



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@aaasld.org when you begin 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?25C8I9888>



[Practice Guidelines](#) [Meetings & Events](#) [LiverLearning](#) [Journals](#) [About AASLD](#) [Log In](#)

Welcome

Please log in or create an account to continue.

AASLD has launched our new member database. All members must click **Forgot your password?** to reset their password to log in for the first time.

The reset message will be sent to your preferred email address on file with AASLD. **That email is also your account username.**

If you need assistance, please contact our Customer Service team at aaasld@aaasld.org or 1-703-299-9766. Team members are available to assist you Monday through Friday, from 9:00am to 5:00pm ET. Thank you!

View a quick video tutorial [here](#).

Log In

Email

Password

[Log In](#)

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

2024 Call for Abstracts

Welcome to the AASLD 2024 Call for Abstracts! Before beginning your submission, please complete the data consent form below in accordance with the General Data Protection Regulation (GDPR) that went into effect on May 25, 2018.

- AASLD has authorized Planion to provide this site to you for the purpose of administering the 2024 Call for Abstracts Abstract submission process.
- Data collected herein will be accessible only to AASLD and associated support vendors.
- Data will be retained on this site no longer than 6 years.

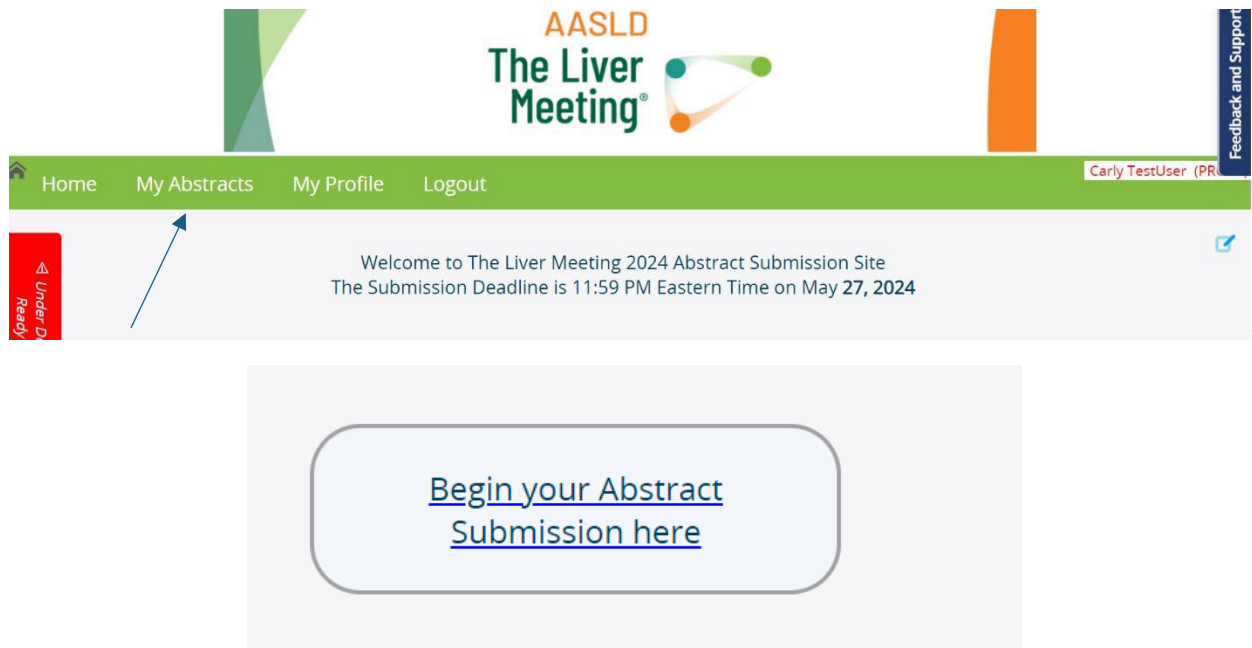
In order to continue this process, permission to use your data for the following purposes is required:

[Scroll for More](#)

[Save](#)

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.

The screenshot shows the personal information confirmation form on the AASLD abstract submission site. The form is titled "Please confirm and complete your personal information below:". It contains the following fields:

- First Name: Carly
- Initial: (empty)
- Last Name: TestUser
- Suffix (jr., III, etc.): (empty)

At the bottom of the form, there is a "Next =>" button. A "Scroll for More" link is also visible. The AASLD logo and "AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES" text are at the top. A "Feedback and Support" link is on the right side.

