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 education@aasld.org when you began your submission.

Step A: Login

(1) Click on the abstract submission link below and it will direct you login via your AASLD account. You can also create an account if you don't have one.

Abstract submission link: https://AASLD.planion.com/Z?22RR82129

(2) After logging in, you will be directed to this page to complete the data consent form.

Step B: Home Page

After completing the login process above, you will be taken to the home page, where you will see the option to begin your abstract submission by clicking the "My Abstracts" option in the menu above or the "Begin your Abstract Submission" button at the bottom of the home page.
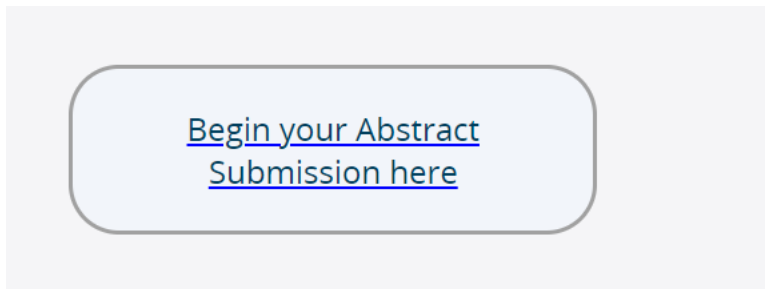
Step C: Review and complete your personal information.

Step D: Conflict of Interest Policy & 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.

Step E: Tittle & 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

- Presentation Type: Whether you would like your work to be considered for both Oral or Poster presentation, or Poster Only

- Whether you would like to be considered for additional opportunities at The Liver Meeting® (e.g. ePoster Tours, trainee mentoring, etc.)

- Whether your abstract highlights health disparities

- Presentation Format: Whether you would like your work to be considered for both In-person and virtual delivery, or virtual presentation only

- Submission Type: Basic, Clinical or Translational

- If applicable, the Clinical Trial Number

- Whether your work has a funding source

- Whether you would like to apply for an Abstract Travel Award

- 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.

Step F: 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 textwhen 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 providingyour image in JPEG format. If you have trouble uploading your image, please contact the Help Desk
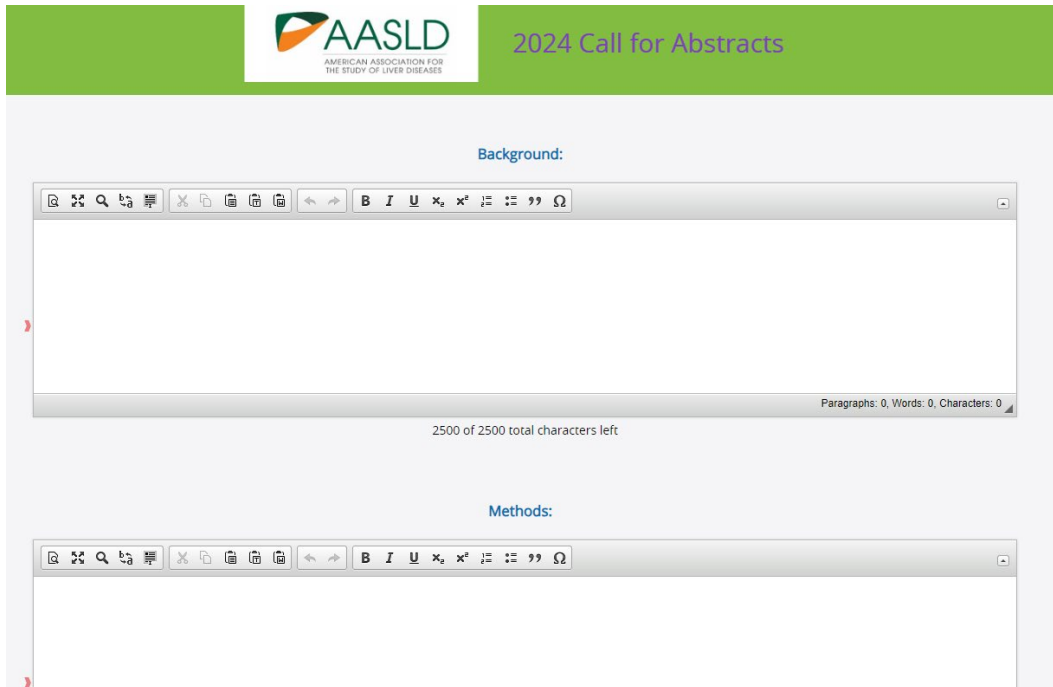
The upload image section is beneath the conclusion:
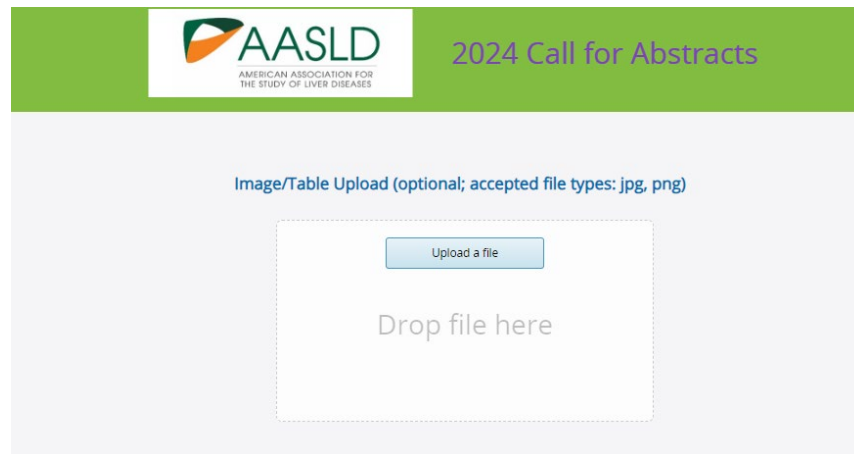
Step G: Payment

