

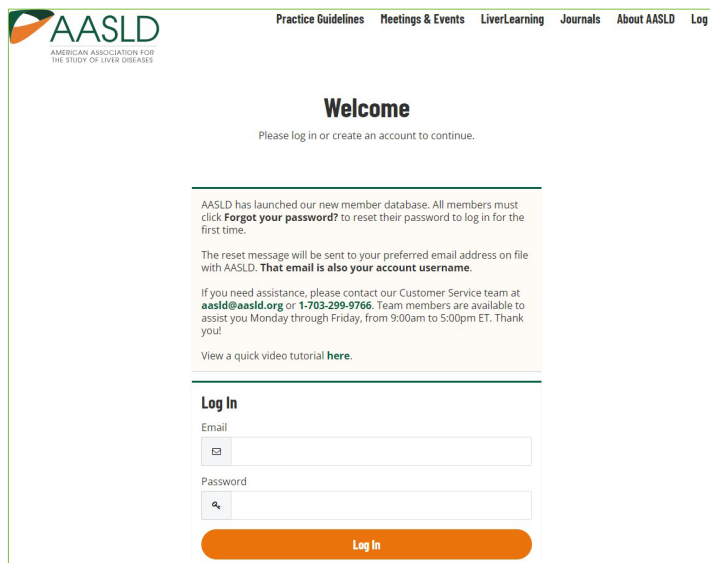
## The Liver Meeting® 2026 Case Report Submission Guide

Submitting a case report 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@asld.org](mailto:education@asld.org) when you began your submission.

### STEP A: LOGIN

(1) Click on the Case Report submission link below and it will direct you to login using your AASLD account. If you don't have one, you can create one!

Case report submission link: <https://AASLD.planion.com/Z?8I4804434>



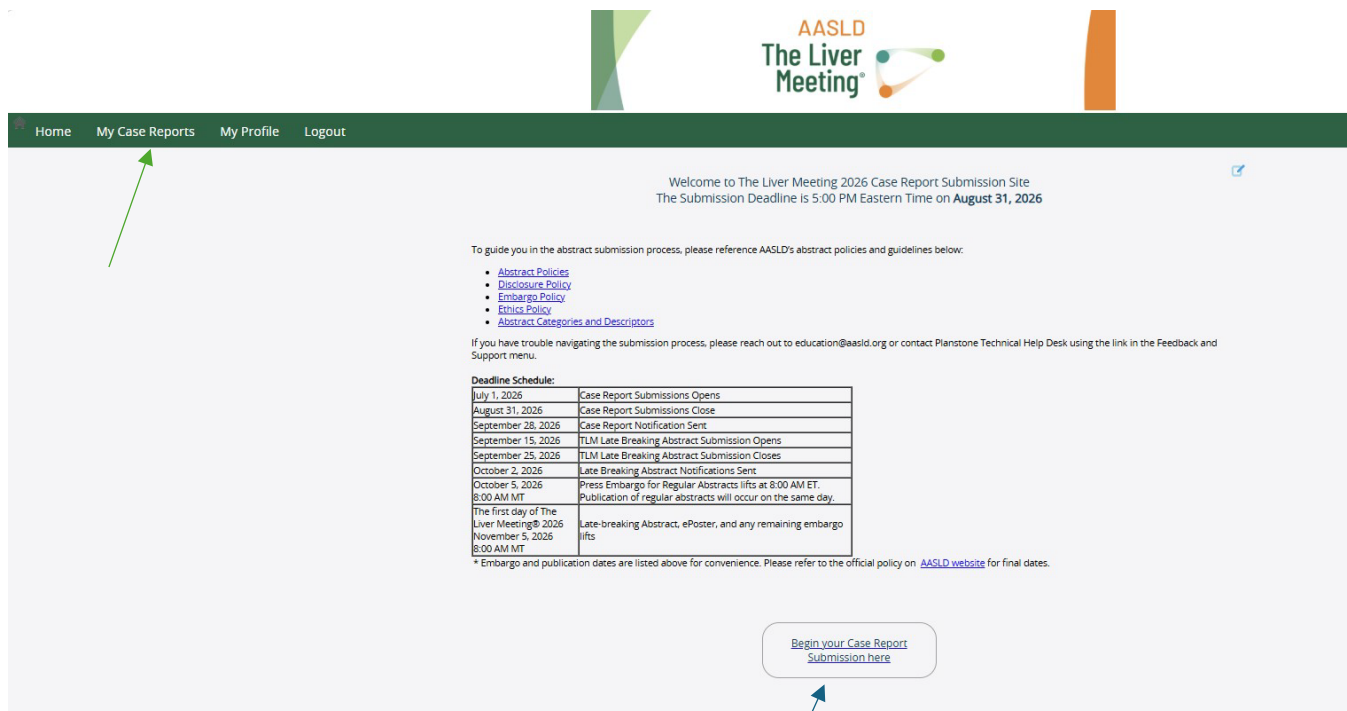
The screenshot shows the AASLD website's login page. At the top left is the AASLD logo with the text 'AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES'. To the right is a navigation menu with links for 'Practice Guidelines', 'Meetings & Events', 'Liver Learning', 'Journals', 'About AASLD', and 'Log In'. The main heading is 'Welcome' with the subtext 'Please log in or create an account to continue.' Below this is a message box stating: '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 [asld@asld.org](mailto:asld@asld.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](#).' Below the message box is a 'Log In' section with an 'Email' input field (with an envelope icon), a 'Password' input field (with a key icon), and an orange 'Log In' button.

