker's bureau etc.)*

*The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interest or relationships may influence the presentation with regard to exposition or conclusion.*

**It is at this point where you must disclose any and all relevant financial relationships with commercial interests.** If there is nothing to disclose, select **No**; you be taken back to the previous page where you may add more authors. If there is anything to disclose, select **Yes**; you will be taken to another page to enter your disclosure(s) and conflict of interest management strategy.

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there are links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this, there is a form for 'Abstract Title' with the text 'TEST ABSTRACT'. A modal window titled 'Add Author' is open, showing a 'Disclosure: Test User' form. The form asks for 'Company', 'What was received', and 'What was the role'. Below these are radio buttons for 'Is this relevant to this abstract?' with 'Yes' selected. A red box highlights the 'Please select a conflict of interest management strategy:' section, which contains seven radio button options: 'The financial relationship does not relate to the content of my educational assignment/presentation.', 'I will be using best available published evidence to support my presentation. (Please explain or list evidence/studies cited below)', 'I am changing my relationship with the commercial interest. (Please specify the nature of change below)', 'All scientific data referenced or used as justification of patient care recommendations conforms to the generally accepted standards of experimental design, data collection, and analysis. (Please explain or list data referenced below)', 'I suggest that my presentation be peer reviewed prior to the activity date. (List names of people who should peer review below separated by commas)', 'I am unsure how to resolve my potential conflict of interest. Please have someone from the CME office contact me.', and 'Other. (Please specify below)'. At the bottom of the modal are '<< Back' and 'Submit' buttons.

Enter author's financial disclosure.

If the disclosure is relevant to the abstract being submitted, click **Yes**; the strategy options for conflict of interest management will appear. Select the appropriate strategy and then click **Submit**.

If the disclosure is NOT relevant to the abstract being submitted, click **No** and then click **Submit** to advance to the next screen to add another disclosure or complete the disclosure entry for the author.

You will be taken to another page to add more disclosures OR finalize the disclosure entry.

The screenshot displays the 'Abstract Submission and Management' web application. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions'. A form field for '\*Abstract Title:' contains the text 'TEST ABSTRACT'. A modal dialog box titled 'Add Author' is open, showing a 'Disclosure: Test User: Submitted' message. The message asks: 'Would you like to submit another statement of financial disclosure for this author for a different company? Click YES to proceed to the disclosure form. Click NO to close this window.' Below the message are two buttons: 'NO' and 'YES'.

If you select **Yes**, you will be directed to another disclosure screen similar to that pictured above. If you select **No**, you may move on to add the next author.

Enter the rest of the Authors in the same manner; making sure the disclosure information is accurate and up to date. You may add any number of authors in any order you wish once you have completed adding the First (Primary) Author.

Click **Save & Continue** to move on to the next step 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**

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

**Abstract Submission: Type and Topic**


\*Topic: (Please choose the topic below that most closely matches the topic of your abstract)

select... ▼

\*Member: (Please indicate membership for Test User)

select... ▼

The presenter is marked as a Resident. What is their anticipated completion date?

 ▼

Student/Resident/Fellow indicates that the person is currently enrolled in medical school or in a qualified residency or fellowship program. To be considered for the Best Resident Basic Science Research Paper or the Best Resident Clinical Paper, you **must** fill out the anticipated completion date, and proof of enrollment must be sent to the AHNS office via email by November 9, 2018. When emailing proof of enrollment, please indicate the name of the resident/fellow and the title(s) of the abstracts being submitted.

Is this abstract the result of research completed under a AHNS Research Grant?

No  Yes , enter the year of the grant: -- select--- ▼

Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Use the Member pull-down menu to confirm whether or not the Presenter is a member of AHNS.

Indicate whether the Presenter is in a surgical residency or other surgical training program and if so, provide the anticipated date of completion of training.

