

Thank you for your interest in submitting an abstract for the upcoming 2022 AHNS Annual Meeting, held during the Combined Otolaryngology Spring Meetings (COSM). 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 Jason Levine (x100) or Dan Berlant (x118). You may also email 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 entered data.

Improved Support for Special Characters:

Most of the standard ASCII character set can be copied from your word processor and into the abstract text.

Data Tables and Images

Abstracts may now contain a small data table or image.

IMPORTANT DATE:

**THE SUBMISSION DEADLINE FOR
ALL ABSTRACTS IS
FRIDAY, OCTOBER 22, 2021,
5:00 PM (Eastern Daylight Time)**

(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:

<https://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
AHNS 2022 Annual Meeting
Held during the Combined Otolaryngology Spring Meetings (COSM)
April 27-28, 2022
Hyatt Regency Dallas
Dallas, TX

SUBMISSION DEADLINE:
FRIDAY, OCTOBER 22, 2021, 5:00 PM EDT

Important Notice: The following Abstract Submission Policies will be firmly enforced:

- **No Previously Presented Submissions (Encore Abstracts):** The abstract submitted must present original work that has not and will not be presented prior to the AHNS 2022 Annual Meeting held during the Combined Otolaryngology Spring Meetings (COSM).
- **No Previously Published Submissions/No Submissions Under Consideration For Publication:** The abstract submitted must present original work that has not and will not be published or presented prior to the AHNS 2022 Annual Meeting held during the Combined Otolaryngology Spring Meetings (COSM), and is not currently under review for publication. The exception to this rule is that a manuscript may be submitted to *JAMA Otolaryngology – Head & Neck Surgery* for special meeting related consideration only after the abstract has been accepted by AHNS for presentation. Manuscripts may not be submitted to any journals for consideration until after AHNS abstract acceptance notification, and if the abstract is selected for Oral Presentation, the Presenter is required to submit a complete manuscript to *JAMA Otolaryngology – Head & Neck Surgery*. If the manuscript has been submitted to any journal prior to AHNS abstract acceptance notifications, or if the manuscript is not submitted to *JAMA Otolaryngology – Head & Neck Surgery* as part of the Oral Presentation requirement, the Abstract Submitter, Presenter and Senior Author will forfeit the privilege to submit, present, or be listed as an author on abstracts for the 2023 and 2024 AHNS Annual Meetings. Abstracts selected for Oral presentation may not be moved to other forms of presentation to bypass the required submission of a manuscript to *JAMA Otolaryngology – Head & Neck Surgery*.
 - Authors of abstracts selected for Oral Presentation may request a waiver from submitting a manuscript to *JAMA Otolaryngology – Head & Neck Surgery*, but all requests must be submitted no later than January 25, 2022 in writing to the AHNS Publications Committee via the link in your presentation acceptance letter. All decisions regarding waivers will be made by the Publications Committee; authors whose requests are declined will need to withdraw their Oral Presentation if they do not plan to submit a manuscript to *JAMA Otolaryngology – Head & Neck Surgery* by the April 15, 2022 deadline.
- **Trials in Progress and Case Reports** may be submitted
- Abstract submissions are limited to 500 words or less.
- Images are allowed with abstract submissions. Images must be no larger than 1MB in file size, and no larger than 900 pixels wide by 900 pixels high.
- No reference to the authors or the institution should appear within the body of the abstract or in the abstract title.
- **Manuscript Submission:** Accepted Oral Abstract Presenters must submit a complete manuscript to *JAMA Otolaryngology – Head & Neck Surgery*.
- Abstracts can be edited until the submission site closes. After the submission site closes and the abstracts go into review, the content of the abstracts may not be edited in any way. **Please make sure to proof read and double check your abstracts before submission.** In addition, AHNS cannot update the content/text of your abstract to include new/updated data after acceptance notifications, although you will be allowed to include these updated findings in your actual presentation.

NOTE: AHNS declares that no employees/owners of an ineligible company may present in AHNS CME accredited sessions.

Please visit the following web page for other rules, guidelines, instructions and the AHNS Policy on Owner/Employees of Ineligible Companies:
www.ahns.info/meetings/abstracts/

If you are uploading a video, use the latest versions of Firefox, Chrome, Safari and IE 11 or above.

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:

Password:

Attention:

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

This is the entry page for the abstract software. Since this is your first visit, you will need to create an account. The link to create an account is found just below the login box. **Accounts created for 2020 / 2021 are not valid for 2021 / 2022. You must create a new account for 2021 / 2022 (you may use the previous username and password)**

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 11 or newer
Current versions of:

- Firefox
- Chrome

Macintosh:

Current versions of:

