

ATS 2022 Call for Abstracts

Step-by-step instructions on how to submit an abstract

Table of Contents

- Author Disclosure
- Abstract Submission
 - Abstract Type- Scientific Abstract or Case Report
 - Title
 - Category- 4- Step Process for Selecting a Category
 - Presentation Preference
 - Authors & Study Groups
 - Abstract Affirmations
 - Presenter Affirmations
 - Clinical Trial Affirmations
 - Abstract Body & Image
 - Preview & Finish



Author Disclosure

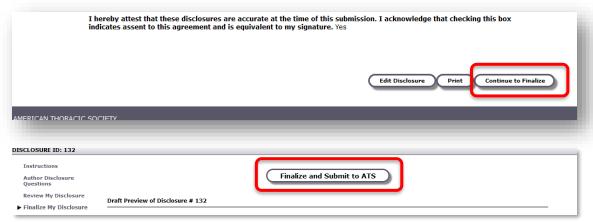
Presenting author (submitter) must complete the author disclosure form

 To begin your abstract submission, click on your name at the top right corner, and then Disclosure.



Make sure to complete PARTS

 1-5 of the disclosure form. You must click on <u>Save & Continue</u>
 <u>Continue to Finalize</u>
 <u>FINALIZE and SUBMIT</u> to ATS to complete your author disclosure form.

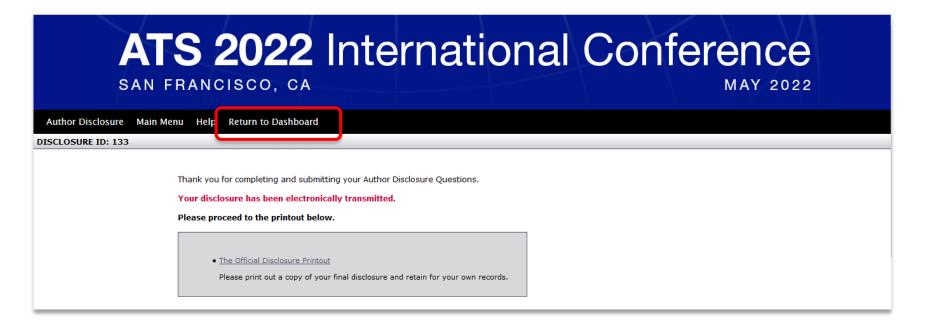




Author Disclosure

Presenting author (submitter) must complete the author disclosure form

 Once you have finalized your author disclosure form, you may start your ATS 2020 abstract submission by clicking on Return to Dashboard in the top menu.





Abstract Type- Scientific Abstract or Case Report

Begin your abstract submission by scrolling to the bottom of the dashboard, and selecting the appropriate abstract type.

Scientific Abstracts- these abstracts must contain:

- A descriptive title, list of authors and institutions;
- An introduction/rationale to the study;
- 3. The methods used;
- The results of the study including new data not previously published or presented at a major national or international meeting;
- 5. Conclusions of the study. It is not satisfactory to state: "The results will be discussed."

May 3, 2021 - Accepted abstracts published in the Online Abstract Issue
May 2021 – ATS Mobile App
May 2021 – Abstracts2View USB



Case Reports- these abstracts must contain:

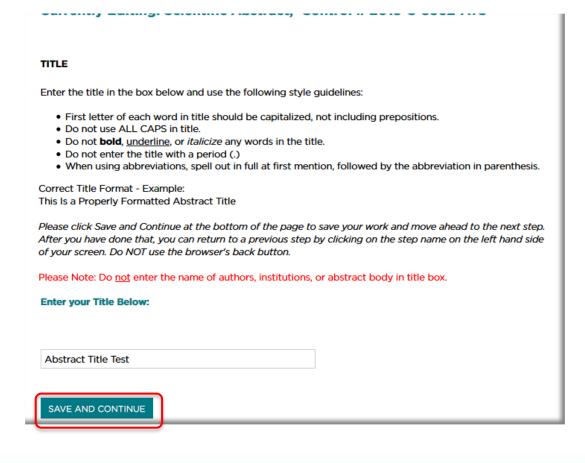
- A descriptive title, list of authors and institutions;
- 2. An introduction;
- A description of the actual case report(s);
- 4. A discussion of the novelty and importance of the specific case(s).





Abstract Submission Title

- Enter your title into the textbox. If your title contains special characters, subscripts, and/or superscripts, you may copy and paste your title from MS Word.
- Make sure to follow all style guidelines when entering your abstract title.
- Click on <u>SAVE AND</u> CONTINUE.