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.

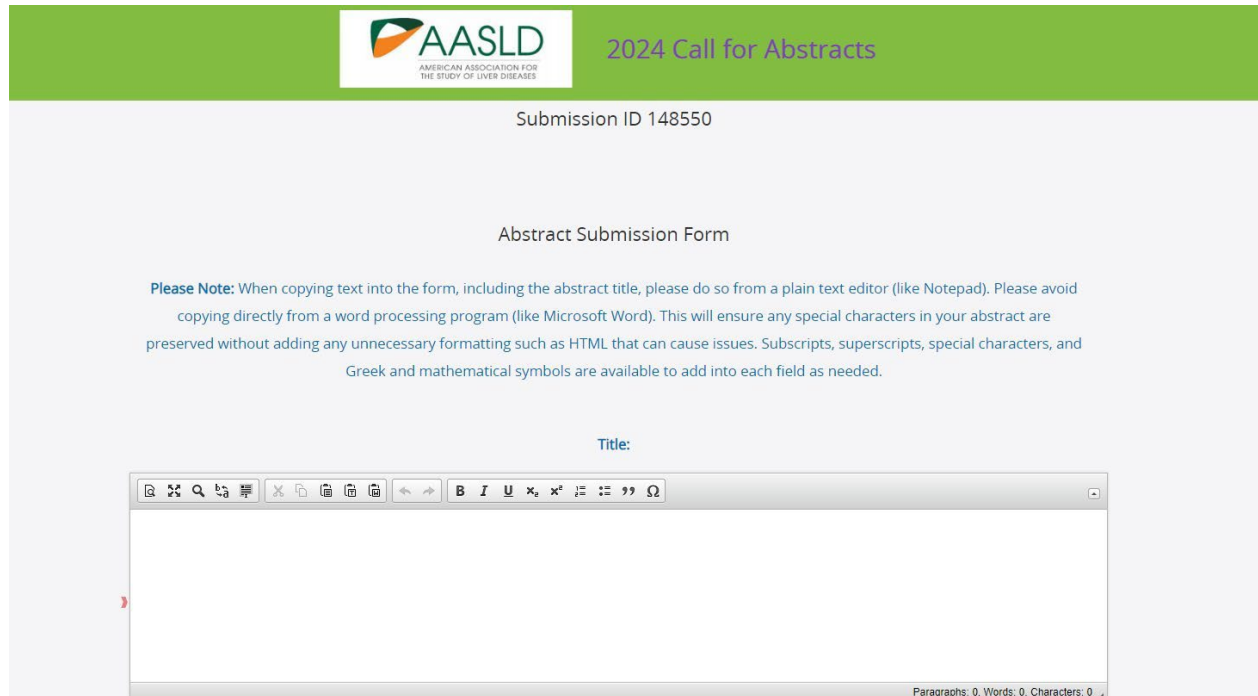
The screenshot shows a web form titled "Conflict of Interest Disclosure" for "Carly TestUser, MD, PhD". At the top right, there is a lock icon and the text "This form is IT restricted". Below the title, there is a link "Review Glossary of Terms". The main section is titled "Disclosure of Relevant Financial Relationships" and contains a paragraph of text explaining the requirements for disclosure according to ACCME and ANCC guidelines. At the bottom of the form, there are two buttons: "Previous" and "Next", and a "Page 1 of 1" indicator.

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.



The screenshot shows the AASLD 2024 Call for Abstracts submission interface. At the top, there is a green header with the AASLD logo (American Association for the Study of Liver Diseases) and the text "2024 Call for Abstracts". Below the header, the submission ID "Submission ID 148550" is displayed. The main section is titled "Abstract Submission Form". A "Please Note" section provides instructions: "When copying text into the form, including the abstract title, please do so from a plain text editor (like Notepad). Please avoid copying directly from a word processing program (like Microsoft Word). This will ensure any special characters in your abstract are preserved without adding any unnecessary formatting such as HTML that can cause issues. Subscripts, superscripts, special characters, and Greek and mathematical symbols are available to add into each field as needed." Below the note, there is a "Title:" label and a text input field. The input field has a rich text editor toolbar with icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, unlink, and text color. At the bottom right of the input field, a status bar shows "Paragraphs: 0, Words: 0, Characters: 0".