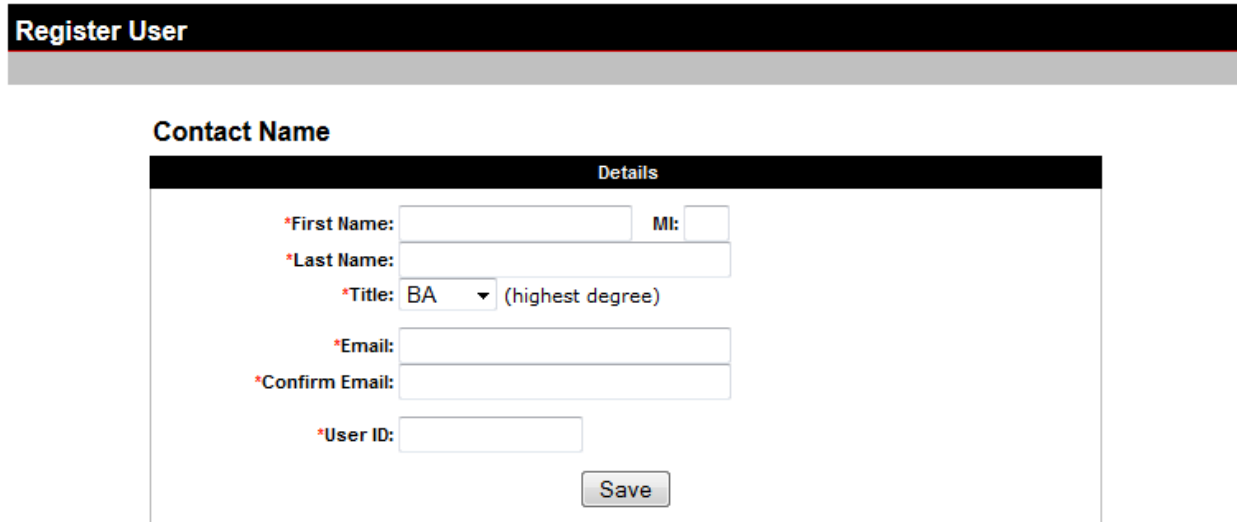
- Safari
- Firefox
- Chrome

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:



The screenshot shows a web form titled "Register User" with a sub-header "Contact Name". The form is titled "Details" and contains the following fields:

- *First Name: [text input] MI: [text input]
- *Last Name: [text input]
- *Title: BA [dropdown menu] (highest degree)
- *Email: [text input]
- *Confirm Email: [text input]
- *User ID: [text input]

A "Save" button is located at the bottom right of the form.

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 whitelist @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.

If you cannot remember your password, please click the correct link on the screen and go to [Part 3a – Resetting a Password](#)

Part3a – Resetting a Forgotten Password

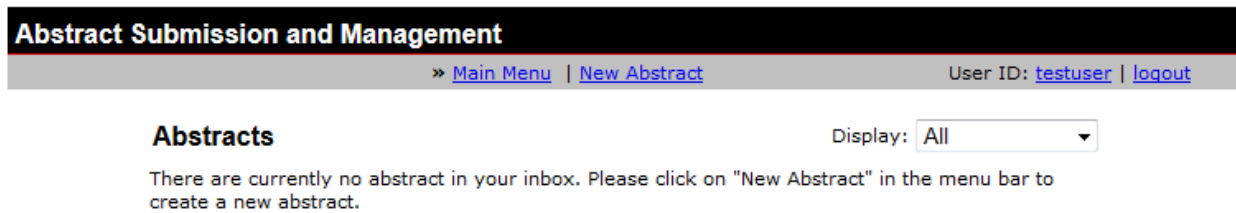
Upon clicking the “**Forgot your password? Click here**” link on the login screen, you will be taken to the password reset screen:

A form titled "Lost Password" with a black header. It contains two input fields: "User ID: user id" and "Email: email address", separated by "OR". A "Submit" button is at the bottom.

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.

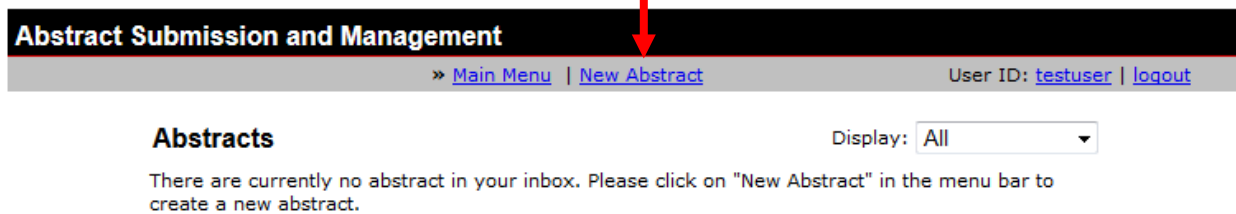
Part 4 – The Main Menu

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

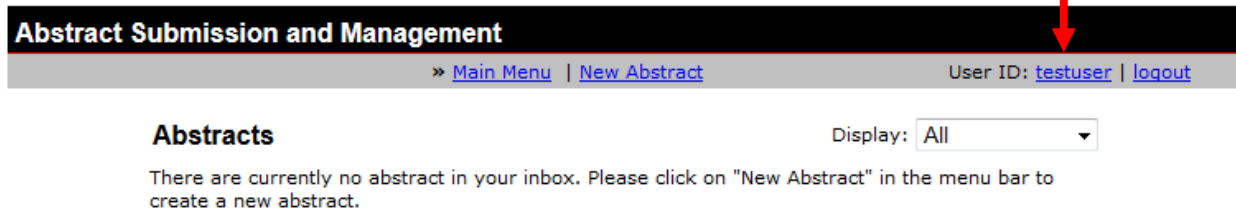


Because this is your first time logged in, you have no abstracts in the system.

