Frequently Asked Questions for the 2016 ASCRS Abstracts

For any questions not addressed below, please call the ASCRS office at (847) 290-9184 or email ascrs@fascrs.org.

What is the deadline for abstract submission?
The deadline for abstract submission is Sunday, November 8, 2015, 11:59 pm, EST. No extensions are allowed.

How can I submit my abstract?
Abstracts must be submitted online. The submission site can be accessed at https://ascrs2016.abstractcentral.com or through the ASCRS website at www.fascrs.org under Education and Annual Meeting.

I am experiencing technical difficulty with the submission website. Whom should I contact?
Technical questions or problems with the system should be directed to the ScholarOne Tech Support Team. They can be reached by clicking the "Help" link in the top right-hand corner of the screen or by emailing ts.acsupport@thomson.com. Please include your name, phone, email and an explanation of the problem in all support correspondence. ScholarOne Tech Support is available Sunday 12:00 am through Friday 8:30 pm EST, at (888) 503-1050 (US) or (434) 964-4100 (International).

I preparing an abstract for a physician, where do I find the instructions?
To view the abstract submission instructions, create an account through the ScholarOne site at https://ascrs2016.abstractcentral.com. Use the lead author’s/presenter’s contact information to create the account, so that you can view the instructions. Provide the physician with the username and password to log in when he/she is ready to submit the abstract. The lead author is responsible for verifying the accuracy of the information submitted, so it is important that the physician be able to log into the system.

What disclosures are required?
In compliance with the standards of the Accreditation Council for Continuing Medical Education (ACCME) and the ASCRS, it is mandatory that all authors on the abstract complete the Disclosure of Significant Financial Relationship. All authors and co-authors must disclose any financial relationships and acknowledge any support from commercial interests for studies relating to the abstract during the submission process. All authors and co-authors must agree with the abstract content to be considered for presentation. All perceived conflicts of interest will be resolved prior to presentation.

How many abstracts can may submit?
There are no restrictions on the number of abstracts you may submit.

Do I have to enter my abstract in a specific format?
Each abstract should contain: Title, Purpose, Methods, Results and Conclusions. Separate text fields have been created for each section. Special characters should transfer when copied and pasted into the text boxes below; formatting will not transfer. You can enter formatting and special characters by copying and pasting from the special character palette. To access the palette, click the "special characters" button.

How many authors can be included on my abstract?
There is a limit of 8 authors for each abstract. Please enter all authors and their locations, the presenter’s name will be listed first and will receive all communications and correspondences related to the abstract.
Is there a character limit for my abstract?
There is a limit of 3,000 characters for the text of your entire abstract submission. This includes the title and abstract body. Please be sure to carefully prepare the body of your abstract and include the following information for our reviewers:

- Title
- Purpose
- Methods
- Results
- Conclusions

May I include a table and/or image with my abstract?
You may add one figure or table to your abstract. This may be a table or an image. Characters will not be deducted from the total character count for tables and images. Images and tables can be easily edited or deleted any time before the submission deadline. We recommended using the following format for images: TIFF. Accepted formats: TIFF, GIF, PNG, and JPEG.

Is there an abstract submission fee?
ASCRS charges a non-refundable submission fee of $40 per abstract, which is collected at the time of submission. Please have your credit card information available.

How can I withdraw my abstract after it has been accepted for presentation?
If the First Author wishes to withdraw his/her abstract from the program, a written request must be submitted via email to Kristi AR Conley, ASCRS Education Manager, at kristiconley@fascrs.org. Any author that withdraws their abstract after acceptance for an oral presentation will not be allowed to submit to the ASCRS or to the Diseases of the Colon and Rectum for a period of two years.

Do I need to register for the Meeting if my abstract is accepted for presentation?
Yes. Authors of accepted abstracts, oral presentations and ePosters are expected to register for the meeting and pay the meeting registration fee and any related costs including housing and transportation. We recommend that you book your travel arrangements and registration by early January 2016 to ensure availability.

Can I send a replacement presenter if I am unable to attend the meeting?
If the primary author or scheduled presenter is unable to attend the meeting, they may name a substitute presenter. Please provide all substitutions in writing to Kristi AR Conley, ASCRS Education Manager, at kristiconley@fascrs.org. Please note: There will be no program changes made in the Final Program Book after February 1, 2016.

When and how will I receive notification about the status of my abstract in the program?
Notification regarding acceptance or rejection of an abstract will be sent by email to the First Author/Presenter in January 2016. Please distribute all relevant information to your co-authors. The decisions regarding acceptance and presentation of abstracts are final.

How does the ePoster Process work?
Following the acceptance of your ePoster, you will receive specific instructions on how to upload your presentation. Your ePoster must be uploaded and saved as a PNG file. Additional instructions and information will be sent in March.

What are the requirements to submit for a video abstract session?
You must submit your video through the Abstract Online Submission Site. The video must be 4 minutes and include voice guidance. The video must be in one of the following formats: .mov, .mp4, .mpeg, .mpg, .wmv and no larger than 500 MB.