Step F: Abstract

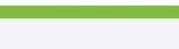
In this step, you will enter the body of your abstract. You are required to complete all sections (Background, Methods, Results and Conclusion) to submit your abstract.

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 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.



AASLD
AMERICAN ASSOCIATION FOR
THE STUDY OF LIVER DISEASES

2024 Call for Abstracts

Background:



Paragraphs: 0, Words: 0, Characters: 0

2500 of 2500 total characters left

Methods:



The upload image section is beneath the conclusion:



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2024 Call for Abstracts

Image/Table Upload (optional; accepted file types: jpg, png)

Upload a file

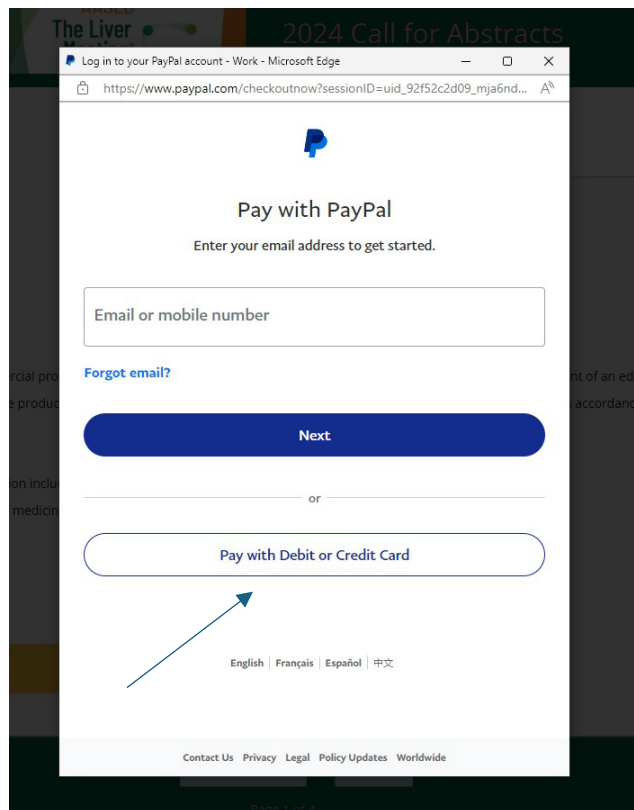
Drop file here

Step G: Payment

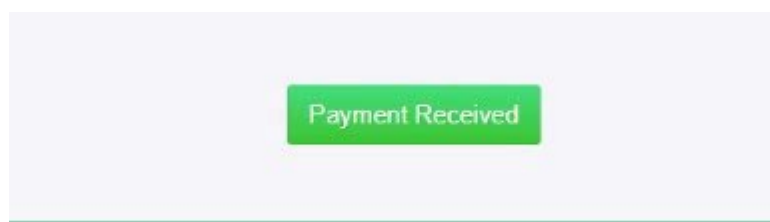
Before proceeding to the add authors section, you will be directed to the Payment Step. To make payment, please click on the PayPal logo below.



The abstract fee in 2024 is **\$300 (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@asld.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.

- or -

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.