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

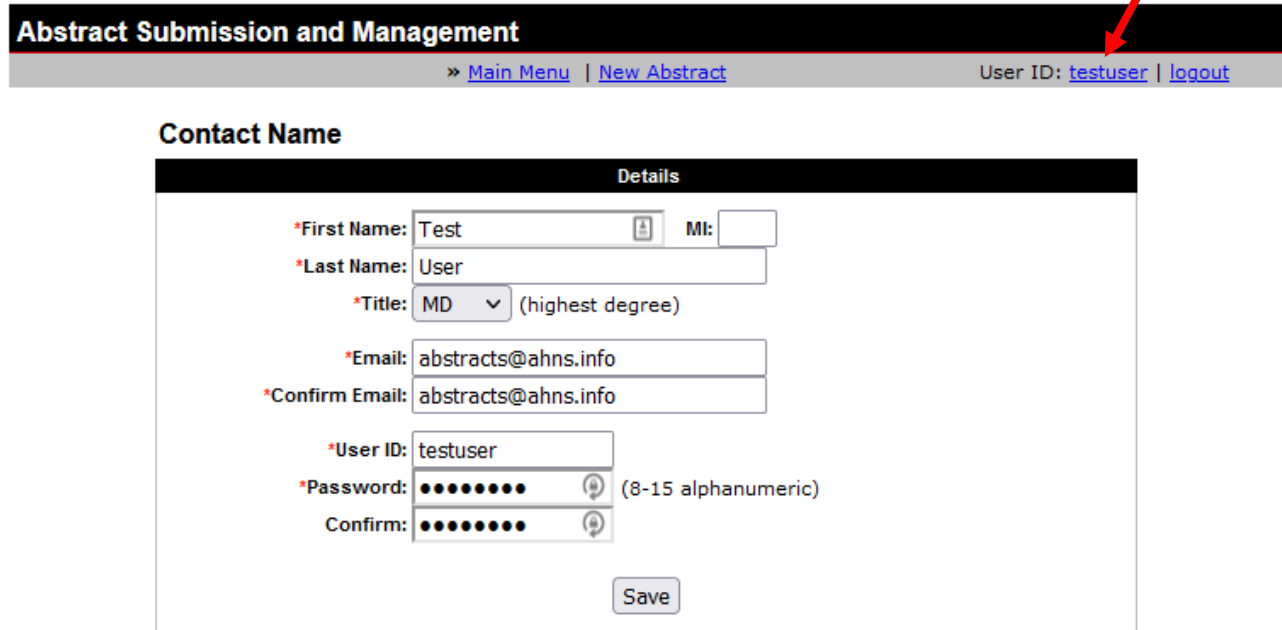


To change the randomly generated password, click on your **User ID** at the top right of the screen ([go to Part 4a](#)).



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, 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

Cancel

Next »

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):

<< Back

Add Author

Save & Continue >>

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 financial relationships with any ineligible company (formerly "commercial interest" - see below for definitions). 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 mitigate the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation or note that you have nothing to disclose. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

Ineligible companies (formerly commercial interests) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Examples of such organizations include:

- Device manufacturers or distributors
- Pharmaceutical companies or distributors
- Bio-medical startups that have begun a governmental regulatory approval process
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products

The ACCME does not consider providers of clinical service directly to patients to be ineligible companies. (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>)

Length of Financial Relationships: The ACCME requires disclosure of financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. You do not need to disclose your spouse/partner's relationships.

What to Disclose: ACCME requires that individuals disclose ALL financial relationships with ineligible companies.

Enter the abstract title in the first field on this screen. The title is limited to 254 characters.

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

Abstract Submission and Management

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

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Abstract Submission: Add Author

*First Name or Initial: MI:

*Last Name:

Title(s): (separate multiples with a space, i.e. PhD RN)

Cell Phone:

Email:

*Institution:

*Training Status: ☐ Student ☐ Resident ☐ Fellow ☐ N/A

*Has this author had within the last 24 months a financial relationship with an ineligible company?

☐ Yes ☐ No

Enter in the author's Name, Title, Cell Phone, Email, Institution and Training Status. Then check-off if there is a financial relationship to disclose for the author.

AHNS, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. The ACCME states "the owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in [Standard 3.2](#)." Therefore, the AHNS Conflict of Interest Committee (CIC) declares that no employees/owners of an ineligible company may present in AHNS CME accredited sessions. This policy is applicable to abstract authors and presenters.

Click [here](#) to view the ACCME's definition of ineligible company, owner and employee.

