

Full Instructions for Convention Submissions

CREATE A NEW SUBMISSION

The CadmiumCD Abstracts Submission Scorecard allows you to submit an abstract or view previously-submitted abstracts. The Cadmium Scorecard is submission site designed to be used with Chrome, Safari, or Firefox browsers on a computer. If you experience difficulties using another browser or mobile device, during the submission process, we recommend you seek assistance with your internal IT support staff.

TIP: If you need to exit your submission and return to complete it at a later time, remember to click **Save** or **Save & Continue** on any page you enter data.

SUBMISSION INFORMATION

1. **DEADLINE:** The deadline for electronic submission of abstracts is **March 15, 2017 at 11:59 pm ET**.
2. **ABSTRACT LIMIT:** In order to prevent scheduling conflicts and to allow new investigators adequate opportunity to present their work, the ABCT Board of Directors has established that **an individual must limit to 6 the number of submissions in which he or she is the first author (including posters), the chair or moderator, the discussant, panelist, or an invited speaker. Acceptances will be limited to 4.**

ACCESS THE SUBMISSION CENTER

1. Select the **Join Now** tab in the center of the page.
2. The Submission Center displays with View Submissions selected. If you have any draft or submitted abstracts, you may view them here.

STEP 1: SUBMISSION TYPE

1. Click the **begin a New Submission** hyperlink.
2. Enter your submission title.
3. Select a **Submission Type**. Each submission type has different field requirements, so once you choose a type, you cannot modify it. You must create a new submission to choose a different submission type.
4. Click **Continue** and proceed to the Task List page.

STEP 2: Task List

1. Authors

To add an author:

- Type the author's first name, last name, and email address. (the email address must be the presenter's individual email address)
- Select the author's role.
- Click 'Add Author.'

To complete an author's profile:

- Click on the author's name to complete the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.

Note: The presenter(s) that you add within this task will be carried over to the individual abstract task in the order below. Please only enter Authors here that will serve as a Chair, Discussant, and/or Presenter. Co-authors for the individual abstracts who are not presenting should be entered through the "Individual Abstracts" section.

2. Overall Abstract and Details

- **TITLE:** The title should be entered in mixed case. PLEASE DO NOT enter the title in all capital letters. Do not use formatting tags in the title (with the possible exception of the lowercase tag). Please do not repeat the title or the authors in the body of the abstract text box. **Your title should be no more than 175 characters in length.**
- Complete all of the required fields pertaining to your abstract submission (i.e. **Category, Keywords**).
- The **Body** may include text fields where you can type and format your text, image and file uploads, and tables. You must fill out all of the required fields, denoted by an asterisk (*), on this step as configured by your society.
- **CHARACTER LIMIT:** Character counts include spaces.

Symposia: There is a limit of **13,800** characters for the entire text of your abstract submission. The summary abstract for the symposium may be **2800** characters in length. There may be three to five presentations; each presentation abstract may be up to **2200** characters each.

Research Spotlight Presentations, Panel Discussions, and Clinical Round Tables: There is a limit of **1950** characters for the text of your abstract submission.

Poster Sessions: There is a limited of **2800** characters for the text of your submission.

SPECIAL CHARACTERS and FORMATTING: If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the character palette. To access the palette, click on the "Special Characters" button located on the Title/Body page.

Click **Continue**.

3. **SIG Sponsorship** – Please read and complete if this applies to your submission
4. **Individual Abstracts** – for symposia submission, enter each abstract title, keywords, and abstract body.
Click continue and add co-authors.

Click **Save Co-Author List**.
5. **Financial Disclosure Form** – The contents of this Disclosure screen are specific to your institution. Please read and complete any questions on the screen for each presenter.

Click **Save Disclosures**.

STEP 3 REVIEW & SUBMIT

Review & Submit allows you to preview the information that was entered on each step of the submission process and a green check mark will display to the left of the step if it was completed successfully.

1. Review your submission information. If any information needs to be updated, click the **Red X** button next to the step name.
2. Click the preview submission link to view the Abstract Proof in a new window.
3. If complete, click the **Submit** button.
4. The **View Submission** screen will display and will list the submission you just created in the Submission section. If needed, you can also make additional edits prior to the submission deadline by logging back into your submission.