Finally, indicate if this abstract is the result of research completed under a AHNS research grant.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

## Part 5 – Submitting a New Abstract || Step 4 – Additional Information

**Abstract Submission and Management**  
» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

**Abstract Submission: Additional Information**

**\*Is the presenting author a "Nurse Practitioner", "Registered Nurse", "Physician's Assistant", "Advanced Practice Provider" or None Of The Above?**

---

**\*I understand NO employees or owners of commercial interests may serve as a presenter of a proffered paper and a violation of this rule may lead to consequences for all authors on this paper, including potentially a ban from future meeting participation.**

Answer whether or not the presenting author is a “Nurse Practitioner”, “Registered Nurse”, “Physician’s Assistant”, “Advanced Practice Provider”, or “None of the Above”.

Click **Next** to add and edit the body of your Abstract Summary.



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

**Abstract Submission: Body**

Please enter up to **500** words.

**Editor Tool Bar**

« Back Next »

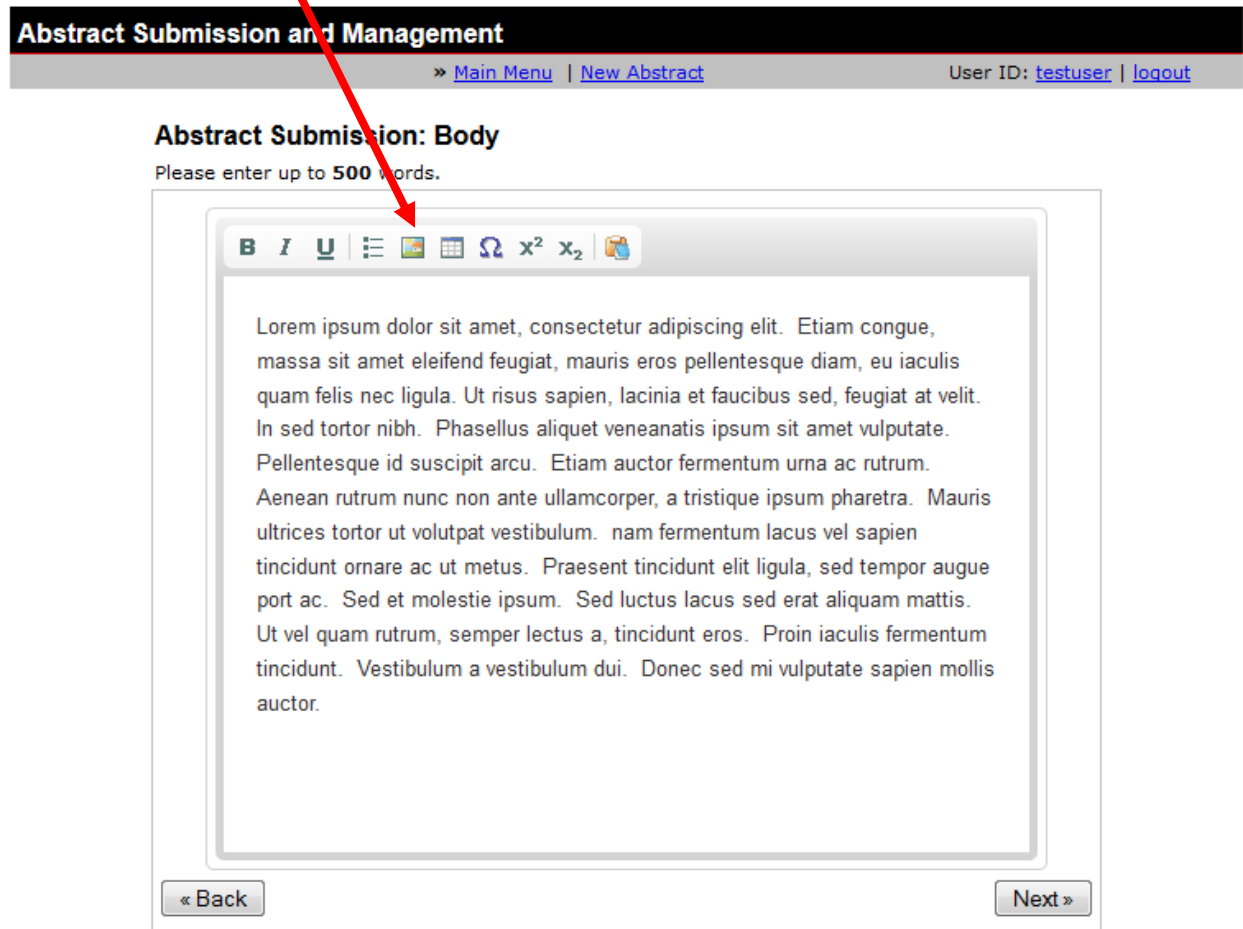
### Entering Text

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

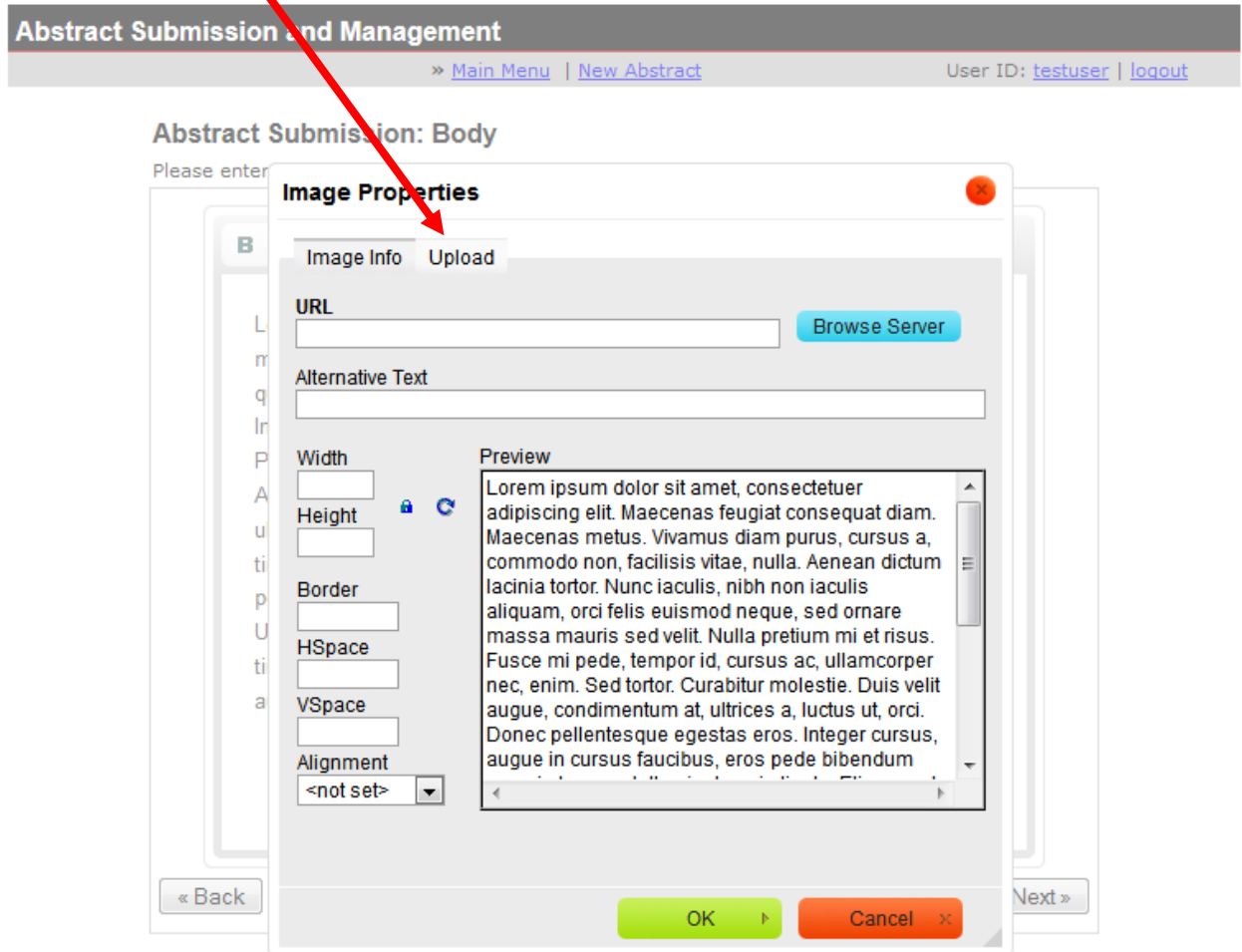
1. Select the **Image icon** from the editor tool bar



The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with '» Main Menu | New Abstract' and 'User ID: testuser | logout'. Below this, the main heading is 'Abstract Submission: Body' with a sub-instruction: 'Please enter up to 500 words.' The central part of the screen is a text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Image, Table, Link,  $x^2$ ,  $x_2$ , and Undo. A red arrow points to the Image icon. The text area contains a paragraph of Lorem Ipsum text. At the bottom of the editor, there are '« Back' and 'Next »' buttons.