Category- 4- Step Process for Selecting a Category

Step 1: Classification

- Click Here for the List of Scientific Abstract Classifications
- •Click Here for the List of Case Report Classifications

Step 2: Discipline

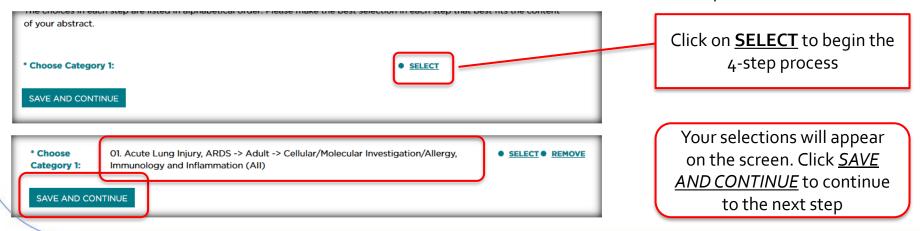
Select one of the following: Adult or Pediatric

Step 3: Subclassification

Select the best fit for the type of research reported in the abstract. <u>Click here</u> for more information on subclassifications.

Step 4: Reviewing Assembly

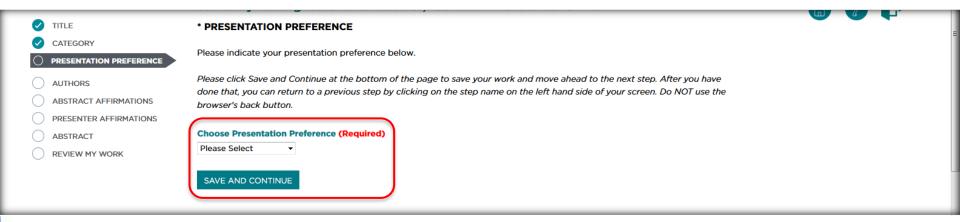
When submitting an abstract or case report, you will need to identify the Assembly by which you would like your abstract reviewed. Please <u>click here</u> for the list of assemblies and their descriptions.





Presentation Preference

- Select one of the following options. The choice selected indicates the type of presentation that is preferred by the Presenting Author. However, final assignment is determined by the International Conference Committee.
- There are two options:
 - Poster Only
 - Either Poster or Oral



• Click <u>SAVE AND CONTINUE</u> to continue to the next step → Authors.



Authors & Study Groups

Presenting Author

- The person submitting the abstract will automatically be the Presenting Author.
- The Presenting Author will be listed first and cannot be modified for any reason.
- All institution and contact information will be pre-populated in the appropriate fields. Edit/update these fields if any of your details have changed. Fields marked with an asterisk (*) are required.
- Click <u>SAVE AND CONTINUE</u> to add co-authors.

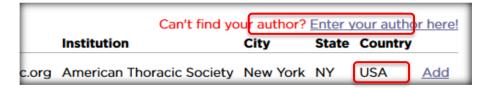


Authors & Study Groups

Co-Authors

- Click <u>Add Author</u> to add co-author(s).
- The system will first search for an existing profile before allowing a new profile to be created. Click on <u>Add</u> if a matching profile is found OR click on <u>Enter your author here</u> if there is no match.





Entering a new author's information

All fields marked with an asterisk (*) are required.
 Click <u>SAVE AND CONTINUE</u> to add author.
 Continue these steps to add additional co-authors.

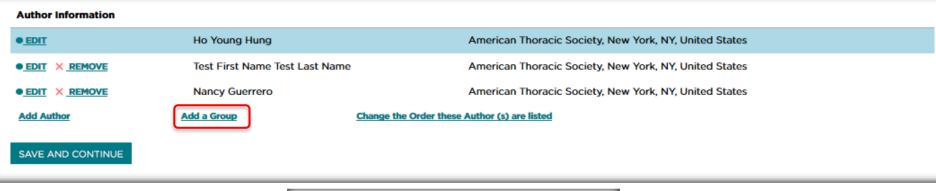
Author	
* Last Name:	
* Degree:	
Salutation/Greeting:	
* First Name:	
2nd initial:	
3rd initial:	
4th Initial:	
Institution	
Department	
* Institution: 2%	
* Institution City: brooklyn	
State/Province (if US/Canada): New York	
* Institution Country: United States	
Contact Information	
* Emell Address:	
* Please Confirm Email Address:	
Additional Information	
Ethnicity.	
Gender.	
SAVE AND CONTINUE	

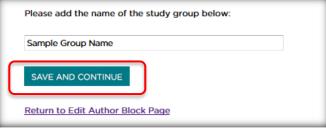


Authors & Study Groups

Study Groups

- To add a study group, click on <u>Add a Group</u>.
- Type in the name of the Study Group or Team.
- Click <u>SAVE AND CONTINUE</u>.