Please contact miranda@ahns.info with any questions regarding AHNS Policy on Owner/Employee of Ineligible Companies.

It is at this point where you must disclose any and all relevant financial relationships with Ineligible Companies. If there is nothing to disclose, select **No**; you will 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 displays the 'Abstract Submission and Management' web application. At the top, a navigation bar includes links for 'Main Menu' and 'New Abstract', along with the user ID 'testuser' and a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this, there is a form for 'Abstract Title'. A modal window titled 'Add Author' is open, showing a 'Disclosure: Test User' section. This section prompts the user to provide information regarding compensation. It includes three required fields: '*Company:' (a text input), '*What was received:' (a dropdown menu showing 'Select compensation...'), and '*What was the role:' (a dropdown menu showing 'Select role...'). Below these is a question '*Is this relationship still currently active:' with two radio button options: 'Yes, it is still active' (which is selected) and 'No, it concluded within the last 24 months'. At the bottom of the modal are '<< Back' and 'Submit' buttons.

Enter author's financial disclosure.

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 status area showing 'User ID: testuser' and a 'logout' link. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions' and contains a text input field for the 'Abstract Title'. A modal dialog box titled 'Add Author' is open, featuring a sub-header 'Disclosure: Test User: Submitted'. The dialog contains a question: '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 text 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 – Type and 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?



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

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

« Back Next »

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 that the First Author and/or the Presenter are members of AHNS. Please enter the name of the sponsor and the Society of which the sponsor is a member in the appropriate space.

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

***Please select from the following awards you are interested in. For more information about each award, visit the AHNS website:**

Robert Maxwell Byers Award

***Randal Weber, MD Award for Quality, Safety and Value in Head and Neck Oncology**

***Best Resident Basic Science Research Paper**

***Best Resident Clinical Paper**

***Best Prevention and Early Detection Papers**

I am applying for the "Best Resident Basic Science Research Paper Award" or the "Best Resident Clinical Paper Award", and I certify that the Presenter is a Resident and has performed at least 80% of the work

***I confirm that this abstract and manuscript have not been published previously, and have not been submitted, and will not be submitted for consideration for publication by any journal or outlet prior to abstract acceptance notifications.**

***I confirm that if this abstract is selected for Oral Presentation, I agree to submit the manuscript to *JAMA Otolaryngology – Head & Neck Surgery* and to no other journal as required by AHNS.**

***I understand NO employees or owners of ACCME-defined "Ineligible Companies" may serve as a presenter of a proffered paper in a CME-accredited session. A violation of this rule will lead to consequences for all authors on this paper.**

[« Back](#) [Next »](#)

Use the Dropdown menus answer all questions.

Click **Back** to go back and edit Type and Topic or **Next** to continue.

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
B *I* U | x^2 x_2

[« Back](#) [Next »](#)