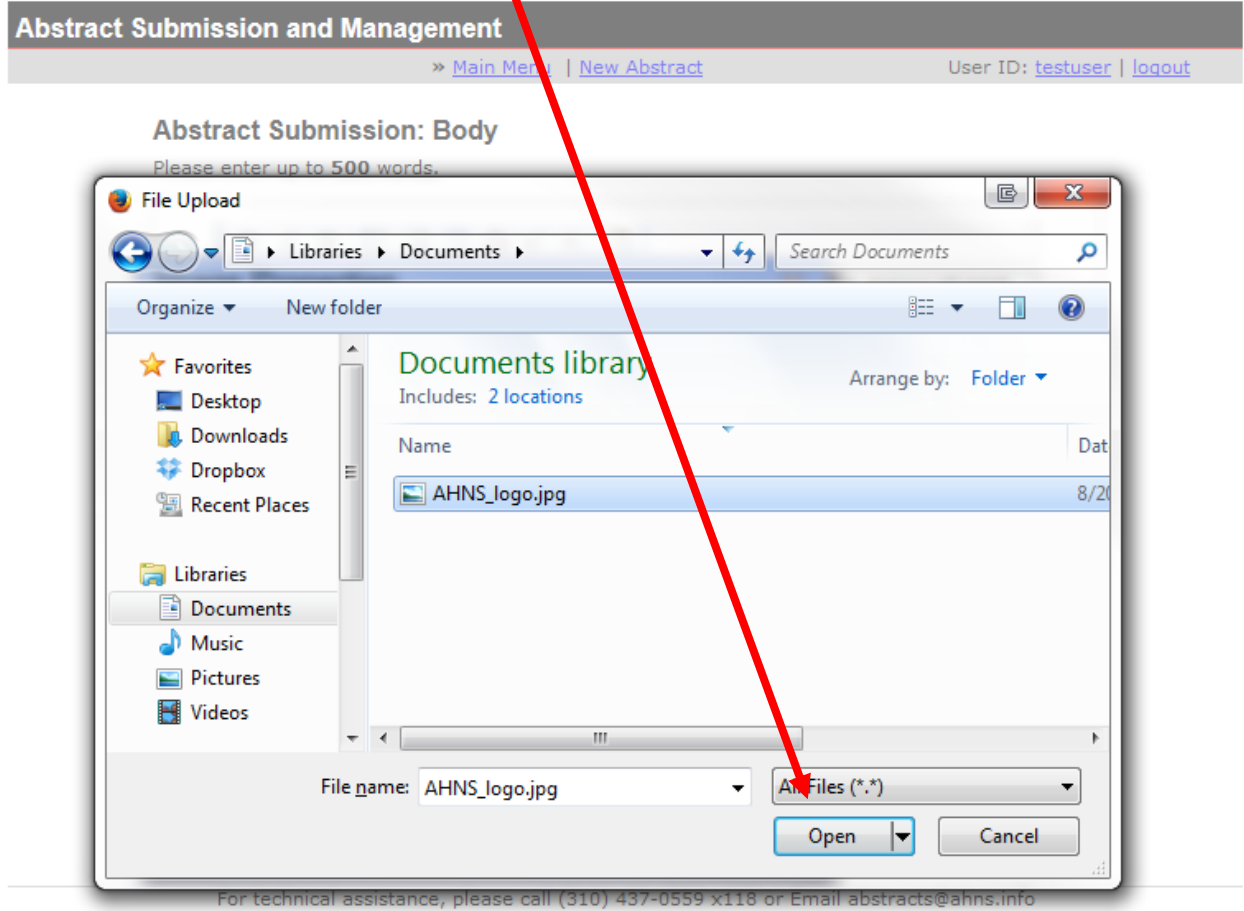
2. The Image Properties box will now appear on screen.

