

Thank you for your interest in submitting an abstract for the upcoming AHS Scientific Session. 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 310-760-5596 and ask to speak to Dan Berlant (x118) or Jason Levine (x100). You may also email [abstracts -AT- americasherniasociety -DOT- org](mailto:abstracts-AT-americasherniasociety-DOT-org) 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 AHS 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 AND VIDEOS IS  
APRIL 17, 2020  
5:00 PM PDT**

**(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://americasherniasociety.org/call-for-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 AHS site.

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

**Welcome to the online abstract submission site for  
Americas Hernia Society 2020 Annual Meeting.  
September 23-26, 2020  
New York, NY**

**SUBMISSION DEADLINE:  
FRIDAY, April 17, 2020, 5:00 PM PT**

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

There is a 500 word limit for written and video abstract submissions. No reference to the authors or the institution should appear within the body of the abstract or in the abstract title. No images or tables may be inserted into the body of the abstract.

- **Previously Presented Abstracts:** All abstracts must be new and original content. No abstracts may be submitted that have been previously presented unless they include at least 50% new data.
- **No Previously Published Submissions:** The abstract submitted must present original work that has not and will not be published prior to the Americas Hernia Society (AHS) 2020 Scientific Session.
- **No Dual Submissions:** The abstract must not be submitted to any other upcoming regional, national, or international meeting.
- There is no limit to the number of abstracts you may submit, but you **may not submit a video abstract and a written abstract on the same study/data set**. You must select either a written abstract submission or a video abstract submission.

**Written Abstract Submissions**

- The word limit for written abstract submissions is **500-words** (not including title and authors).
- Images and Tables are not allowed with abstract submissions.
- Videos may not be submitted with a written abstract.
- **No reference to the authors or the institution should appear within the body of the abstract or in the abstract title**

**Video Abstract Submissions**

- The Maximum length for submitted videos is Five (5) Minutes. **Americas Hernia Society (AHS) is not accepting 3D Video submissions.** If your video is accepted for presentation at the 2020 Americas Hernia Society (AHS) meeting, you will be required to bring a final copy of your video with you to the meeting.
- A short written description of your video should be included when submitting your video abstract.
- Images and tables are not allowed in the short written description when submitting a video abstract.
- Videos must have narration in English. Without narration, it will not be considered.
- Videos may not include advertisement or promotion of products.
- Please DO NOT include any music, video clips or other materials/media copyrighted by any entity other than yourself.
- **No reference to the authors or the institution should appear in your video, within the body of the abstract or in the abstract title**

**NOTE:** The Americas Hernia Society (AHS) Conflict of Interest Task Force declares that no employees/owners of a commercial interest may present in Americas Hernia Society (AHS) CME accredited activities. Also, no content author may be an employee/owner of a commercial interest unless the submission is in compliance with the ACCME's policy and approved by the Americas Hernia Society (AHS) Conflict of Interest Task Force.

Please visit the following web page for other rules, guidelines, instructions and the Americas Hernia Society (AHS) Policy on Employees of Commercial Interests:  
[www.americasherniasociety.org/call-for-abstracts/](http://www.americasherniasociety.org/call-for-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. **ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. You must create a new account for 2020 (you may use the previous username and password).** 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 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:

**Register User**

**Contact Name**

**Details**

\*First Name:  MI:

\*Last Name:

\*Title: BA (highest degree)

\*Email:

\*Confirm Email:

\*User ID:

Save

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.

Create your **User ID**. This can be anything you want (recommended first initial last name or something else easy to remember)

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 [AHS 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:

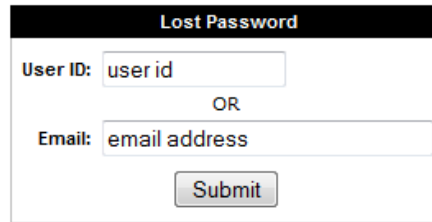
**6TZldrK3S2**

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.

