# The Liver Meeting® Abstract Submission Guide

Submitting an abstract to The Liver Meeting® can be easy. Just follow the steps outlined below. If at any point you need to leave this process, simply **SAVE** your work. You can pick up where you left off at a future time by clicking the link provided in the auto-email sent from aasld@confex.com when you began your submission.

General Navigation

While completing your abstract submission, there are several features in place to assist you in the process. The following features are all located within the at the top of your screen and can help you track you're the progress of your submission:

At the top of the screen, each step of the abstract submission process and the Abstract ID are listed. You can click on the individual steps of the submission process to navigate once you have already completed that step. A step highlighted in **GREEN** **with an arrow** indicates the step you are currently completing. A step highlighted in **GRAY** **with a checkmark** indicates that is the step is complete, and a step highlighted in **ORANGE** **with a dash icon** indicates that you have not yet completed that step of the process.
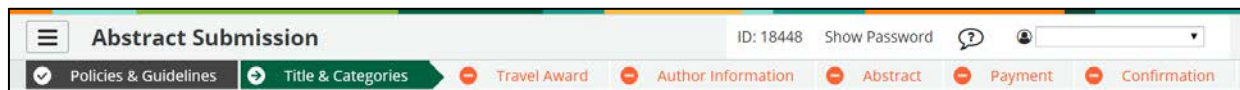
View Submission or Withdraw:

You have the option to view a summary of your submission in its current state or withdraw your work.

Click on the box icon to "Abstract Submission" for this option. If you select to withdraw your work, you will be asked to state a reason for the withdraw. You can reverse this withdraw at a later time if you wish as long as it is BEFORE the late-breaking abstract submission deadline: **September 15, 2022.**
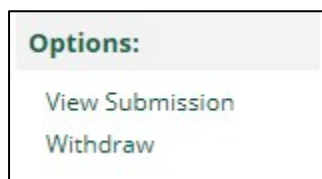
Submit Another Abstract:

You have the option of starting a new abstract submission from within the system rather than navigating back to the AASLD website. If you wish to begin an additional submission, simply click "Same Program".

Submit another abstract:

Same Program

Help:

The Final resource is a link to Technical Support. If you are experiencing trouble navigating the abstract submission process or receive any error messages, you can click here to report your issue to the Help Desk.

Help:

Report a Technical Issue

You can send the Help Desk an email or call the number provided.

Feedback Form

Use this form to report technical problems or to provide feedback on this system. For urgently needed technical support, phone +1 (401) 334-0220 between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Standard Time (GMT -05:00).

Your Email Address

Comments

If you have an attachment to send, you can upload it

Choose File   No file chosen

Submit   Close Window

For questions about AASLD policies, content or other questions not related to technical issues, please contact the AASLD Education Department at Education@aasld.org. Office Hours are 9:00 AM to 5:00 PM (Eastern Time), Monday through Friday.

Step 1: Policies and Guidelines

Please review the terms and conditions of submitting an abstract to The Liver Meeting®. After your review, if you agree to the terms, please check the checkboxes at the bottom of the page in order to proceed to submitting your work.

- The first checkbox certifies that you agree to the Copyright Transfer Agreement and Release for Recording.
- The second checkbox certifies that your work has not been previously presented in the United States (work presented outside of the United States is eligible for inclusion at The Liver Meeting®).

☐ By checking this box, I hereby understand and agree to the above AASLD Copyright Transfer Agreement and Release for Recording

☐ I certify that my research has not been previously presented in the Unites States nor is in the press.

Step 2: Title and Category

In this step of the submission process you will be asked to provide your abstract tile and general abstract information, such as the following:

- Abstract Title
- Submitter Email: This person will receive all communications regarding this submission
- Presentation Type: Whether you would like your work to be considered for both Oral or Poster presentation, or Poster Only
- If applicable, the Clinical Trial Number
- Whether your work has a funding source
- The Category and Subcategory (Description) that best classifies your submission

When selecting your category and subcategory, you will first choose the general topical category. Once selected, an additional list of options will appear for you to choose the subcategory. A category and subcategory are both REQUIRED to submit your work.

