ABSTRACT FAQS
2021 Annual ACS Surgical Simulation Summit:
An International Multi-Professional Meeting
Chicago, IL
March 11-13, 2021

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*, <u>all submissions must be from original research</u>. Non-compliance may result in being barred from submitting abstracts to the ACS in the future. Please contact Amy Johnson (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. <u>*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.*</u> Non-compliance may result in being barred from submitting abstracts to the ACS in the future. Please contact Amy Johnson (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: 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 method of abstract submission?

A: Abstracts are to be submitted ONLY via the American College of Surgeons' web site at www.aei.abstracts.facs.org

Q: What is the time period for abstract submissions?

A: Abstracts may be submitted until *Thursday, September 10, 2020, 11:59 pm (CST)*.

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, *11:59 pm (CST), Thursday, September 10, 2020. 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: 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. Approved file types are: BMP, GIF, JPG, PNG. A table template is provided for you as well.

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

A: Users will be allowed to indicate where a table should be inserted in the abstract ("Introduction," "Methods," "Results," or "Conclusions"). By default, tables will be placed at the end of the "Conclusion". Figures may be relocated within your abstract by selecting the tag (for tables, begins "$$table_") within the abstract body text and moving/pasting the tag to where you would like it to appear. Approved file types are: BMP, GIF, JPG, PNG. ***Please note: only ONE table 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 Thursday, September 10, 11:59pm (CST).***

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

A: A notification will be generated and sent to the submitter of the abstract. Additionally, e-mail notifications will also be sent to the presenting author and co-authors, requesting they review the abstract information for any errors in the placement of authors, as well as checking their credentials.

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

A: Electronic notification will be sent to presenting authors only by December 11, 2020. ***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 , or support to withdraw an abstract. The email address for support is: acs@support.ctimeetingtech.com.