### 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



Lost Password

User ID:

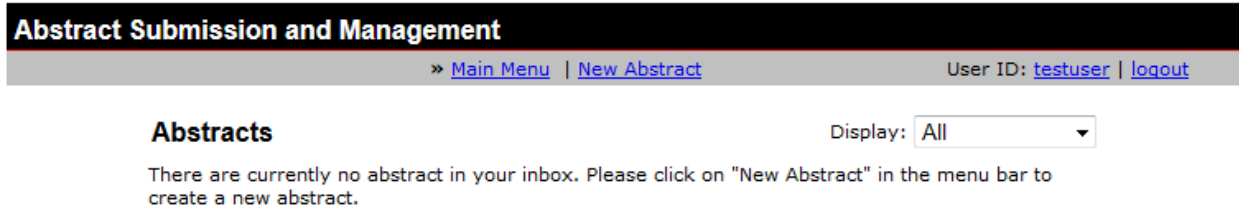
OR

Email:

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 [AHS Office](#) for technical support.

## Part 4 – The Main Menu

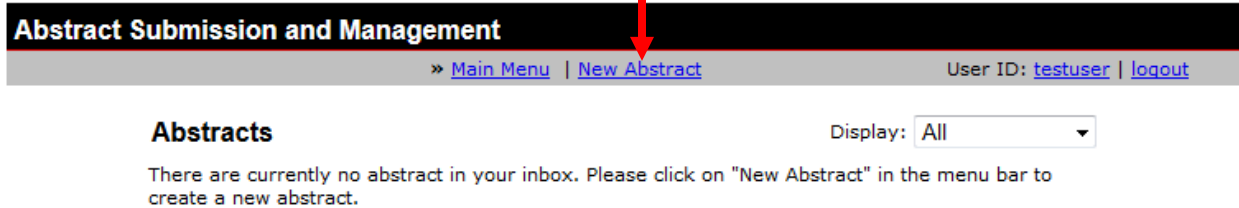
After a successful login, you will see the following screen:



The screenshot shows the top navigation bar with the title "Abstract Submission and Management" on the left and "User ID: testuser | [logout](#)" on the right. Below the navigation bar, there are two links: "» [Main Menu](#)" and "[New Abstract](#)". The main content area is titled "Abstracts" and includes a "Display: All" dropdown menu. Below this, a message states: "There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract."

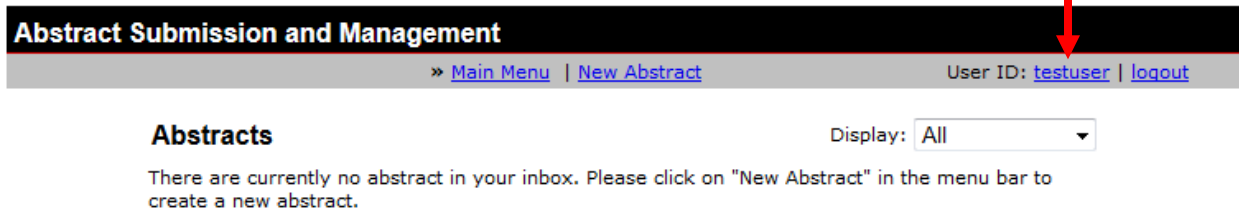
Because this is your first time logged in, you have no abstracts in the system.

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 ID: testuser | [logout](#)" section 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:

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with the title 'Abstract Submission and Management' and links for 'Main Menu' and 'New Abstract'. On the right side of the navigation bar, the user's identity is shown as 'User ID: testuser | logout'. Below the navigation bar, the 'Contact Name' form is displayed. The form has a 'Details' header and contains the following fields:

- \*First Name: Test
- \*Last Name: User
- \*Title: MD (highest degree)
- \*Email: abstracts@americasherniasociety.o
- \*Confirm Email: abstracts@americasherniasociety.o
- \*User ID: testuser
- \*Password: (8-15 alphanumeric)
- Confirm: (8-15 alphanumeric)

A 'Save' button is located at the bottom of the form. A red arrow points from the 'testuser' link in the navigation bar to the 'Contact Name' form.