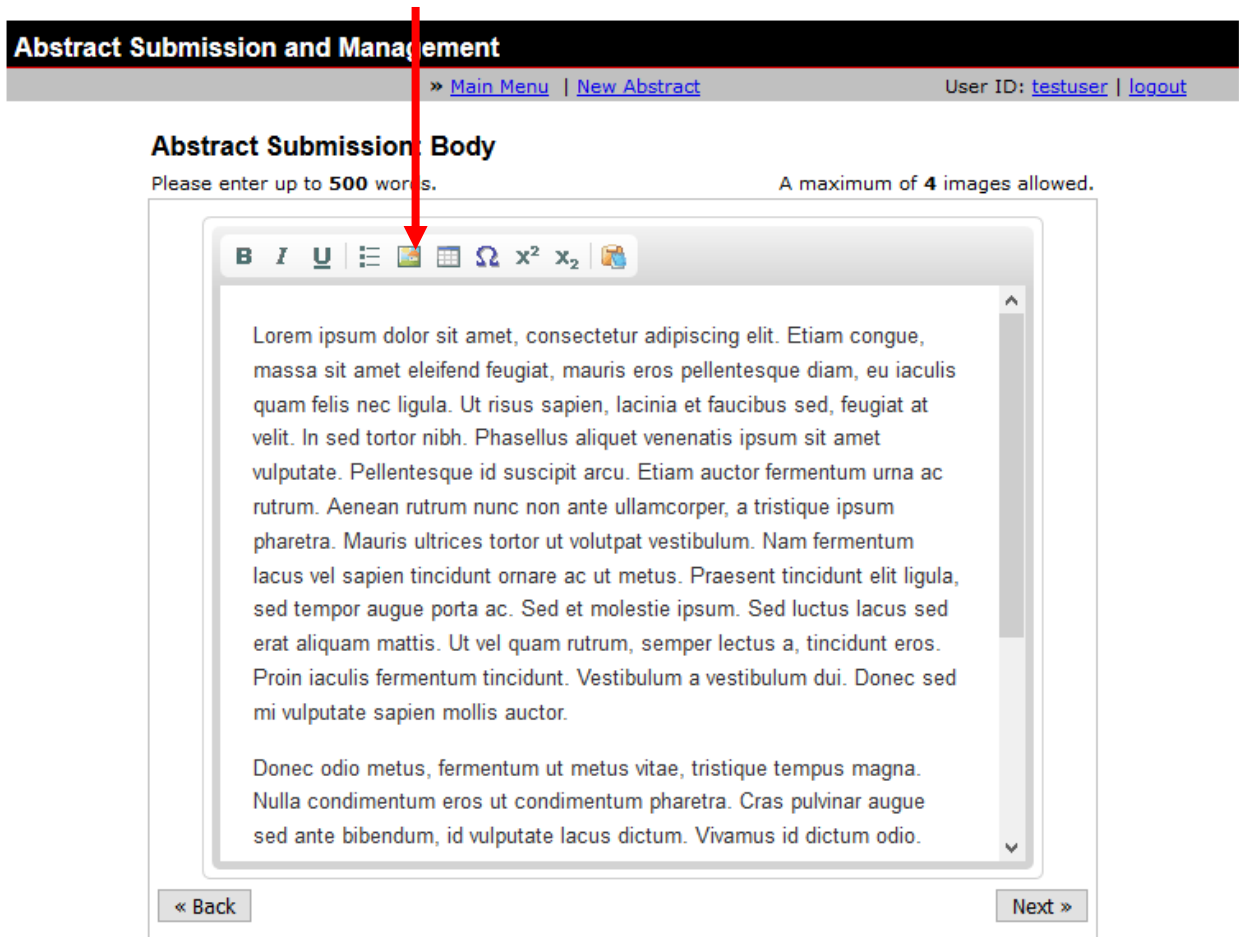
Entering Text

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.