(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 Case Reports” in the menu above or the “Begin your Case Report Submission” button at the bottom of the home page.





## STEP C: REVIEW AND COMPLETE YOUR PERSONAL INFORMATION

The screenshot shows a web form for personal information. At the top, there is a green header with the AASLD logo and the text "AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES". To the right of the header is a "Feedback and Support" button. Below the header, the text reads "Please confirm and complete your personal information below:". The form contains several input fields: "First Name" with the value "Carly", "Initial" (empty), "Last Name" with the value "TestUser", and "Suffix (jr., III, etc.)" (empty). Below these fields is a "Scroll for More" button. At the bottom of the form is a "Next =>" button. The page number "Page 1 of 3" is visible at the bottom.

## STEP D: CONFLICT OF INTEREST POLICY & GUIDELINES

Please review the terms and conditions for submitting a Case Report 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.

The screenshot shows a web form for conflict of interest disclosure. At the top, there is a green header with the AASLD logo and the text "AMERICAN ASSOCIATION FOR THE STUDY OF LIVER DISEASES". To the right of the header is a "Feedback and Support" button. Below the header, the text reads "Carly TestUser, MD, PhD" and "Conflict of Interest Disclosure". There is a lock icon and the text "This form is IT restricted". Below this is a link "Review Glossary of Terms". The main section is titled "Disclosure of Relevant Financial Relationships". The text below reads: "In accordance with the ACCME guidelines and ANCC requirements, AASLD endeavor to ensure balance, independence, objectivity, and scientific rigor for all accredited products or programs. AASLD requires that all individuals involved in the development, management, presentation or evaluation of CME content make full disclosure indicating current, planned or previous (within the last 12 months) relevant financial relationships which you or your spouse/partner have with a commercial interest or a competing or potentially competing commercial interest (e.g. pharmaceutical companies, biomedical device manufacturers, and/or corporations). All continuing education planners, faculty, authors, editors, or item writers participating in AASLD sponsored programs or products must complete this form and return it as". Below this text is a "Scroll for More" button. At the bottom of the form are "Previous" and "Next" buttons. The page number "Page 2 of 3" is visible at the bottom.

## STEP E: TITLE & CATEGORY

In this step of the submission process, you will be asked to provide the Case Report title and general Case Report information, such as the following:

- Case Report Title
- Whether you would like to apply for an Case Report 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.

**TLM 2026 - Case Report Submission**

Thank you for your interest in submitting a Case Report for consideration at The Liver Meeting 2026. Please review the eligibility criteria before submitting:

- The presenting author must be a **medical student, resident, fellow-in-training, or APP.**
- The case must include a **unique observation and/or a clear teachable moment** relevant to the hepatology community.
- The case must **not have been previously published.**
- The case must be **HIPAA compliant.** If any patient-identifiable information is included (including images), documented patient consent must be secured and provided upon request.
- The presenting author may **not** also be listed as first author on a research abstract submitted to TLM 2026.
- An individual may serve as presenting author on **only one** case report submission.
- Case reports must be reviewed by a **faculty (trainees) or physician (APPs) mentor** prior to submission.