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](#)

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**Abstract Submission: Corresponding Author**

*First Name:	<input type="text" value="Test"/>	<input type="text" value="MI"/>
*Last Name:	<input type="text" value="User"/>	
*Degree:	MD <input type="text"/> (Please select highest degree. This is not used in publication, simply for correspondence regarding submission)	
*Address:	<input type="text" value="11300 W. Olympic Blvd."/> <input type="text" value="Suite 600"/> <input type="text"/>	
*City:	<input type="text" value="Los Angeles"/>	
*State:	<input type="text" value="California"/>	
*Postal Code:	<input type="text" value="90064"/>	<input type="text"/>
*Country:	<input type="text" value="United States"/>	
*Phone:	<input type="text" value="(310) 730-5596"/>	
*Cell Phone:	<input type="text" value="(310) 730-5596"/>	
*Email:	<input type="text" value="abstracts@americasherniasociety.o"/>	

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:**

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**\*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.

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

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID of 'testuser' with a 'logout' link. The main content area is titled 'Abstract Submission: Titles, Authors & Institutions'. A form for entering the abstract title is visible. A modal window titled 'Add Author' is open, displaying a form for adding a new author. The form includes the following fields and options:

- \*First Name or Initial: [text input] MI: [text input]
- \*Last Name: [text input]
- Title(s): [text input] (separate multiples with a space, i.e. PhD RN)
- Cell Phone: [text input]
- Email: [text input]
- \*Institution: [text input]
- \*Training Status:  Student  Resident  Fellow  N/A
- \*Has this author or their spouse had within the last 12 months a financial relationship with a commercial interest?  
 Yes  No

At the bottom of the modal, there are 'Cancel' and 'Submit' buttons.

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 or their spouse/partner.

*AHS, 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 of 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this is a form for 'Abstract Title'. 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'. It also has a question 'Is this relevant to this abstract?' with 'Yes' selected. Below this is a section for 'Please select a conflict of interest management strategy:' with several radio button options. The 'Back' and 'Submit' buttons are at the bottom of the modal.

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.

Abstract Submission and Management

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

Abstract Submission: Titles, Authors & Institutions

\*Abstract Title:

Add Author

**Disclosure: Test User: Submitted**

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.

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

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

#### Abstract Submission: Type and Topic

\*Type:  Paper Abstract  
 Video Abstract (I will upload a video or provide a link to a video)

Select whether this is a Written Abstract or Video Abstract being submitted.

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






## Part 5 – Submitting a New Abstract || Step 4 – Edit your Abstract Content

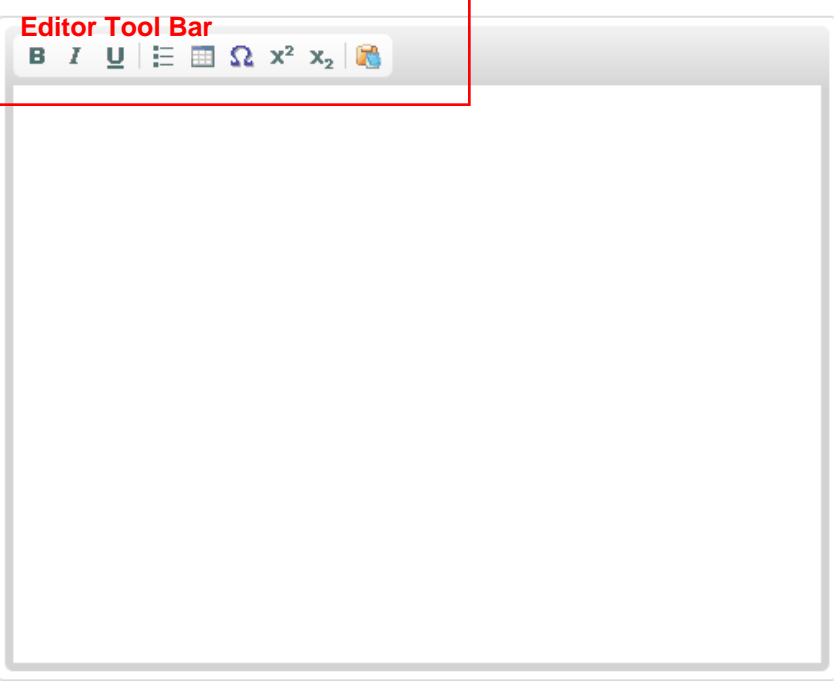
Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.