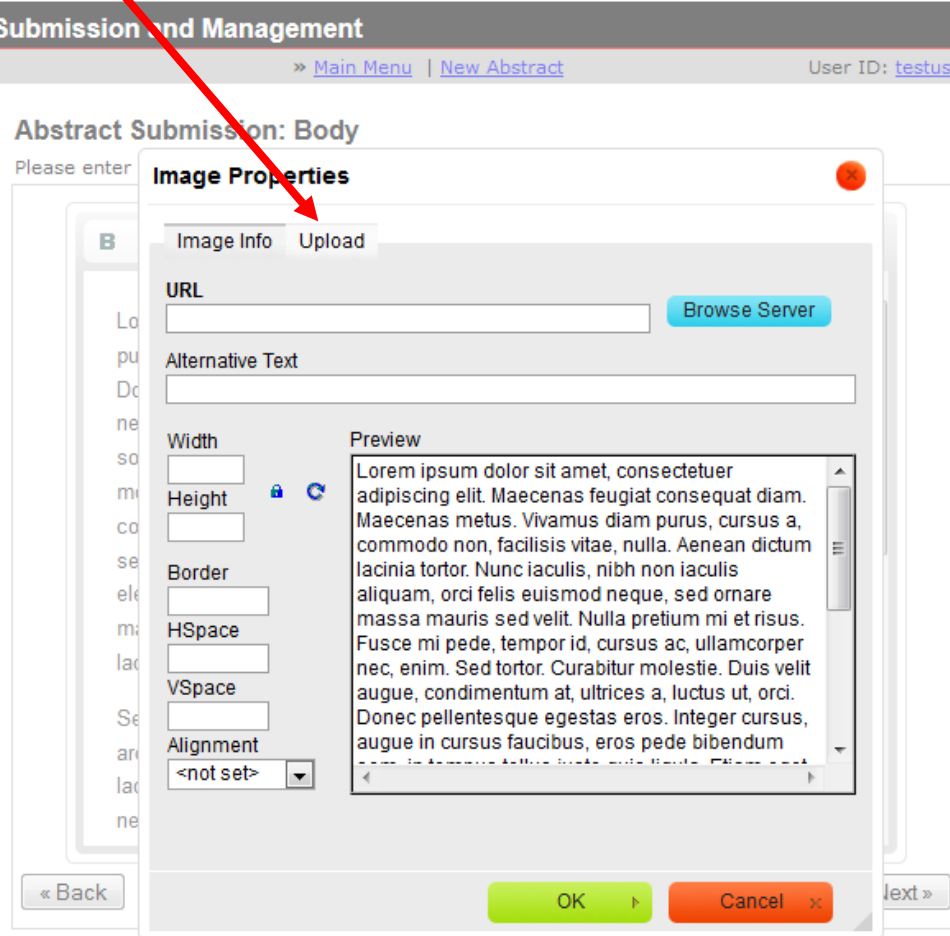
Inserting an Image

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



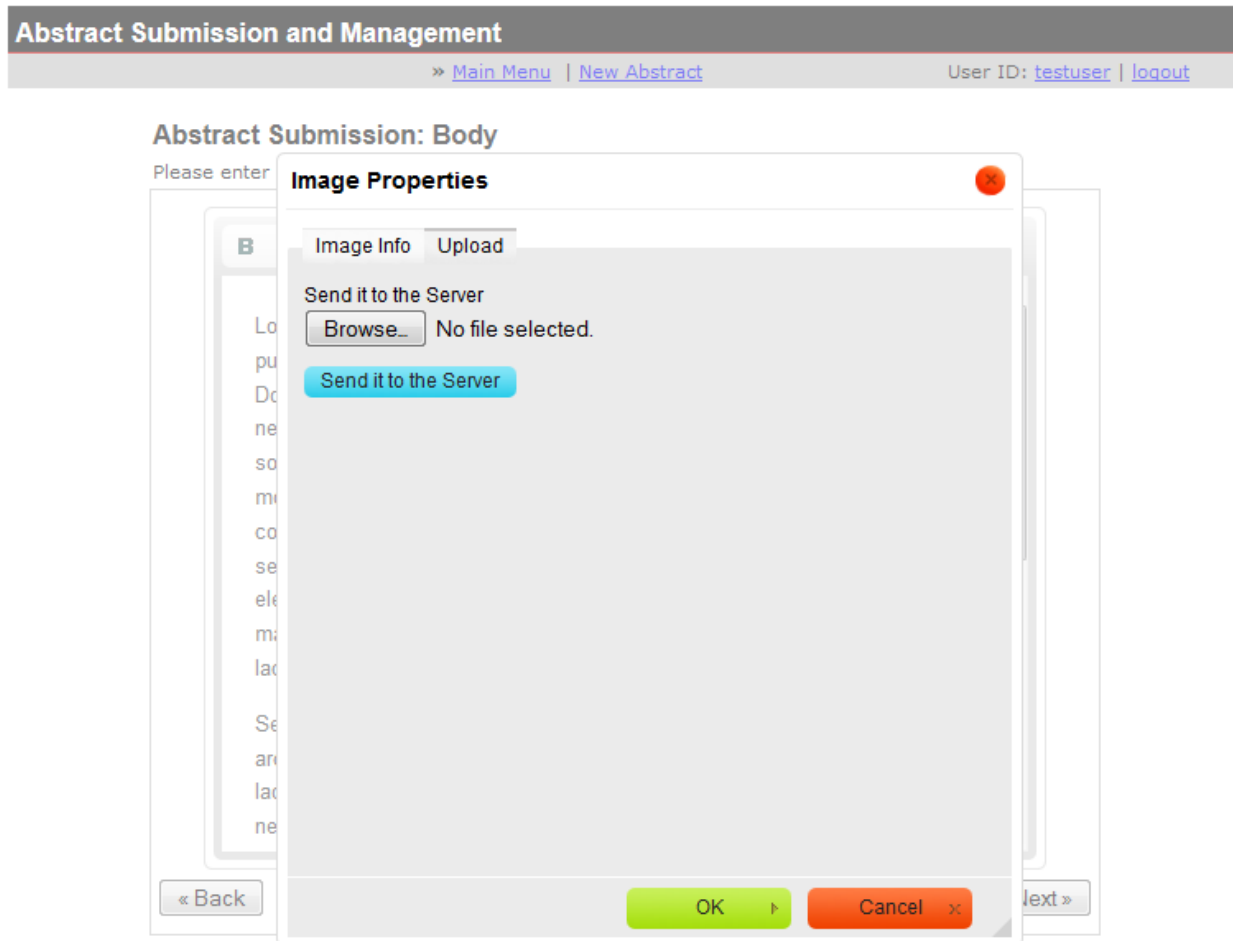
2. The Image Properties box will now appear on screen

