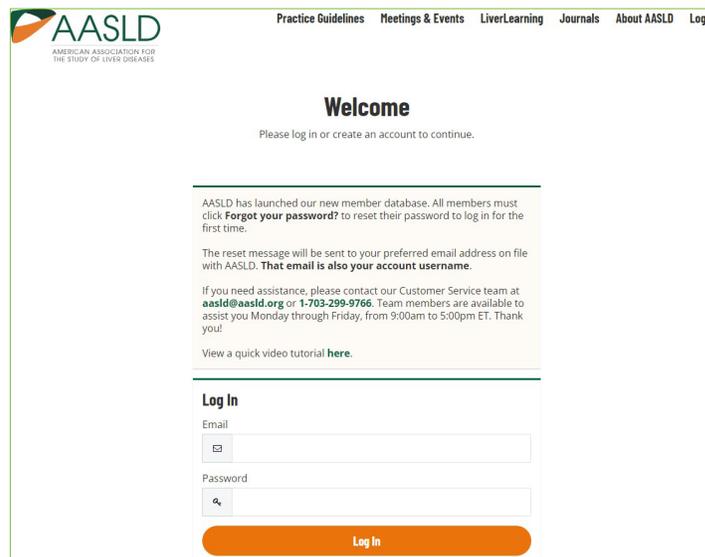# The Liver Meeting® 2026
## *Abstract Submission Guide*

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 to login using your AASLD account. If you don't have one, you can create one!

**Abstract submission link: https://AASLD.planion.com/Z?E981E31E9**

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



## STEP B: HOME PAGE

After completing the login process above, you will be taken to the homepage where you will see the option to begin your submission by clicking "My Abstracts" 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 for submitting an abstract to The Liver Meeting. After reviewing, if you agree to the terms, please check the checkboxes at the bottom of the page to proceed with submitting your work.

## STEP E: TITTLE & CATEGORY

In this step of the submission process, you will be asked to provide the 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
- 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.

AASLD
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THE STUDY OF LIVER DISEASES

2024 Call for Abstracts

Submission ID 148550

Abstract Submission Form

**Please Note:** 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.

**Title:**
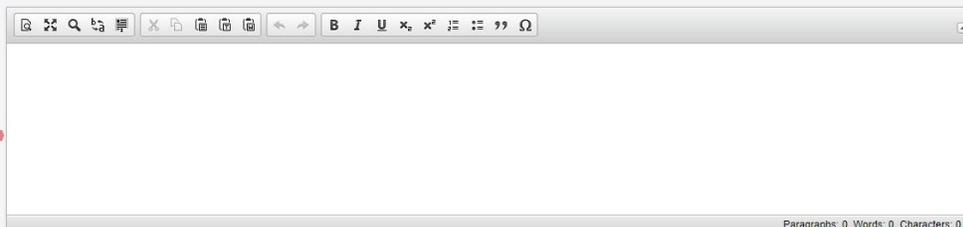
Paragraphs: 0, Words: 0, Characters: 0

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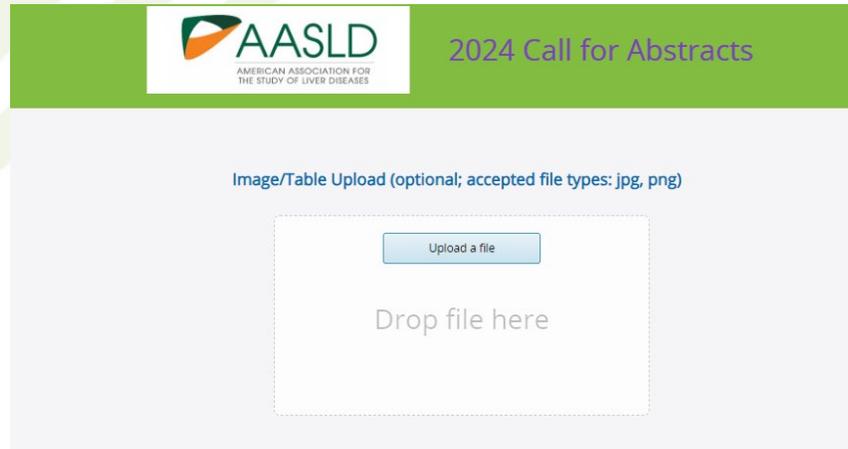
**There is not a Table builder available for use, if you would like to include a table as part of your submission please upload it as an image.**

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.