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

**Abstract Submission: Body**  
Please enter up to **500** words. A maximum of **0** images allowed.

**Editor Tool Bar**  
B I U     $x^2$   $x_2$   



### 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:** Abstracts submitted must adhere to a **500-word limitation** and no images or tables may be added to the abstract.



## Including a Video

1. If you are submitting a Video Abstract Summary, click on the link entitled “**Click here if you would like to include a video for this abstract**”

**Abstract Submission and Management**

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

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**Abstract Submission: Final Review**

**TEST ABSTRACT** [Test User](#), Americas Hernia Society

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.

Sed id sem mollis, vulputate velit ut ultricies lacus. Fusce luctus gravida arcu, condimentum sagittis metus. Duis dignissim leo ut ex bibendum, et laoreet purus venenatis. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam morbi dolor, bibendum et interdum eu, fringilla volutpat ipsum. Suspendisse fringilla commodo quam, nec sodales justo molestie in. Mauris faucibus magna nunc, ut tincidunt quam sodales bibendum. Suspendisse laoreet eleifend metus, dictum rhoncus nibh facilisis at.

Quisque a lectus arcu. Nulla facilisi. Pellentesque scelerisque mollis eros, a sagittis enim condimentum ut. Quisque vitae auctor magna. Ut erat lacus, tempus ac maximus eget, pharetra sed ligula. Suspendisse potenti. Sed ut lacus efficitur, ullamcorper turpis sagittis, aliquet urna. Pellentesque egestas est nec dolor posuere, id maximus lacus sagittis. Vestibulum odio est, malesuada non facilisis ut, tincidunt ac quam. Etiam et justo vel felis dapibus pellentesque eget eu diam. Maecenas sagittis cursus felis, et egestas libero eleifend vitae. Nam eros nisi, faucibus ut eros ut, ornare placerat lacus.

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 [Click here if you would like to include a video for this abstract](#)

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**Terms and Conditions**

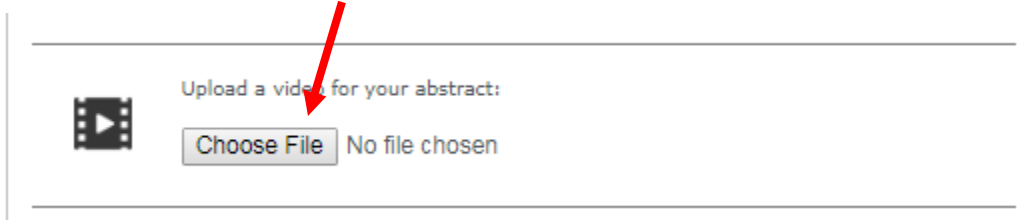
I certify that the information on these forms is correct and that this abstract is original work.