3. Select the **Upload** tab to upload your image.



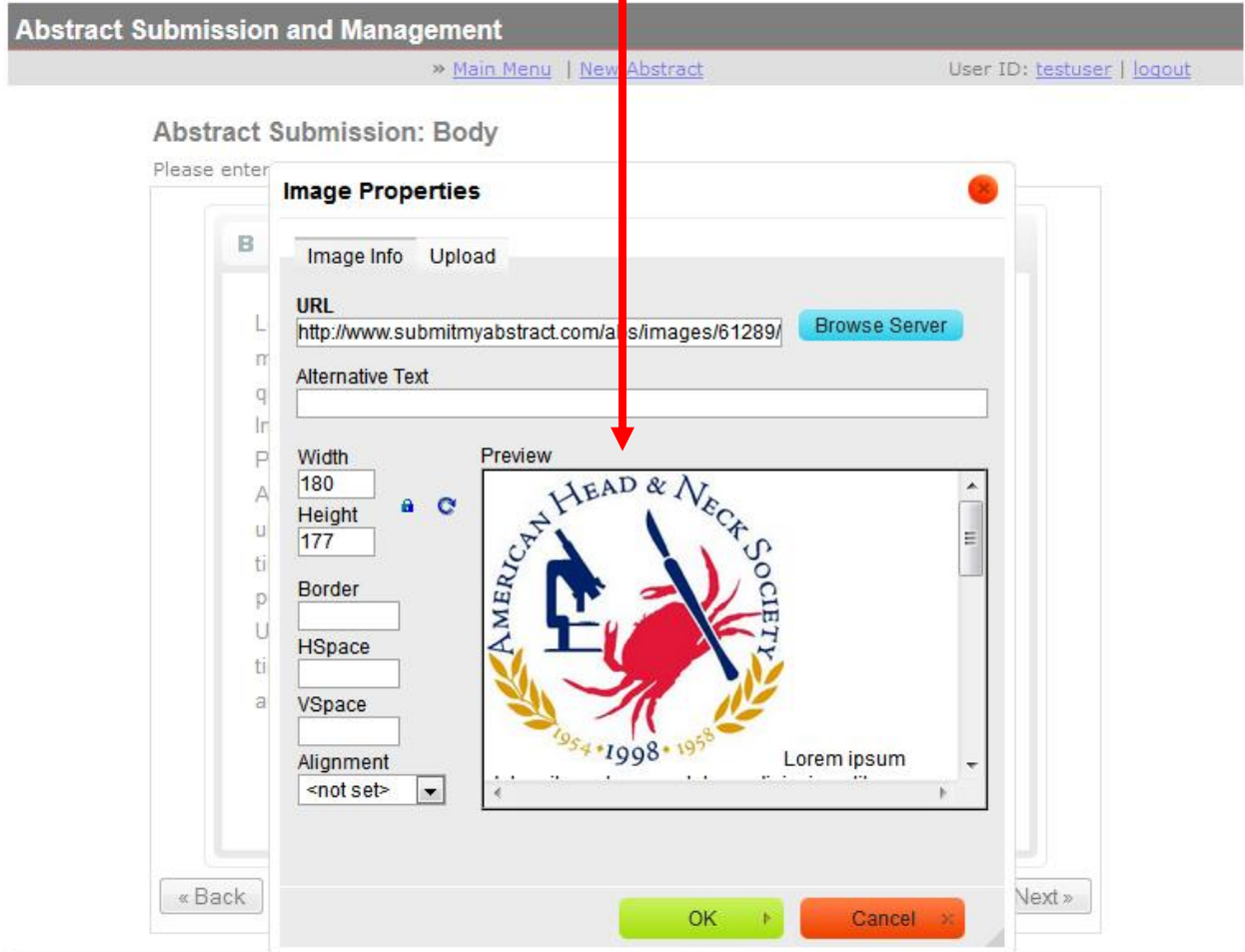
4. The file upload box will now appear on screen
5. Select the **Browse** button and navigate your local hard drive to locate the desired image.