Before proceeding to the add authors section, you will be directed to the Payment Step. To make payment, please click on the PayPal logo below.
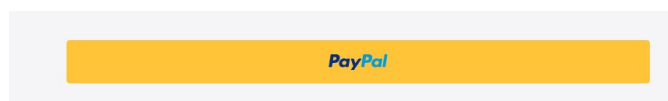
The abstract fee in 2024 is **$70 (USD)**. You will be asked to provide standard credit debit/card information or to pay directly through PayPal. Your payment will be processed by AASLD.
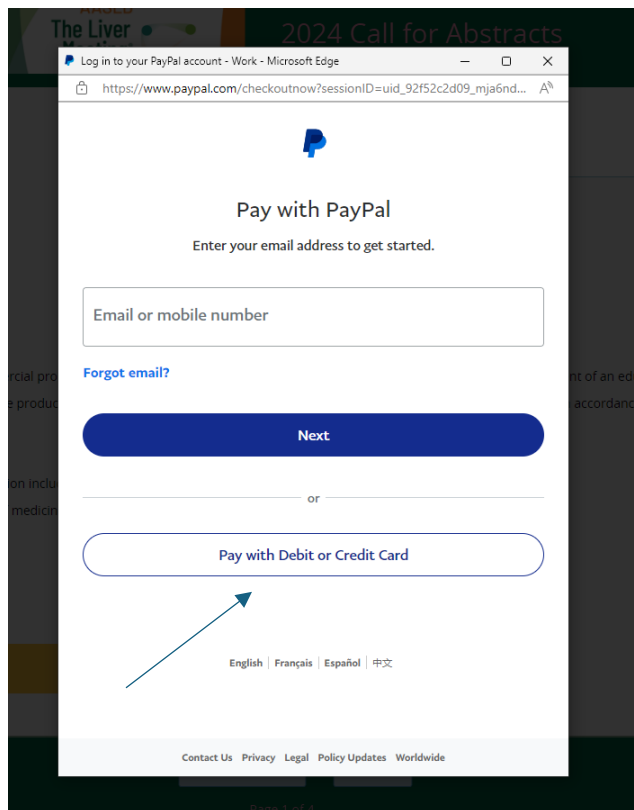
Once payment has been submitted, you will be automatically emailed a payment confirmation/receipt and will also see the button below show up on the payment section of your submission to acknowledge the payment was received.
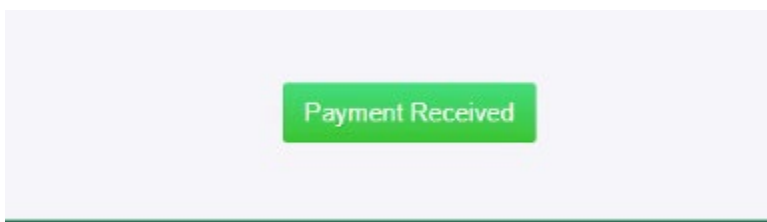
Step H: Adding Abstract Authors

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.

Add/Edit People

Co-author disclosures are strongly encouraged. Your co-authors will receive a separate email upon completion of this submission to provide this information at their convenience. Please encourage them to do so.