Category and Descriptor

Category
○ Acute Liver Failure and Artificial Liver Support
○ Advanced Practice Providers (NP, PA, RN, PharmD, etc.)
○ Alcoholic Liver Diseases: Clinical and Experimental
◉ Biliary Physiology, Transport, Cholangiocyte Biology, and Experimental Cholestasis
○ Cell and Molecular Biology
○ Genomics and Precision Medicine

Descriptor
○ Cholangiocyte Biology
◉ Experimental Cholestasis
○ Transport, Bilirubin, Cholesterol, Lipids, and Bile Salts

Click the **SAVE** button located at the bottom of the screen to proceed to the next step.

Step 3: Adding Abstract Authors

In the Author step, you will provide all authors and co-authors of your work. When you first get to this step, you will see the Author Search tool. This search enables you to locate authors already in our system and add them to your abstract. If they are not already in our system, you will also have the option to add a new author.

Searching for a New Author:

Enter their first name, last name or email address in the search field. If your search results in any potential matches, the results will be provided in a drop-down list directly from the search bar.

If your search does result in matches, and your author is listed, please select their name and click the **ADD SELECTED PERSON** button located at the bottom of the screen.

If there are no matches to your search, the drop-down list will say "No Results." To add a new person, click the link "Can't find the person you're looking for?" then select the **ADD NEW PERSON** button that will appear once the link is clicked.

Search for a person

Search for a person by name or email address using the search bar below.

- If they appear in the search results, select their name and click on "Add Selected Person".
- If they do not appear in the search results, click on "Can't find the person you're looking for?" then click "Add New Person".

Test Submitter |

No Results

Add Selected Person   Edit Selected Person

Can't find the person you're looking for?

If your author search results in no matches, or you select to enter a new name, you will be brought to the Author Information form. If your author is missing any required information, you will then be automatically brought to a page to update their information before they can be added. The basic information <u>required</u> for each author is:

- First Name
- Last Name
- Email Address
- City
- State (US Authors Only)
- Country
- Institution

Although there are additional fields visible, the same fields are required that are listed above. The rest are optional.

Once you have added your authors, you will then have the opportunity to designate your **presenting** and **contact authors** as well as adjust the order in which the authors are listed.

Presenting Author: This is the author who will be presenting the work at The Liver Meeting®.

Contact Author: This is the individual who will receive all communications regarding the submission. The Presenting and Contact authors can be the same person or different individuals.

Add Group: You may add a "group" to the author string (such as a lab group) that you wish to refer to collectively in your citation.

Disclosures: You are <u>required</u> to submit disclosures for the Presenting Author in order to move on to the next step. The blue check mark next to the disclosure indicates that the disclosure has been successfully entered. The red "x" indicates that the disclosure is missing or incomplete.

The disclosure form will appear in a separate window, so make sure your pop-up blockers are turned off for this website.