6. Select the image and press the **Open** button



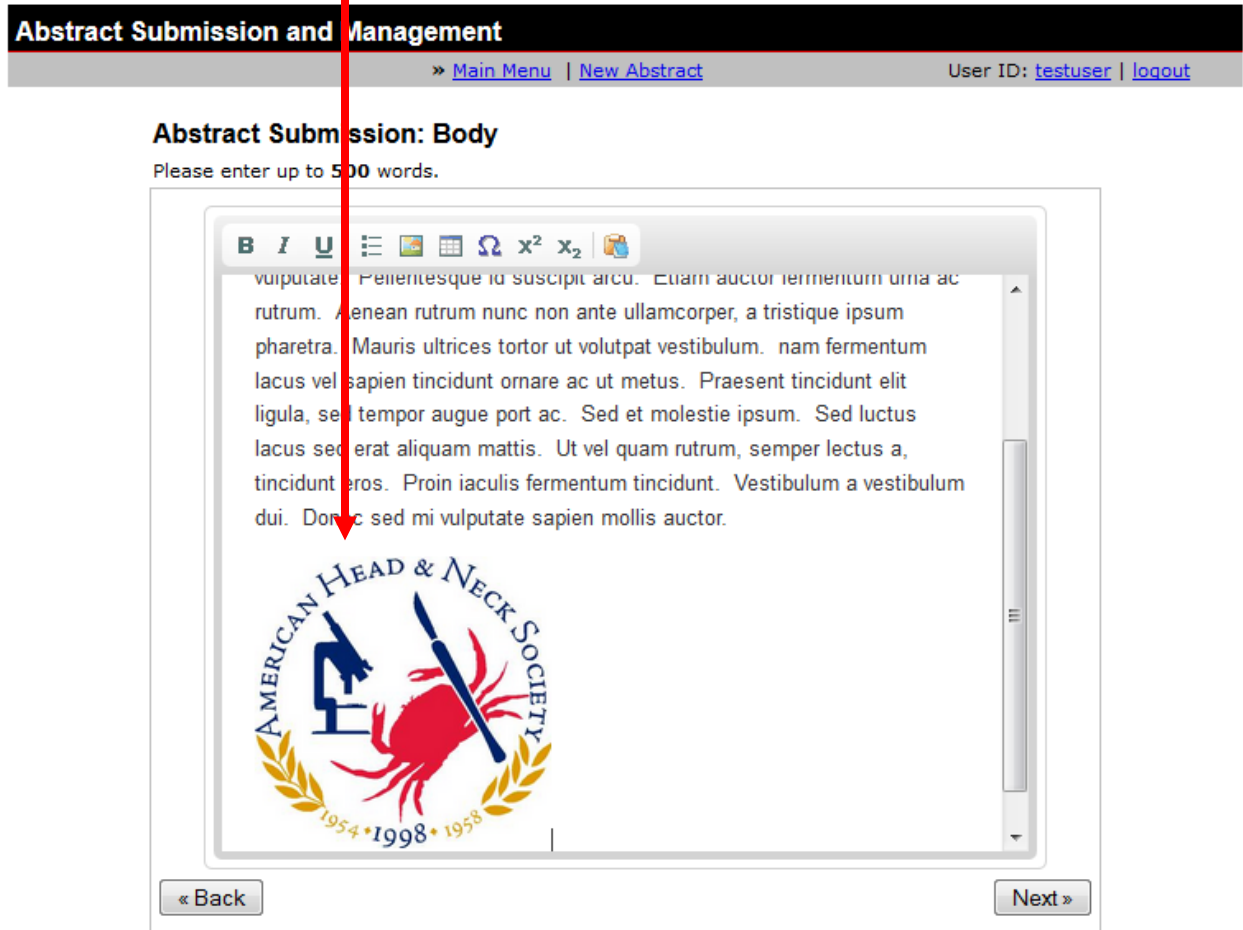
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

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



10. Press the **OK** button

11. 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: [testuser](#) | [logout](#)

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

vuiputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum. Aenean rutrum nunc non ante ullamcorper, a tristique ipsum pharetra. Mauris ultrices tortor ut volutpat vestibulum. nam fermentum lacus vel sapien tincidunt ornare ac ut metus. Praesent tincidunt elit ligula, sed tempor augue port ac. Sed et molestie ipsum. Sed luctus lacus sed erat aliquam mattis. Ut vel quam rutrum, semper lectus a, tincidunt eros. Proin iaculis fermentum tincidunt. Vestibulum a vestibulum dui. Donec sed mi vulputate sapien mollis auctor.