To reorder the list, drag and drop any row to move it up or down as needed.

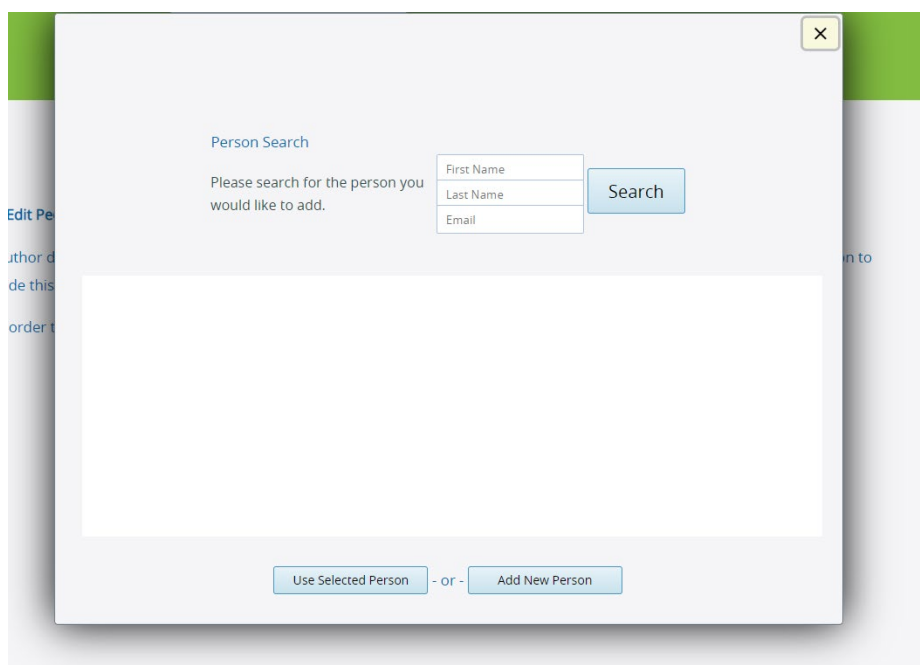| Order	Name	Role	Email	Affiliation	Presentation	Duration	Action
001	AASLD TestUser	Presenting Author	education@aasld.org				Submitter

Add People

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 there are no matches to your search, the drop-down list will say "No Results." To add a new person, click the ADD NEW PERSON button located below.

Person Search

Please search for the person you would like to add.

First Name
Last Name
Email

Search

Use Selected Person - or - Add New Person

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

Explanation of Assigned Roles

Submitter Only

The author who has submitted the abstract to AASLD. By default, they are also the presenting author.

Presenting Author

The author who is presenting the abstract in person at The Liver Meeting 2024. If the submitting author chooses to assign this role to another, they will lose all access to edit the abstract, and that access will be passed along to the presenting author.
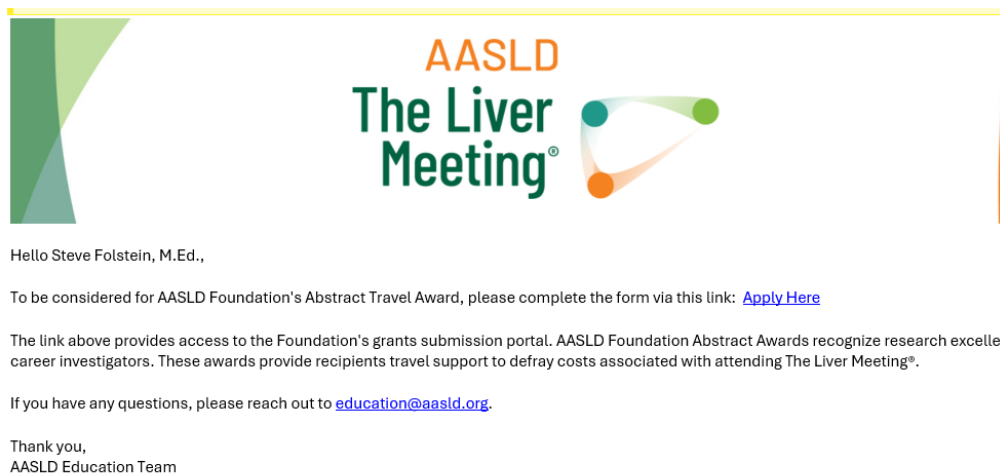
Co-Author