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

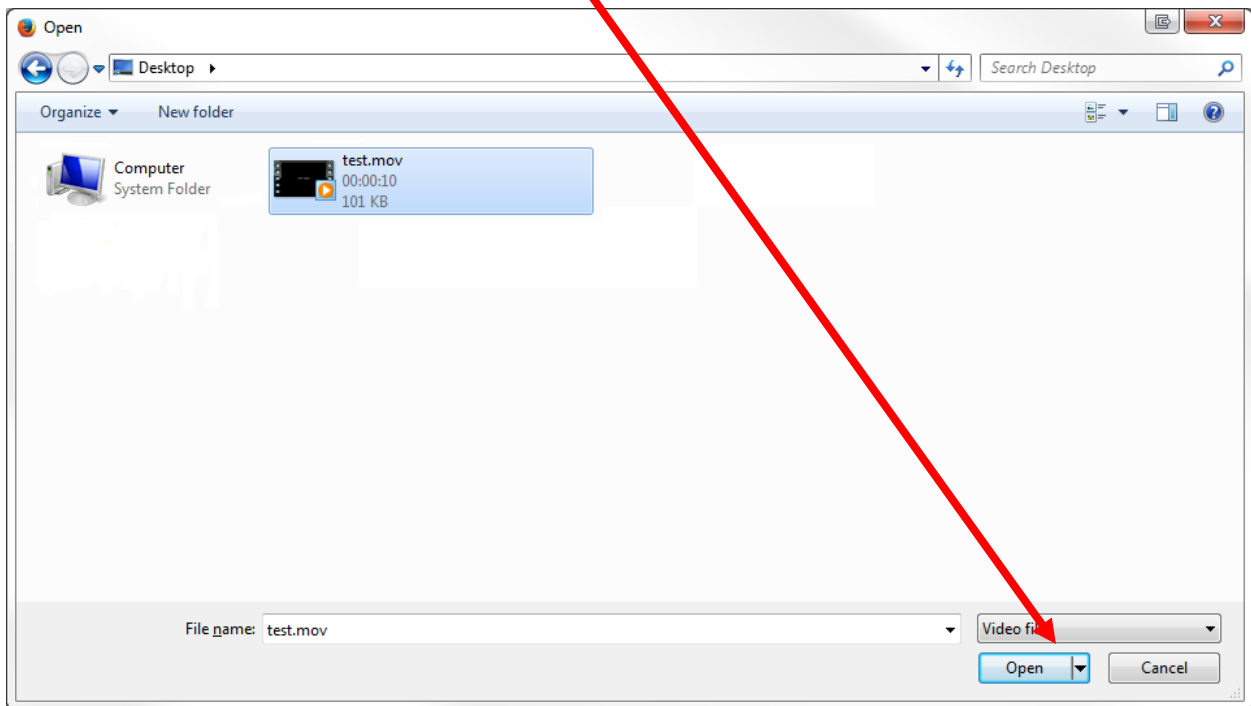
I agree to the terms and conditions listed above

[« Back](#) [Submit](#)

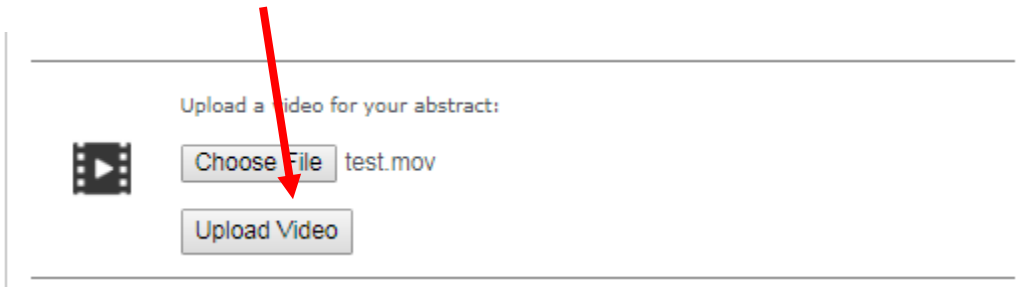
2. Press the **“Choose File”** button.



3. Select the video and press the **Open** button.



Press the **Upload Video** button to upload your video.



## Deleting / Replacing a Video

1. Once a video is uploaded, you can delete or replace the video. To delete the video, click on the “Delete this video” link.

### Abstract Submission and Management

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

#### Abstract Submission: Final Review

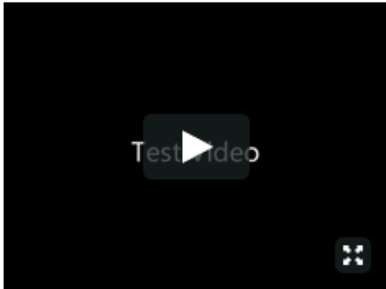
**TEST ABSTRACT** [Test User](#), Americas Hernia Society

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu. Fusce finibus ipsum non ante molestie bibendum. Curabitur tincidunt urna sodales justo dapibus commodo. Mauris suscipit leo nec turpis commodo, facilisis auctor ante semper. Pellentesque imperdiet neque eget interdum vestibulum. Cras eleifend tellus at vulputate tempor. Nam vestibulum tellus mi, id congue mi maximus ac. Nullam mauris erat, bibendum vel sem at, commodo tempus lacus.