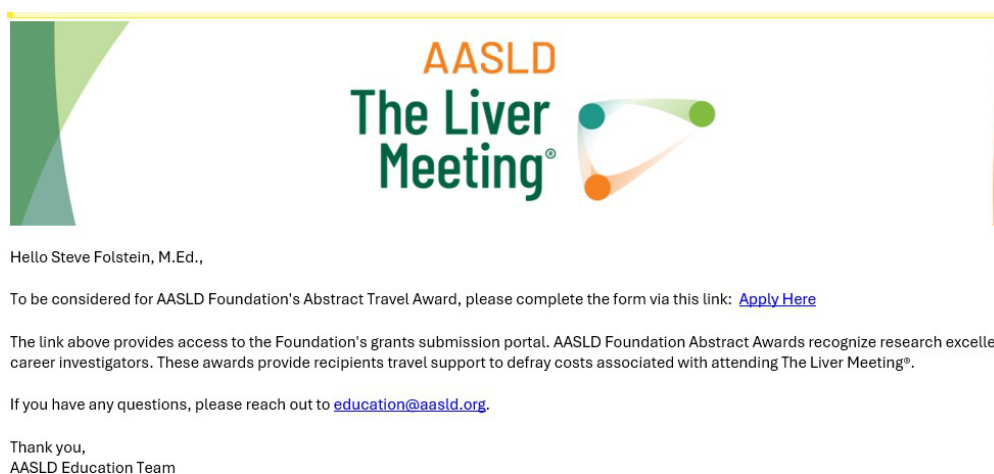
Co-Author

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

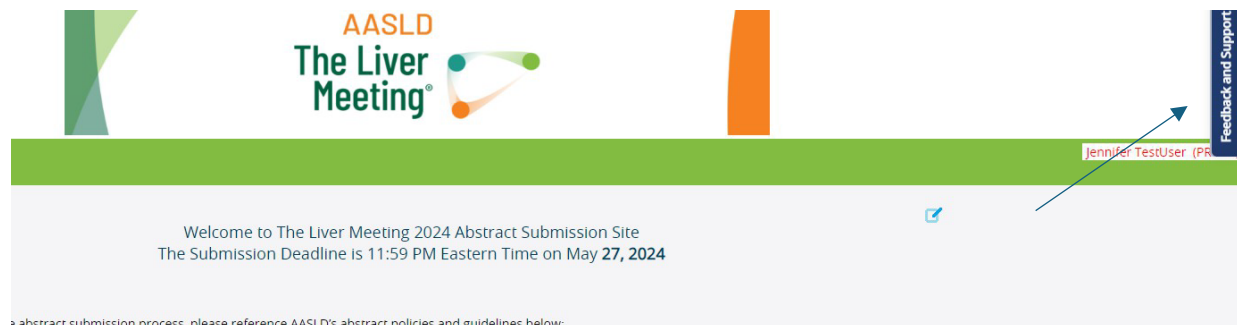
Please note, this step will only appear for those who selected that they would like to apply for a travel award during the previous step. If you selected "No", this step will not appear.

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:

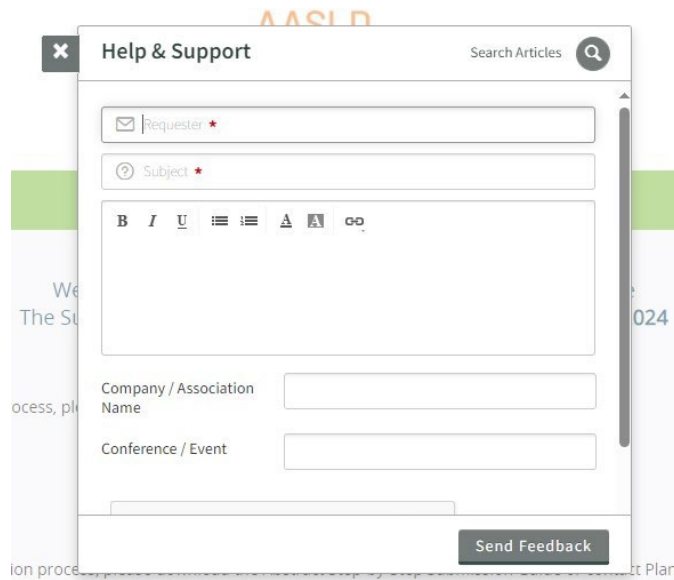


Step J: Feedback and Support Center

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.



You can send the Help Desk an email:



The screenshot shows a 'Help & Support' window with a search bar and a form. The form includes fields for 'Requester' (with an email icon), 'Subject' (with a question mark icon), a rich text editor with formatting tools (bold, italic, underline, bulleted list, numbered list, link, unlink, undo, redo), and two text fields for 'Company / Association Name' and 'Conference / Event'. A 'Send Feedback' button is at the bottom right.

For questions about AASLD policies, content or other questions not related to technical issues, please contact the AASLD Education Department at Education@asld.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.



The screenshot shows the 'The Liver Meeting' website with a green navigation bar. The 'My Abstracts' tab is selected. Below the navigation bar, there is a 'My Abstracts' section with a link 'Click here to add another Abstract'. A table lists abstracts with columns: Actions, Title, Submission ID, Status, Create Date, Submit Date, Remove Test Data, Type, and Track. The first abstract is titled 'LYSOPHOSPHATIDYLCHOLINES ARE ASSOCIATED WITH MORTALITY ...' with Submission ID 148562, Status 'Work in Progress', Create Date 3/6/2024, and Type 'Oral or Poster'. An arrow points to the 'Actions' column of the first abstract, which contains icons for edit, author, list, warning, and delete.

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!