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



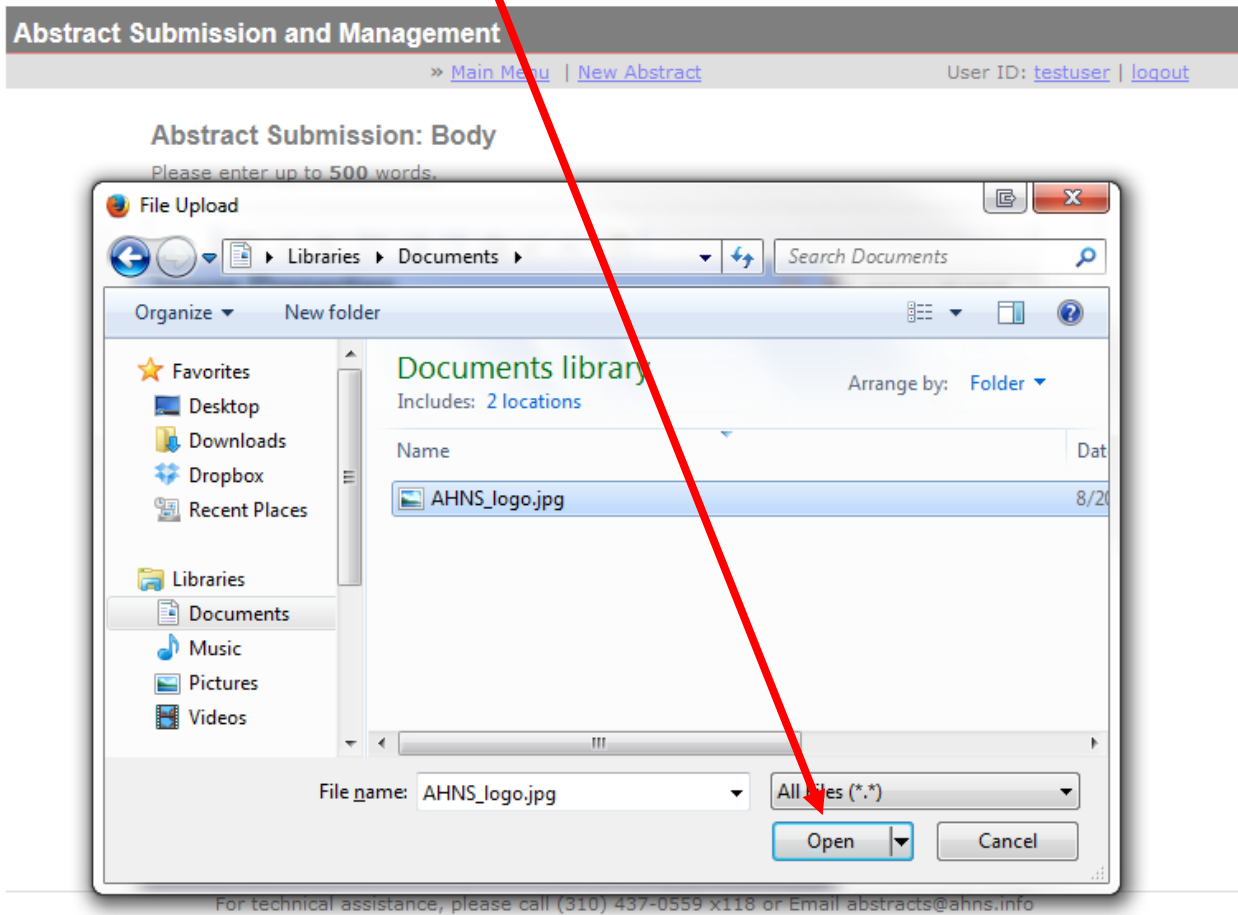
The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. Below this, the 'Abstract Submission: Body' section is visible. A red arrow points to the 'Upload' tab of the 'Image Properties' dialog box. The dialog box has two tabs: 'Image Info' and 'Upload'. The 'Upload' tab is active, showing a 'URL' field with a 'Browse Server' button, an 'Alternative Text' field, and a 'Preview' section. The 'Preview' section contains a text area with placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas feugiat consequat diam. Maecenas metus. Vivamus diam purus, cursus a, commodo non, facilisis vitae, nulla. Aenean dictum lacinia tortor. Nunc iaculis, nibh non iaculis aliquam, orci felis euismod neque, sed ornare massa mauris sed velit. Nulla pretium mi et risus. Fusce mi pede, tempor id, cursus ac, ullamcorper nec, enim. Sed tortor. Curabitur molestie. Duis velit augue, condimentum at, ultrices a, luctus ut, orci. Donec pellentesque egestas eros. Integer cursus, augue in cursus faucibus, eros pede bibendum'. The dialog box also includes fields for 'Width', 'Height', 'Border', 'HSpace', 'VSpace', and 'Alignment' (set to '<not set>'). At the bottom, there are 'OK' and 'Cancel' buttons.

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.

Abstract Submission and Management

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

Abstract Submission: Body

Please enter

Image Properties

Image Info Upload

URL
 [Browse Server](#)