Category:

- Acute Liver Failure and Artificial Liver Support
- Acute on Chronic Liver Failure
- Advanced Practice Providers (NP, PA, RN, PharmD, etc.)
- Alcohol-Associated Liver Diseases: Clinical and Experimental
- Biliary Physiology, Transport, Cholangiocyte Biology, and Experimental Cholestasis
- Cell and Molecular Biology
- Genomics and Precision Medicine
- Gut Liver Axis and Microbiome
- Health Disparities/Health Equity Research
- Health Services and Public Health Research
- Hepatitis - Other Infections
- Hepatitis B

[↓ Scroll for More ↓](#)

## STEP F: CASE REPORT

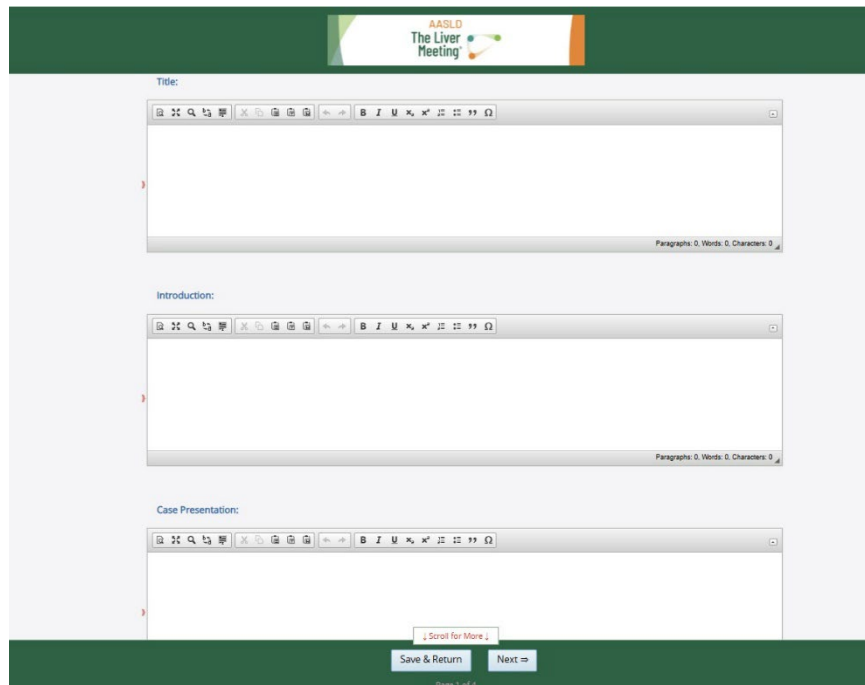
In this step, you will enter the body of your Case Report. You are required to complete all sections (Introduction, Case Presentation, Discussion and Conclusion) to submit your Case Report.

**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 Case Report 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.



The screenshot shows the AASLD Case Report submission interface. At the top, there is a header with the AASLD logo and the text "AASLD The Liver Meeting". Below the header, the form is divided into three main sections: "Title:", "Introduction:", and "Case Presentation:". Each section has a text input area with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, link, unlink, list, and other text formatting options. At the bottom of the form, there are two buttons: "Save & Return" and "Next". A small "Page 1 of 4" indicator is visible at the very bottom.

## STEP F: CASE REPORT, continued

The upload image section is beneath the conclusion:

Image Upload (Optional)

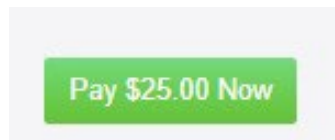
- Upload up to 3 HIPAA-compliant images
- Images must not contain patient identifiers
- If identifiable information is included, documented patient consent must be available
- File types accepted: .jpeg, .jpg, .png