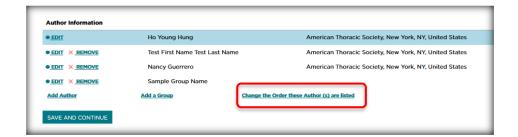


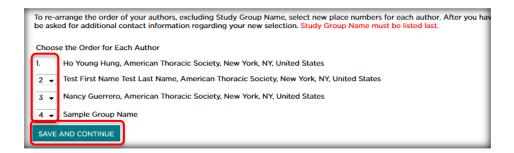


Authors & Study Groups

Change the order of authors listed

- Click on <u>Change the Order these</u> Author(s) are listed
- Choose the order for each author
- NOTE: You CANNOT change the order of the presenting author (must be first author). The Study Group name must be listed last.
- Click SAVE AND CONTINUE.
- Once you have completed entering all authors and the order is correct, click on <u>SAVE AND CONTINUE</u> to continue to the next step → Abstract Affirmations.

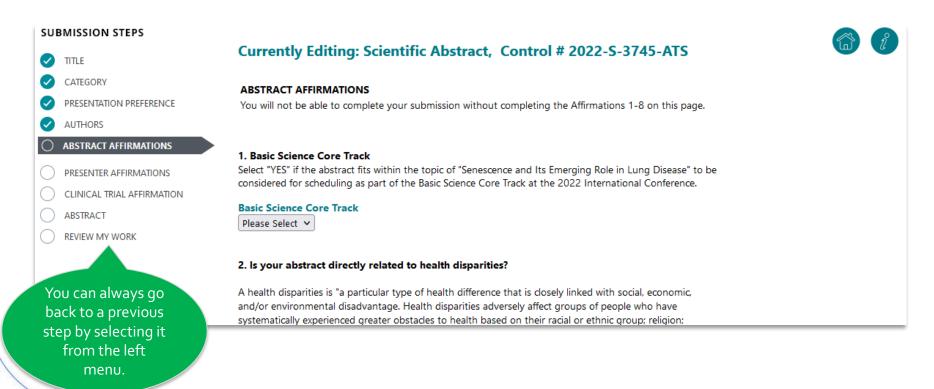






Abstract Affirmations

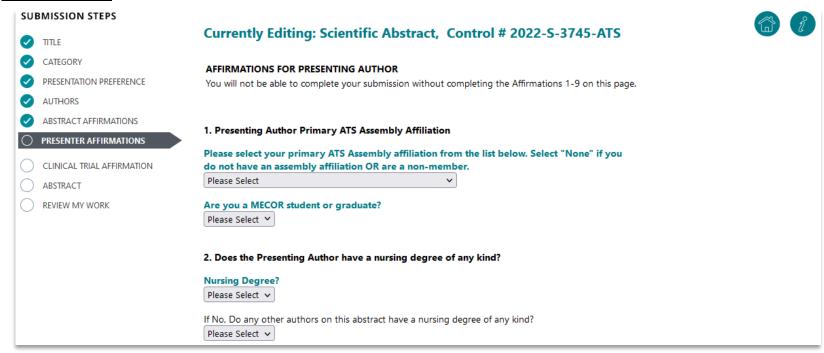
The submitter must complete abstract affirmations 1-8 to continue to the next step \rightarrow Presenter Affirmations. Once complete, click <u>SAVE AND CONTINUE</u>.





Presenter Affirmations

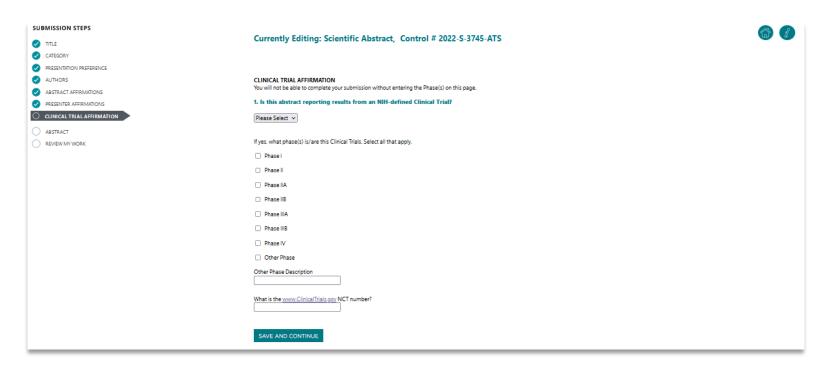
The submitter must complete presenter affirmations 1-9 to continue to the next step \rightarrow Clinical Trial Affirmation. Once complete, click <u>SAVE AND</u> CONTINUE.