Alternative Text

Width

Height


Border

HSpace

VSpace

Alignment
<not set>

Preview

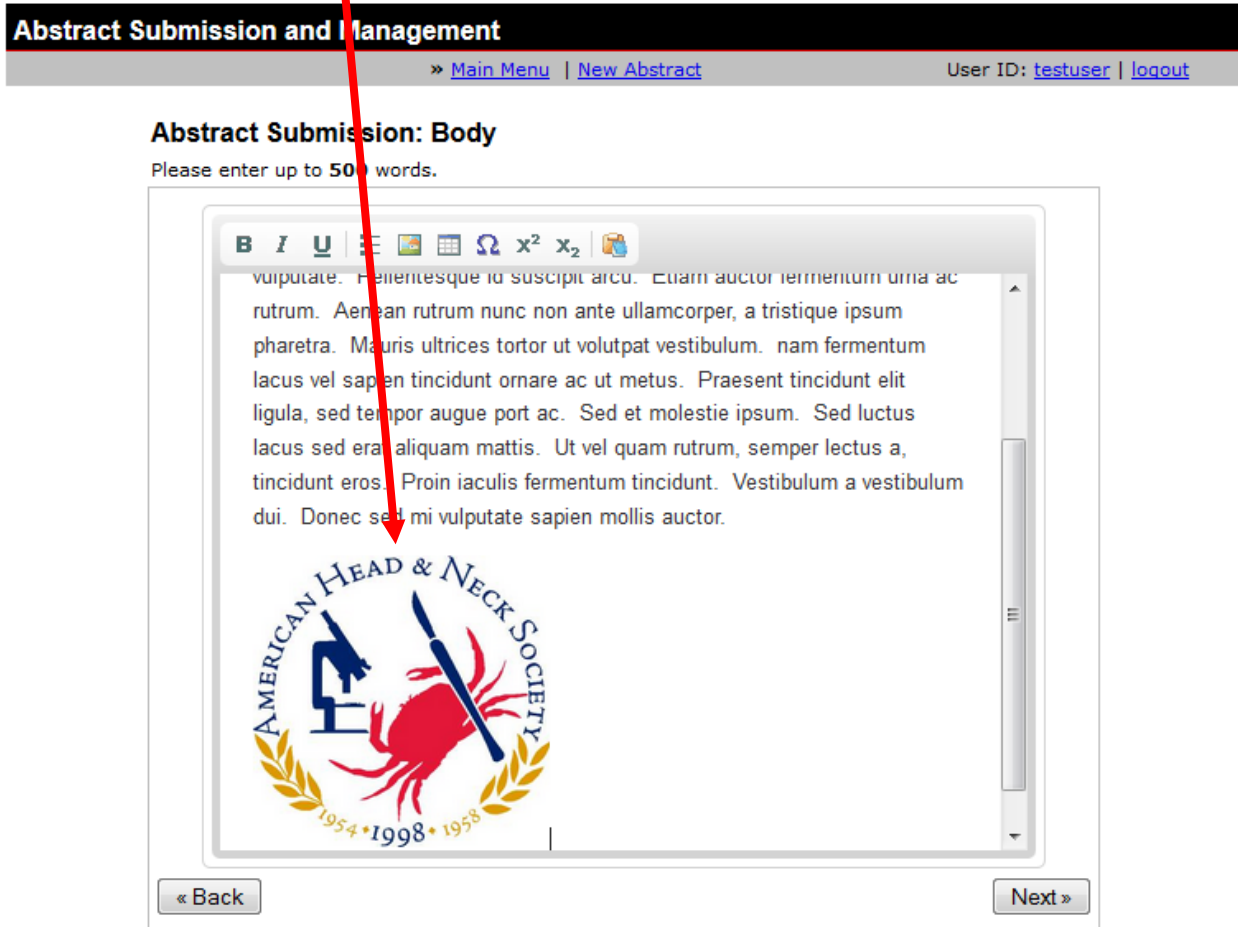


Lorem ipsum

« Back OK Cancel Next »

10. Press the **OK** button on the confirmation dialog box.

11. Your image will now appear in your abstract editor box along with your submitted text.

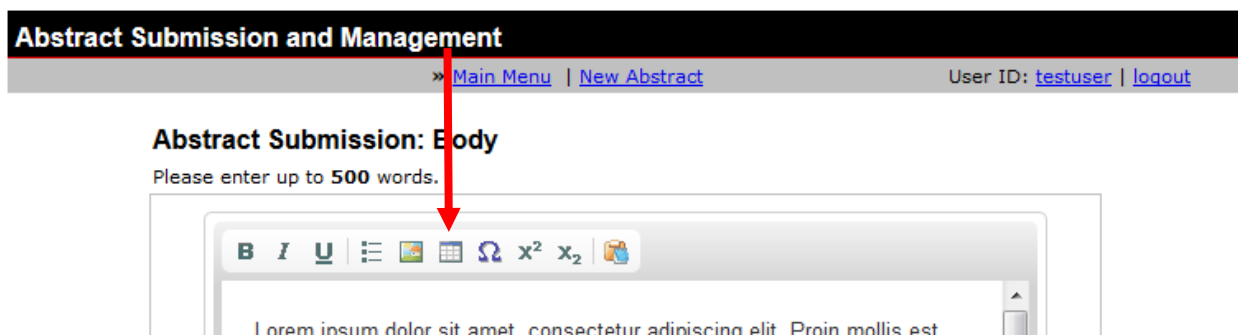


12. Select **Next** to continue with the abstract submission

Please Note: We have provided support for small images in this software. **Because images must be in JPG or PNG format and less than 1000 kb in size and should be less than 900 pixels in width and height.**

Generating a Table within the Abstract Editor

1. Select the **Table Icon** from the editor tool bar.



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="<not set>"/>		
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 **I** **U**

amiciant eros. Nam faucibus venenatum blandit. vestibulum & 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

« Back

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 116655 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: All ▼

ID	Title	Status	Approval
116655	Test Abstract	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](#)

Abstract: Edit ID: 116655 << Previous | Next >>

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

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Session/Program: N/A

Status: Pending **Started:** 07/19/2021

Approval: **Completed:** 07/19/2021

[Cancel Edit](#) [Delete Abstract](#) [Edit »](#)

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](#)

Abstract: Edit ID: 116655 << Previous | Next >>

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

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Session/Program: N/A
Status: Pending
Approval:

Started: 07/19/2021
Completed: 07/19/2021

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.