Upload an Image

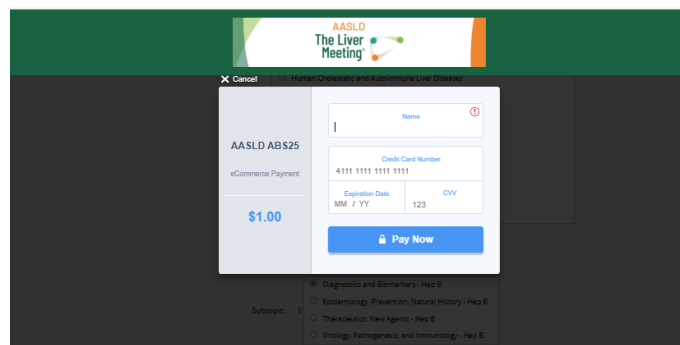
Drop file here

## 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 “Pay Now” green button as seen below.

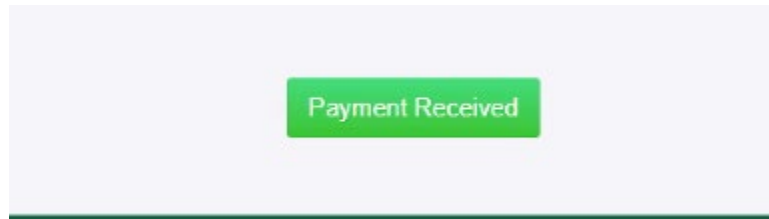


The 2026 Case Report fee is **\$25.00 (USD)**. You will be asked to provide standard credit debit/card information. Your payment will be processed by AASLD.



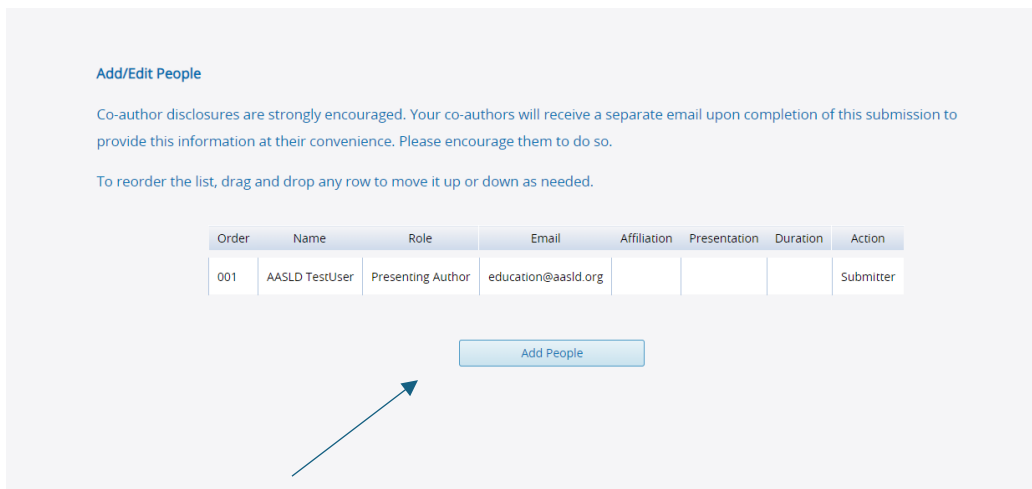
## STEP G: PAYMENT, *continued*

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 CASE REPORT 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 Case Report. 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.

### **STEP H: ADDING CASE REPORT AUTHORS, *continued***

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 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 Case Report to AASLD. By default, they are also the presenting author.

## STEP H: ADDING CASE REPORT AUTHORS, *continued*

### Presenting Author

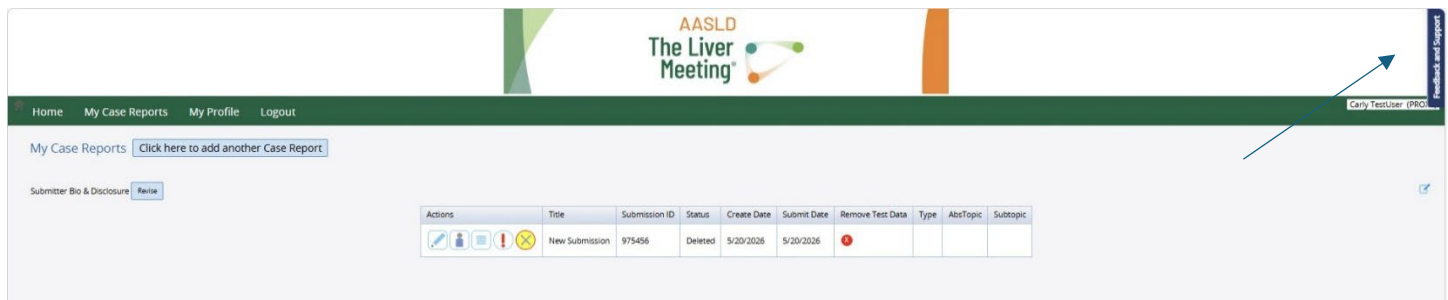
The author who is presenting the Case Report in person at The Liver Meeting. If the submitting author chooses to assign this role to another, they will lose all access to edit the Case Report, and that access will be passed along to the presenting author.

### Co-Author






An author who contributed to the research in the Case Report but is not participating in submitting the Case Report to AASLD or presenting the Case Report.