2024 Call for Abstracts

Background:

Paragraphs: 0, Words: 0, Characters: 0

2500 of 2500 total characters left

Methods:

**STEP F: ABSTRACT,** *continued*

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 "Pay NOw" green button as seen below.
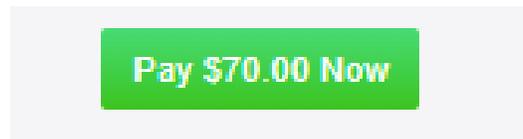


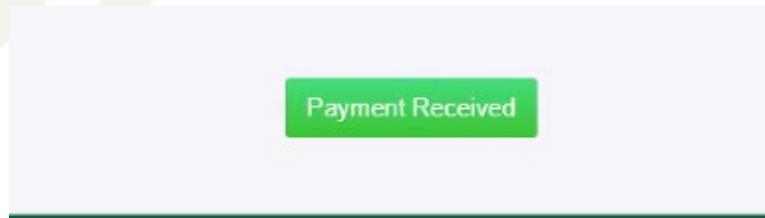The 2026 abstract fee is **$70.00 (USD)**. You will be asked to provide standard credit debit/card information. Your payment will be processed by AASLD.
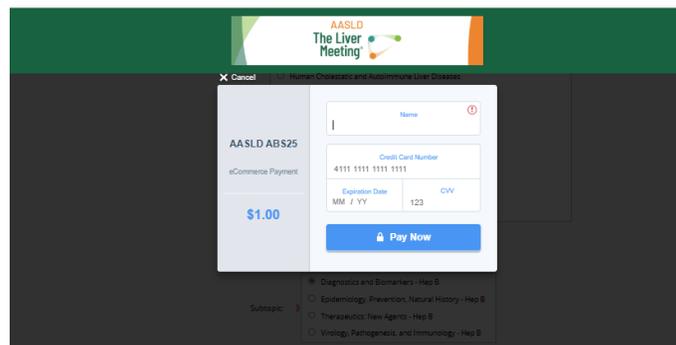
Once payment has been submitted, you will be emailed with a payment confirmation/receipt and will see the button below on the payment section of your submission to acknowledge the payment was received.



## 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.
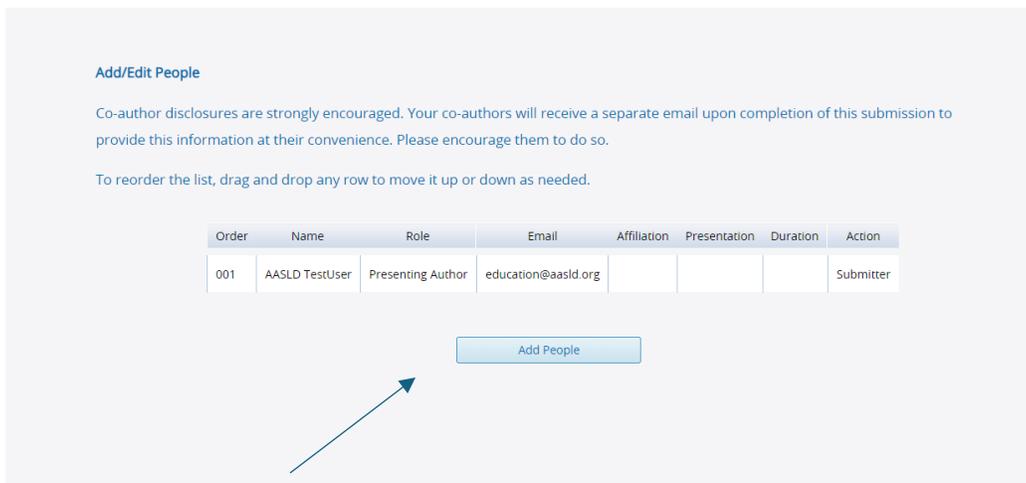


**Searching for a New Author:**

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.



Once you have added 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
All submitters participating in the submission process, regardless of whether they are designated as presenting author or co-author, are required to be listed on the author section and explicitly specify their role (presenting author or co-author), in addition to the submitter designation, prior to completing the submission.

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

## STEP H: ADDING ABSTRACT AUTHORS, *continued*

**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

The abstract travel award application is now integrated into the abstract submission process. Applicants can indicate their interest in the travel award and respond to the related question within the submission form.

For questions, please reach out to awards@aasld.org.



## STEP J: FEEDBACK AND SUPPORT CENTER

If you are experiencing trouble navigating the abstract submission process or receiving any error messages, you can click here to report your issue to the Support Desk.

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 a.m. to 5 p.m. (Eastern Time), Monday through Friday.

*GENERAL NAVIGATION*

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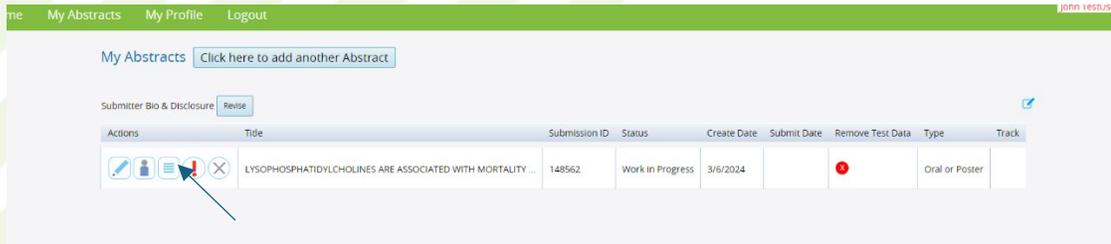


1.  To edit your full abstract, click this button below:

    

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 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.

If you have any questions while completing your abstract, kindly reach out to education@aasld.org.

***That's it! You have successfully completed your TLM26 abstract submission!***