



AMERICAN COLLEGE OF SURGEONS • DIVISION OF EDUCATION<sup>®</sup>  
**ACCREDITED EDUCATION INSTITUTES**  
ENHANCING PATIENT SAFETY THROUGH SIMULATION

**ABSTRACT FAQs**  
**2024 Annual ACS Surgical Simulation Summit:**  
**An International Interprofessional Meeting**  
**Chicago, IL**  
**March 14-15, 2024**

**Q: May I submit an abstract that has already been published or presented?**

A: No. Due to that all work presented at the Annual Surgical Simulation Summit must be accompanied by a manuscript to be considered for publication in *Surgery*, all submissions must be from original research. Non-compliance may result in being barred from submitting abstracts to the ACS in the future. Please contact Amy Johnson ([ajohnson@facs.org](mailto:ajohnson@facs.org) or 312-202-5415) with any questions.

**Q: Could I submit the same abstract to two different organizations for consideration?**

A: No. The ACS AEI does not want the author to send abstracts to two different organizations, due to the risk of being accepted at both organizations and having to refuse the acceptance at one of them. It is expected that all work submitted and accepted will be presented at the Annual Surgical Simulation Summit and that all work is original research, not previously published or presented. Non-compliance may result in being barred from submitting abstracts to the ACS in the future. Please contact Amy Johnson ([ajohnson@facs.org](mailto:ajohnson@facs.org) or 312-202-5415) with any questions.

**Q: Does the abstract research need to originate from an ACS-accredited Education Institute?**

A: No. Anyone involved in simulation-based education or surgical simulation-based training can submit an abstract. The Call for Abstracts is to highlight the best simulation education and training research in the field.

**Q: How do I submit my abstract for the designated Fellowship paper presentation?**

A: To be considered for the Fellowship Designation opportunity, you will need to indicate for the presenting author under Additional Information that you are currently enrolled in an AEI Fellowship program.

**Q: What if a medical student is an author on the abstract submission?**

A: ACS AEI offers a drop-down field (MS1-MS4) to indicate whether the presenting author is a medical student. To indicate this status (MS1-MS4) as a co-author, please also use the drop-down field for this information.

**Q: May I submit an abstract without a presenting author?**

A: No. The role of submitter is separate from the role of presenting author and it is required to provide information for both roles.

**Q: What is the limit of abstracts a presenting author may submit to each category?**

A: There are no restrictions on the number of abstracts you may submit or the topic of your abstract.

If more than two abstracts are accepted from one investigator, one of the co-authors must make any additional presentations.

**Q: If my abstract is accepted, will I receive a complimentary registration to the Annual Surgical Simulation Summit?**

A: No. Authors of accepted abstracts will be responsible for their own registration for the Annual Surgical Simulation Summit.

**Q: What is the time period for abstract submissions?**

A: Abstracts may be submitted until *Tuesday, September 12, 11:59PM Central.*

**Q: Can abstracts be saved and revised at a later date?**

A: Yes. You may go back after saving the abstract by looking up your abstract in the submission site and finishing your submission before the deadline, Tuesday, September 12, 11:59PM Central. *Changes will NOT be made after the deadline.*

**Q: In what order should the authors be listed?**

A: The author who conducted the majority of research should be first in the order. Co-authors should be listed in direct relation to the amount of research they contributed. *Abstract authors MAY NOT be added, deleted, or the author order revised AFTER the deadline.*

**Q: How do I ensure that all author information is correct for an abstract submission?**

A: It is the responsibility of the submitter and presenting author to ensure proper credentialing for all authors on the abstract submission. *Please note, it is encouraged to include the FACS credential, if appropriate, or a medical student's status (MS1-MS4) on the abstract submission. Changes will not be made AFTER the deadline.*

**Q: What is the limit of authors for an abstract?**

A: A total of ten (10) authors.

**Q: What is the word limit for an abstract?**

A: The word count for an abstract is a maximum of 300 words.

**Q: Are illustrations, charts and/or graphs (including bar graphs or Venn diagrams) allowed?**

A: No. We can only accept tables and figures. Approved file types are: BMP, GIF, JPG, PNG. A table template is provided for you as well.

**Q: Where do I submit a table or figure for my abstract?**

A: Users will be allowed to indicate where a table or figure should be inserted in the abstract (“Introduction,” “Methods,” “Results,” or “Conclusions”). By default, tables and figures will be placed at the end of the “Conclusion”. Tables may be relocated within your abstract by selecting the tag, “\$\$table\_”, within the abstract body text and moving/pasting the tag to where you would like it to appear (for figures, begins “\$\$graphic\_”). Approved file types are: BMP, GIF, JPG, PNG. File size is limited to 1000 kb. *Please note: only ONE table or figure per abstract may be submitted.*

**Q: Do all authors need to complete a disclosure?**

A: Yes. All authors must complete a disclosure to submit the abstract.

**Q: Where is the “Submit” button to complete the abstract submission process?**

A: The submission process is done through a series of steps, which are outlined in the left side panel to track the progress of your submission. “Submitting” takes place in the second to last step, when the submitter clicks onto “save and continue”. You will have the option to delete the abstract in the final step, if you

chose to do so. *You can go back into your submission to make any changes until the deadline of Tuesday, September 12, 11:59PM Central.*

**Q: How will I know if my abstract submission was received?**

A: A notification will be generated and sent to the presenting author.

**Q: When will the authors be notified if their abstracts were accepted?**

A: Electronic notification will be sent to presenting authors only by Friday, December 8, 2023. *CO-AUTHORS ARE NOT NOTIFIED OF ACCEPTANCE. Notification only goes to the presenting author's email address provided in the abstract submission.*

**Q: How do I withdraw my abstract?**

A: An author can send a message to [ajohnson@facs.org](mailto:ajohnson@facs.org), or support to withdraw an abstract. The email address for support is: [acs@support.ctimeetingtech.com](mailto:acs@support.ctimeetingtech.com).