## STEP J: FEEDBACK AND SUPPORT CENTER

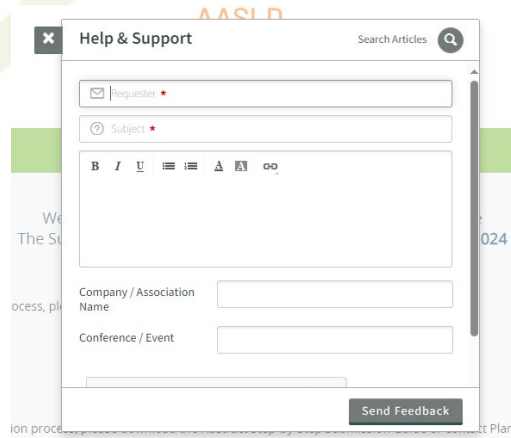
If you are experiencing trouble navigating the Case Report submission process or receive any error messages, you can click here to report your issue to the Support Desk.



The screenshot shows the AASLD The Liver Meeting user interface. At the top, there is a navigation bar with links for Home, My Case Reports, My Profile, and Logout. Below this, there is a section for "My Case Reports" with a link to "Click here to add another Case Report". A table of case reports is displayed, with columns for Actions, Title, Submission ID, Status, Create Date, Submit Date, Remove Test Data, Type, AbsTopic, and Subtopic. A blue arrow points to a "Feedback and Support" link in the top right corner of the interface.

Actions	Title	Submission ID	Status	Create Date	Submit Date	Remove Test Data	Type	AbsTopic	Subtopic
   	New Submission	975456	Deleted	5/20/2026	5/20/2026				

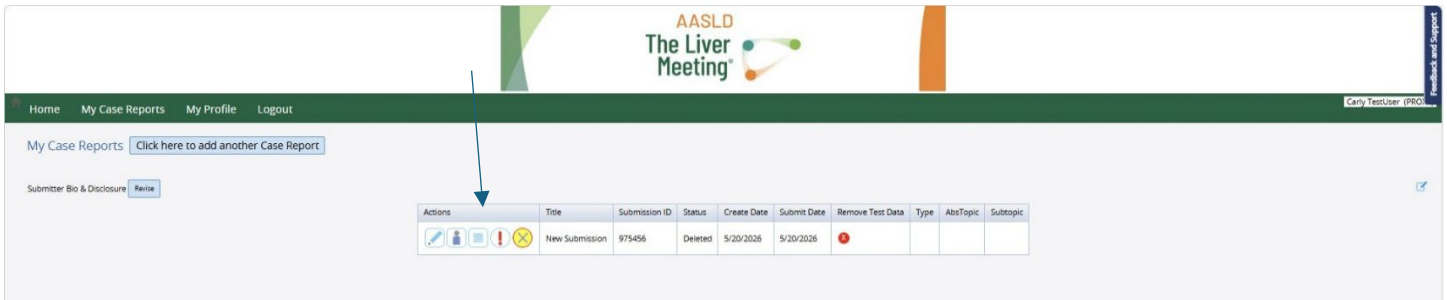
You can send the Help Desk an email:



For questions about AASLD policies, content, or other questions not related to technical issues, please contact the AASLD Education Department at [Education@aaasld.org](mailto:Education@aaasld.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 Case Reports tab to enable you to easily make edits or changes to your Case Report.



1. To edit your full Case Report, 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 it at a later time before the deadline. You will receive a submission confirmation email after you have completed your Case Report.

If you have any questions while completing your Case Report, kindly reach out to [education@aaald.org](mailto:education@aaald.org).

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

## ***Case Report Submission Guidelines***

- The case must be reported by a medical student, resident, fellow-in-training, or APP.
- The case should include a unique observation and/or a "teachable moment" that would be of value to others in the hepatology community. It should be described in a maximum of 2500 characters.
- The case cannot have been previously published.
- The case presentation must be HIPAA compliant. If any case content, including images, is identifiable as relevant to a specific patient, patient consent to share the information must be secured and shared with AASLD.
- The author listed as the presenting author may not be listed as the first author on a research abstract as well.
- An individual may be listed as presenting author on only one case report submission.
- The presenting author is not required to participate in the care of the case being reported but some degree of direct experience with the case is encouraged.
- Case reports must be reviewed by a faculty (trainees) or physician (APPs) mentor prior to submission.