**AMERICAN HEAD & NECK SOCIETY**  
1954 • 1998 • 1958

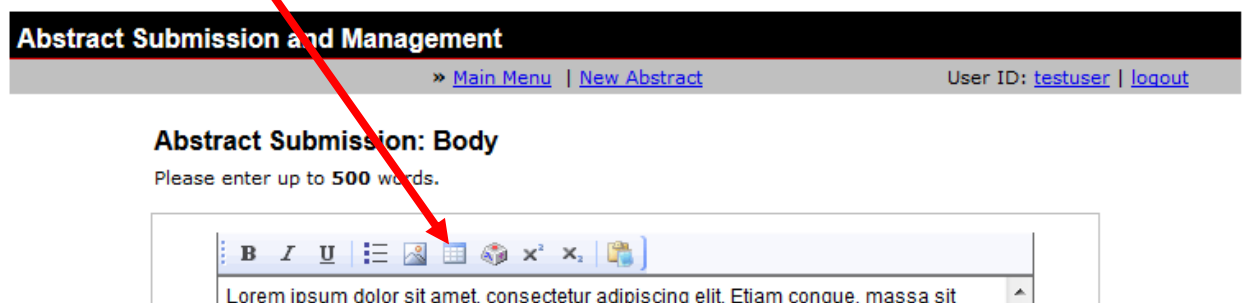
« Back Next »

12. 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 JPG format and less than 1000 kb in size and should be less than 900 pixels in width and height, we do not recommend that you attempt to insert high-quality intraoperative photos.**

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

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

« Back Next »

Table icon in the editor toolbar.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit

2. The Table Properties screen will now appear.
3. Fill in the table definitions as needed (rows, columns, header, summary, etc)

**Abstract Submission and Management**

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

### Abstract Submission: Body

Please enter up to 500 words.

**Table Properties**

Rows	<input type="text" value="3"/>	Width	<input type="text" value="100%"/>
Columns	<input type="text" value="2"/>	Height	<input type="text"/>
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"/>			

« Back Next »

4. Press **OK**

5. A blank table will now appear in your abstract


**Abstract Submission and Management**

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

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

**B** **A** **U** |  $x^2$   $x_2$

amici sunt eros. Proin faucibus fermentum arcu. Vestibulum a vestibulum  
dui. Donec sed mi vulputate sapien mollis auctor.




« Back Next »

6. Fill in the table with your desired data.
7. Select **Next**



## Review and Accept Terms and Conditions

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

#### Abstract Submission: Final Review

TEST ABSTRACT [Test User MD](#), AHNS

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#### Terms and Conditions

I certify that the information on these forms is correct and that this is abstract is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract to have their names included

I agree to the terms and conditions listed above

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[Submit](#)

**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 to the terms and conditions listed above”** 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 (6-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

» [Main Menu](#) | [New Abstract](#)

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

Thank you for submitting abstract 99621 to AHNS. 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.

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

**Abstracts** Display:

ID	Title	Status	Approval
99621	<a href="#">Test Abstract</a>	Pending	

Total Records: 1 Display: 1 - 1

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 [AHNS 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: [testuser](#) | [logout](#)

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**Abstract: Edit** ID: 99621 << Previous | Next >>

**TEST ABSTRACT** [Test User MD](#), AHNS

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**Session/Program:** N/A

**Status:** Pending **Started:** 08/20/2019  
**Approval:** **Completed:** 08/20/2019

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

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**Abstract: Edit** ID: 99621 << Previous | Next >>

**TEST ABSTRACT** [Test User MD](#), AHNS

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**Session/Program:** N/A

**Status:** Pending **Started:** 08/20/2019  
**Approval:** **Completed:** 08/20/2019

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

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