Sed id sem mollis, vulputate velit ut, ultricies lacus. Fusce luctus gravida arcu, condimentum sagittis metus. Duis dignissim leo ut ex bibendum, et laoreet purus venenatis. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam mi dolor, bibendum et interdum eu, fringilla volutpat ipsum. Suspendisse fringilla commodo quam, nec sodales justo molestie in. Mauris faucibus magna nunc ut tincidunt quam sodales bibendum. Suspendisse laoreet eleifend metus, dictum rhoncus nibh facilisis at.

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[Replace this video](#)  
[Delete this video](#)

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#### Terms and Conditions

I certify that the information on these forms is correct and that this 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

« BackSubmit

2. A confirmation screen will appear. Click **“OK”** if you want to delete the video, click **“Cancel”** if you don't want to delete the video.

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www.submitmyabstract.com says

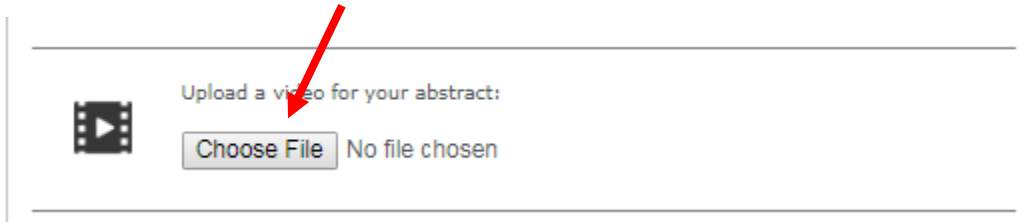
Are you sure you want to delete this video? This cannot be undone.



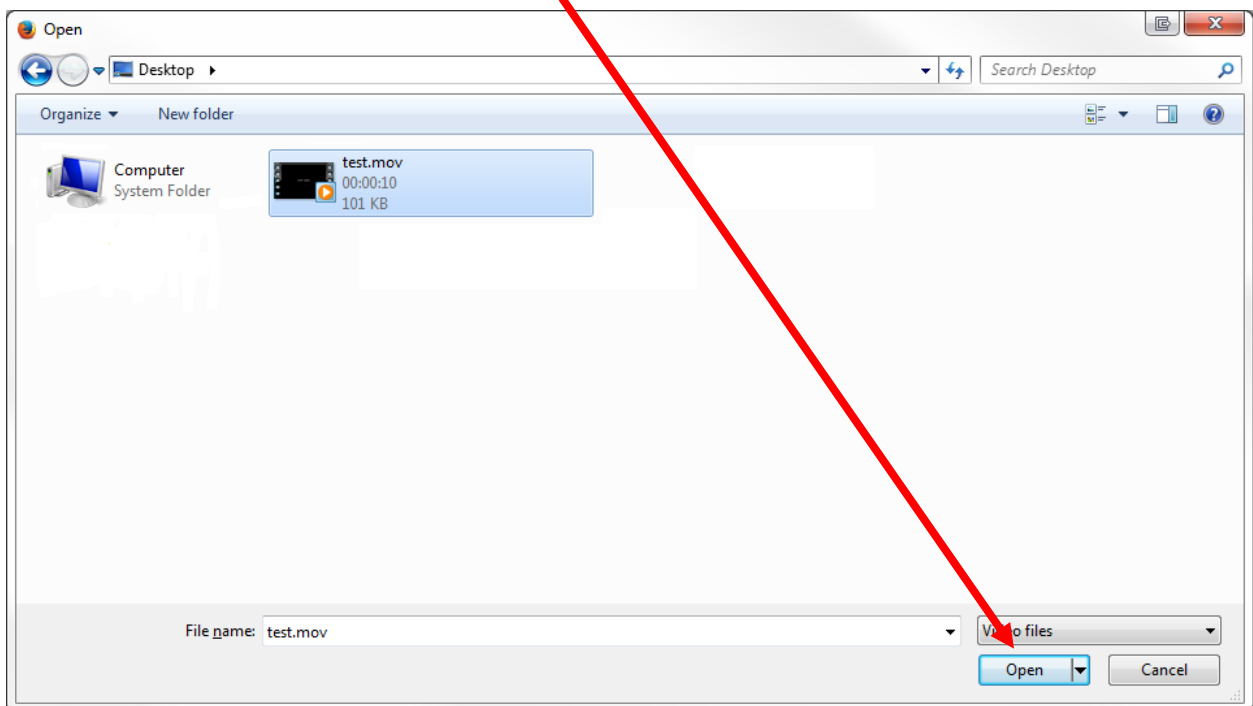
3. To replace a video, click on the **“Replace this video”** link.