Clinical Trial Affirmations

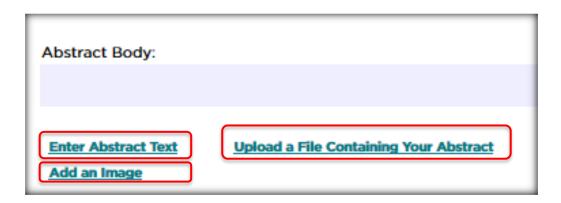
The submitter must complete the Clinical Trial affirmation to continue to the next step \rightarrow Abstract. Once complete, click <u>SAVE AND CONTINUE</u>.





Abstract Body

- You may type your abstract text directly into the system or upload a Word document, which will
 extract the text into the abstract body field.
 - To type directly, click on <u>Enter Abstract Text</u>
 - To upload, click on <u>Upload a File Containing Your Abstract</u>
- Do not enter abstract title and authors in the abstract body
- 400 word limit (image, table, and spaces are not included in word count)
- 1 image per abstract. (<u>Click here for instructions on how to upload a Table as an image</u>.) To add an image, click on *Add an Image*.



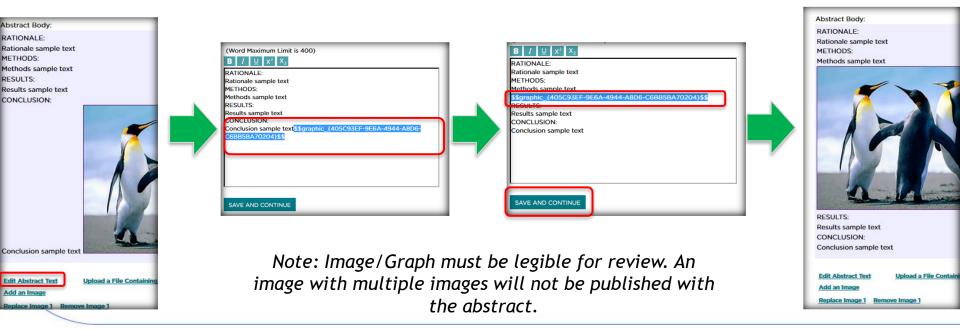


Abstract Body- Image

1 image per abstract. (<u>Click here for instructions on how to upload a Table as an image</u>.) To add an image, click on <u>Add an Image</u>. (<u>JPG only</u>)

HOW TO MOVE AN IMAGE

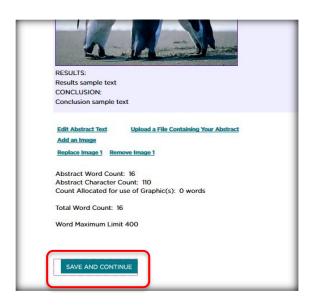
- If the image you have uploaded is not in the correct position, click on <u>Edit Abstract Text</u>.
- Highlight the FULL text for the graphic (from the first 2 \$\$ to the last 2 \$\$). Press on Ctrl+X to cut the text. Select where you would like graphic to appear. Press Ctrl+V to paste. Click <u>SAVE AND CONTINUE</u>.



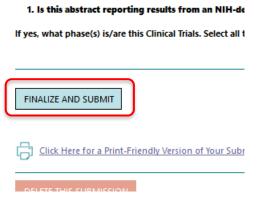


Preview & Finish

 Once you have finished entering your Abstract Body, Click <u>SAVE AND CONTINUE</u> to review your work and submit your abstract



 Carefully review your work. Scroll down and click on <u>Finalize and Submit</u> to submit payment.



 Your submission is NOT complete until payment has been submitted and abstract is marked FINALIZED. If your abstract is marked COMPLETED, the abstract has NOT been successfully submitted. Please go back to submit payment and finalize.



Preview & Finish

Status: Incomplete Abstract is in progress and has NOT been successfully submitted.



Status: Complete Abstract has been SUCCESSFULLY

SUBMITTED.



To log out, click on your name at the top right corner, and then