An author who contributed to the research in the abstract but is not participating in submitting the abstract to AASLD or presenting the abstract.
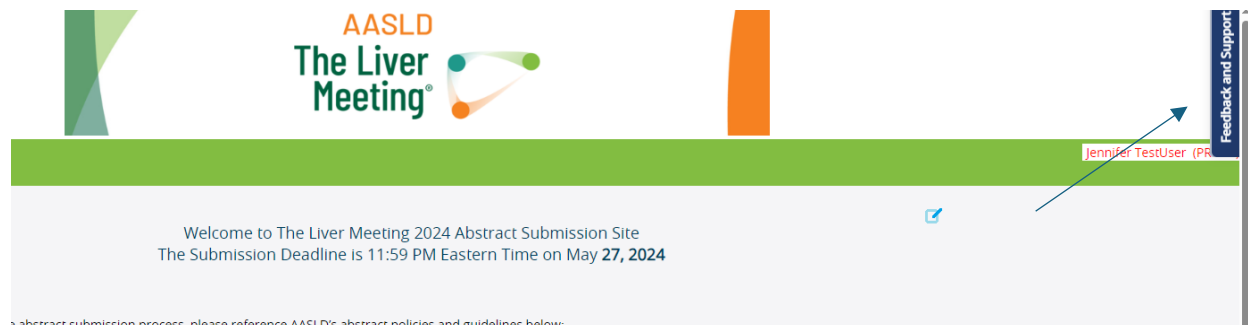
Step I: Travel Award

Please note, this step will only appear for those who selected that they would like to apply for a travel award during the previous step. If you selected "No", this step will not appear.

In the Travel Award step, applicants will receive an email titled *"Important AASLD Information: AASLD Foundation Abstract Awards TLM 2024"* that provides them with a link to AASLD Foundation Travel Award submission portal. Sample email is below:

Hello Steve Folstein, M.Ed.,

To be considered for AASLD Foundation's Abstract Travel Award, please complete the form via this link: Apply Here

The link above provides access to the Foundation's grants submission portal. AASLD Foundation Abstract Awards recognize research excellen career investigators. These awards provide recipients travel support to defray costs associated with attending The Liver Meeting®.

If you have any questions, please reach out to education@aasld.org.
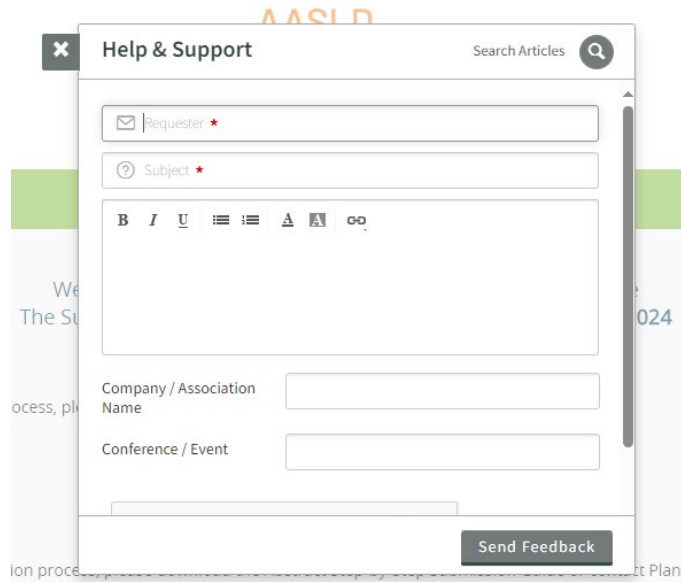
Thank you,
AASLD Education Team

Step J: Feedback and Support Center

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 Support Desk.

Welcome to The Liver Meeting 2024 Abstract Submission Site
The Submission Deadline is 11:59 PM Eastern Time on May **27, 2024**

e abstract submission process, please reference AASLD's abstract policies and guidelines below:

You can send the Help Desk an email:

For questions about AASLD policies, content or other questions not related to technical issues, please contact the AASLD Education Department at Education@aasld.org or call 703-299-9766. Office Hours are 9:00 AM to 5:00 PM (Eastern Time), Monday through Friday.

General Navigation:

The following fields are available on the My Abstracts tab to enable you easily make edits or changes to your abstract.

1. To edit your full abstract, click this button below:

2. To edit authors, click this button below:

3. To see submission proof, click this button below:

4. To withdraw this submission, click this button below:

5. To see required fields that are missing, click this button below:

While completing your submission, you can always save your submission and return to it at a later time before the deadline. You will receive a submission confirmation email after you have completed your abstract.

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