Full Instructions for Convention Submissions

CREATE A NEW SUBMISSION

- The Cadmium CD Abstracts Submission Scorecard allows you to submit an abstract or view previously submitted abstracts.
- The Cadmium Scorecard is a submission site designed to be used with Chrome, Safari, or Firefox browsers on a computer. *Use of Internet Explorer may result in error messages and delays in submitting.* 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 entered data.*

SUBMISSION INFORMATION

1. **DEADLINE:** The deadline for electronic submission of abstracts is **Friday, March 14, 2025 at 11:59 pm Pacific Daylight Time (PDT**).
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*** first author presentations.

3. **NUMBER OF PRESENTERS/PAPERS:**
    1. *Symposia:* minimum of four presenters ("presenters" include chair(s), individual paper presenters, and discussant). Symposia may include one or two chairs, only one discussant and between three and five papers. The chair may present a paper, but the discussant may not, keeping the overall maximum at 8.
    2. *Panel Discussions*: a maximum of 7 speakers which should include 1 moderator and 6 up to panelists. If you need to have 2 moderators, you must decrease the number of panelists to keep the overall maximum at 7.
    3. *Clinical Round Tables:* one or two moderator(s) and between three to six panelists, keeping the overall maximum at 7.
    4. *Individual Oral Paper Presentations:* Individual paper presentations should be approximately 12 minutes each. Presentations will be grouped together (7 abstracts) for sessions lasting 120 minutes. The presentation is limited to one speaker.

ACCESS THE SUBMISSION CENTER

The Submission Center provides an overview of all completed, incomplete and withdrawn submissions. Access it by creating a new user login or using an established email and password.

1. New Users
    1. Select the '**Join Now'** tab in the center of the page.
    2. Complete all the requested information
2. Already a User from 2025?
    1. Enter your email and password
       Tip: If you are a previous *user* or *reviewer*, type in your email address to see if you are already in the system. If your email address does not appear, click 'Join Now.'
    2. Select '**Login**'

STEP 1: SUBMISSION TYPE

1. Click the green  '**Click here to 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/Presenters/Panelists**

   Symposia Tip: The presenter(s) that you add within this task will be carried over to the individual abstract task (see 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.*

   To add a presenter:

   - Type the author's first name, last name, and email address (the email address must be the presenter's individual email address).
   - Select their role (e.g., Moderator/Presenter/Discussant/Panelist)
   - Click **'Add Presenter**.'

   To complete a presenter's profile:

- A **red x** indicates the profile is not complete. **Click** on the author's name to complete the profile and follow prompts.
    - Required information:
      Name, Mailing Address, Contact Details, Professional Information, Role, and Membership Status

      To invite authors to complete their profile:

      After adding the author, locate the button below their record/name that says Invite. This will generate an email to the author at the email you provided when adding them. They will simply follow the instructions in the email to be able to login and complete their profile and other applicable tasks.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Authors' to complete the task.

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**). This selection will determine review assignment.
    - 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 (*).
    - **CHARACTER LIMIT**: *Character count does not 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.
        - *Individual Oral Presentations & Poster Sessions*: There is a limit 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 (e.g., underlining or bolding) 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. **Individual Abstracts** – for symposia submission, enter each abstract title, keywords, and abstract body.
    - Click ‘Continue’ and ‘Add co-authors’.
    - Click ‘Save Co-Author List’.
4. **Financial Disclosure Form** – 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.

For all log-in problems or technical questions, please contact Cadmium Helpdesk (Help@ConferenceAbstracts.com) or call (410) 638.9239 any time between Monday-Friday 9am - 9pm EST. If you have any policy questions related to the ABCT Annual Convention, please contact ABCT at (212) 647-1890 or email to abstractsubmission@abct.org.

To view the **Review Criteria** and sample abstracts provided on the ABCT *Preparing to Submit an Abstract* web page, click on the link:

https://www.abct.org/convention-ce/preparing-to-submit-an-abstract/