When you have completed this section, click the **ABSTRACT** button to proceed to the next step. This button will only appear once the Presenting Author's disclosures are complete.
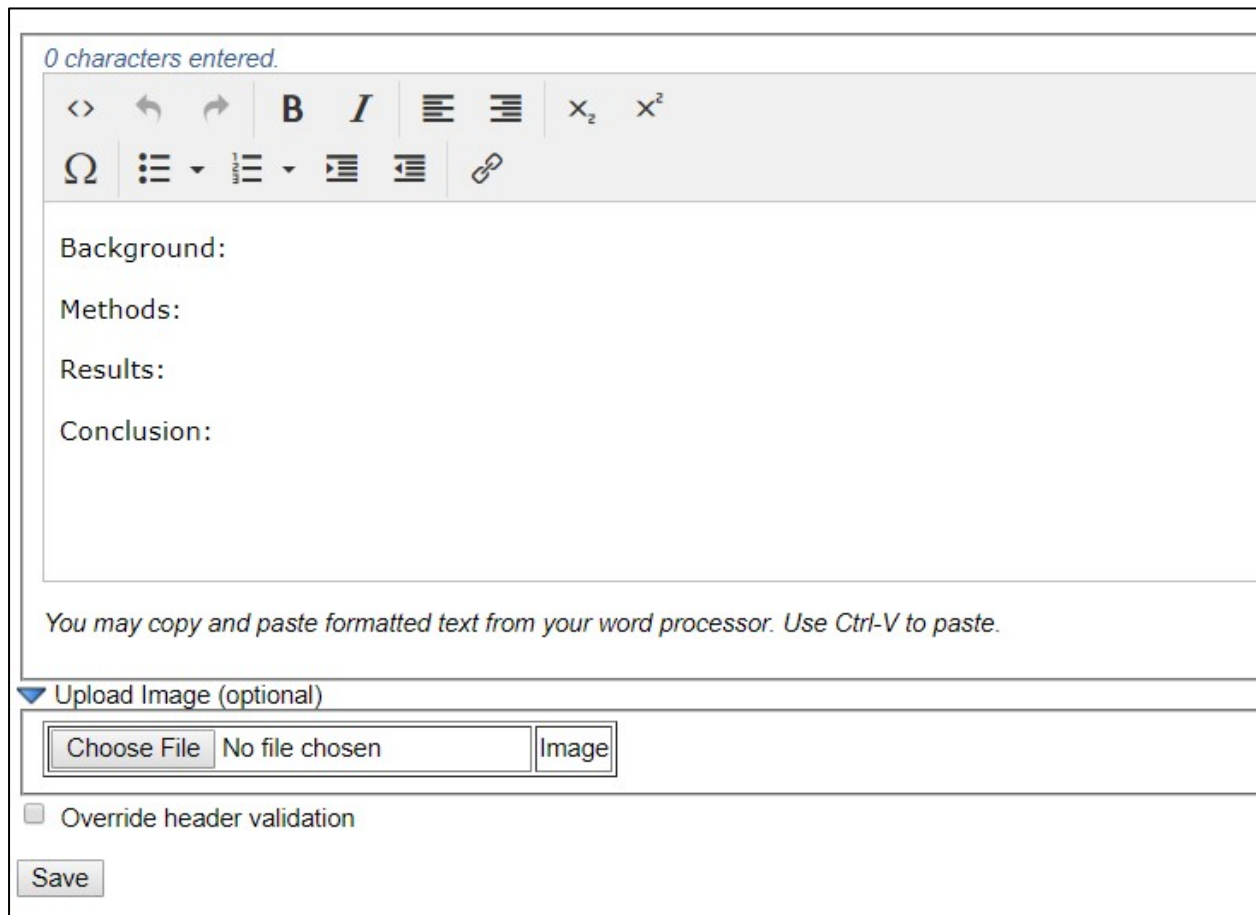
Step 4: Abstract

In this step, you will enter the body of your abstract. You are required to complete all sections (Background, Methods, Results and Conclusion) to submit your abstract.

Character Count: You are limited to a maximum of 2500 characters, including spaces.

Uploads/Images: You are also allowed to upload **up to one** image/table in addition to the character limit. Uploading an image is optional. The image will always appear at the bottom of the abstract text when included in publications.

There is not a Table builder available for use, if you would like to include a table as part of your submission, please upload it as an image.

Most common image file types are accepted for uploading, but for best results we recommend providing your image in JPEG format. If you have trouble uploading your image, please contact the Help Desk (contact information available by clicking on the box icon ☰ next to "Abstract Submission")

0 characters entered.

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Background:

Methods:

Results:

Conclusion:

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

▼ Upload Image (optional)

[Choose File] No file chosen [Image]

☐ Override header validation

[Save]

Click the **SAVE** button located at the bottom of the screen to proceed to the next step.

Step 6: Payment

When your work is complete, please proceed to the Payment Step. We recommend that you finalize your work before proceeding to this step. As a reminder, you can view a summary of your entire

submission at any time by clicking "View Submission" in the box icon next to "Abstract Submission"

The late-breaking abstract fee in 2022 is **$300 (USD)**. You will be asked to provide standard credit card information. Your payment will be processed by AASLD.

Once payment has been submitted, you will be automatically emailed a payment confirmation/receipt and a separate email with a link to re-access your abstract once you have confirmed your submission.

That's it – you have successfully completed your submission!