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Final Review'. Below this, there is a text area containing a 'TEST ABSTRACT' by 'Test User, Americas Hernia Society'. The text is placeholder Lorem Ipsum. Below the text is a video player showing a 'Test Video' with a play button. To the right of the video player are two links: 'Replace this video' and 'Delete this video'. A red arrow points from the 'Replace this video' link in the instructions above to the 'Replace this video' link in the screenshot. Below the video player is a 'Terms and Conditions' section with a text area containing the following text: 'I certify that the information on these forms is correct and that this is abstract is original work.' and 'I certify that I have explicit approval and authority from any co-author(s) listed in this abstract to have their names included'. There is a checkbox labeled 'I agree to the terms and conditions listed above'. At the bottom, there are 'Back' and 'Submit' buttons.

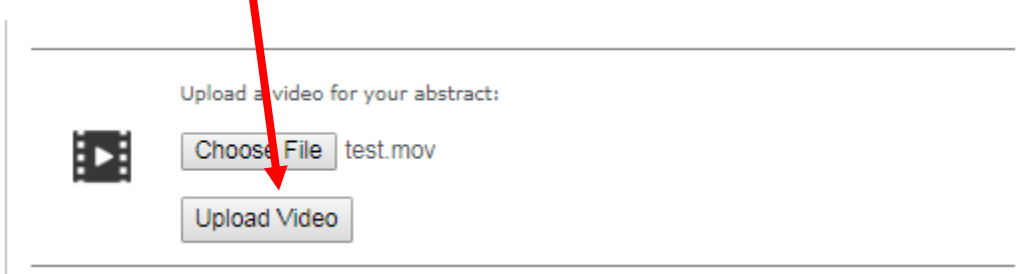
4. Press the **“Choose File”** button.



5. Select the video and press the **Open** button.



6. Press the **Upload Video** button to upload your replacement video.



## Review and Accept Terms and Conditions

### Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

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

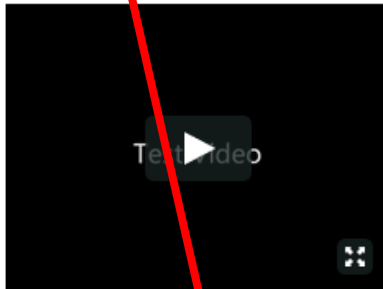
#### Abstract Submission: Final Review

**TEST ABSTRACT** [Test User](#), Americas Hernia Society

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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 107467 to Americas Hernia Society. 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
107467	<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 [AHS 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: 107467 << Previous | Next >>


**TEST ABSTRACT** [Test User](#), Americas Hernia Society

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<b>Session/Program:</b> N/A	
<b>Status:</b> Pending	<b>Started:</b> 01/21/2020
<b>Approval:</b>	<b>Completed:</b> 01/21/2020

[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](#)

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**Abstract: Edit** ID: 107467 << Previous | Next >>

**TEST ABSTRACT** [Test User](#), Americas Hernia Society

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**Session/Program:** N/A  
**Status:** Pending **Started:** 01/21/2020  
**Approval:** **Completed:** 01/21/2020

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

Cancel EditYES NOEdit »

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