Scientific Forum Abstract Submission Guidelines

The Scientific Forum offers researchers the opportunity to present their research at Clinical Congress 2024 in San Francisco, CA.

SUBMISSION DEADLINE:
Friday, March 1, 2024 at 1:00pm Central Time

Key Dates

- Friday, March 1, 2024 - Submission Deadline
  - Revisions and late submissions are **not accepted** after the deadline.
- Mid- May 2024 - Notification of Acceptance
- July 1 – 31, 2024 - Call for High-Impact Clinical Trials & Studies Abstracts
- October 19 – 22, 2024 - Clinical Congress 2024 in San Francisco, CA **(in person)**

Highlights

- Opportunity to present your work at one of the largest surgical meetings in the world
- 24 Excellence in Research Awards for trainees and students
- International submissions are encouraged
- Subspecialty (Neurosurgery, OB-Gyn, Ophthalmology, Orthopedic Surgery, Otolaryngology, and Urology) submissions are encouraged with 2 awards for top scoring abstracts from this group.

If you have any **technical** issues or questions, please contact Technical Support at 217-398-1792 or acs@support.ctimeetingtech.com. Technical Support is available Monday through Friday, 8:00am-5:00pm Central Time. Any other questions can be sent to Elaura Dunning, Scientific Forum Administrator, at **scientificforum@facs.org**.

Submission Information

Surgeons, Surgery Residents, Medical Students, and Scientific Investigators of all levels are invited to submit an abstract containing a concise summary of original research in the categories listed below. International submissions are encouraged. All submitted abstracts must be original works that have not been previously published and will be presented for the first time at ACS Clinical Congress 2024 (presentations given at local ACS chapter and institutional meetings may be submitted).

Bariatric/Foregut	Health Services Research	Plastic & Maxillofacial Surgery
Breast	Hepatobiliary and Pancreas	Surgical Education
Cardiac Surgery	Military	Surgical Oncology
Colon and Rectal Surgery	Neurosurgery	Thoracic Surgery
Endocrine	Obstetrics and Gynecology	Transplantation & Tissue Engineering
Ethics	Ophthalmic Surgery	Trauma/Burn/Critical Care
General Surgery	Orthopaedic Surgery	Urological Surgery
Geriatric/Palliative Care	Otolaryngology	Vascular Surgery
Global Surgery & Humanitarian Outreach	Pediatric Surgery	

There is no limit to the number of abstracts you may submit, however a single author may *present* no more than two abstracts (see "Presenting Author" section below). There is no fee for submission.

Abstract Specifications
1. **Maximum number of authors:** 10 (including the lead author)
2. **Word limit:** 250 words for entire abstract, **not** including the title, author string, or table/figure.
3. **Structure:** Introduction, Methods, Results, and Conclusions
4. **Table or figure criteria:**
   - One table <u>or</u> figure per abstract
   - No identifying information for authors or institutions
   - Tables must not contain more than five columns or ten rows
   - Figures must be BMP, GIF, JPG, or PNG.
5. No identifying information should be included in the abstract title, body, or attached tables/figures, as all abstracts are reviewed on a blind basis.
6. Case reports will not be accepted.

Authors who use artificial intelligence (AI) tools in the writing of an abstract, production of images or graphical elements, or in the collection and analysis of data, must be transparent in disclosing in the Materials and Methods (or similar section) of the abstract how the AI tool was used, and which tool was used. Authors are fully responsible for the content of their submission, even those parts produced by an AI tool, and are thus liable for any breach of publication ethics.

Reviewers will score abstracts following a set rubric. All authors are expected to adhere to the ACS Statement of Integrity. **No changes can be made to the title, author string, or abstract body and table/figures after March 1, 2024.**

Disclosures
In accordance with Accreditation Council for Continuing Medical Education (ACCME) guidelines, all named authors must complete an ACS disclosure statement during the submission process to disclose all financial relationships with any commercial interest. Submitters may not complete disclosures on their co-authors' behalf. **All authors should log in to the submission platform to complete the disclosure statement by the submission deadline: March 1, 2024.** Authors may have up to 48 hours past the submission deadline to finalize disclosure information. Any submissions with incomplete disclosures after this time will not be reviewed.

Presentation Information
The Scientific Forum Committee will decide the appropriate presentation format for each accepted abstract; however, submitters can indicate their preferred format for consideration. Presentation formats are as follows:

- Oral presentation: 8-minute presentation within Scientific Forum sessions
- Quick-shot presentation: 3-minute presentation within Scientific Forum sessions
- e-Poster: 3-minute presentation within the e-Poster sessions

If accepted, you are expected to be present at the Clinical Congress IN PERSON at the time assigned to you by the Scientific Forum Committee. The Scientific Forum Committee does not reschedule presentations after acceptance notifications are sent. If any conflicts arise, please alert us if a co-author will be presenting on your behalf, as we will need to extend an invitation to them. If no co-authors are available to present at the assigned time, the abstract must be withdrawn at least 2 weeks before the meeting. If the authors fail to present for their oral or poster presentation without prior notice, a letter requesting an explanation will be sent to the senior author or departmental leadership.

Presenting Author
The Scientific Forum Committee guideline is that a single author may present no more than two abstracts. If an author has more than two abstracts accepted, they may only present two and the others must be presented by a co-author. **Only authors listed in the string of co-authors at the time of submission are eligible to present.** Authors may not be added after the submission deadline of March 1. Individuals not on the author string that attempt to present at Clinical Congress will be denied access to the presentation upload platform and will not be allowed to present within the assigned session. Only one presenter is permitted per each accepted abstract.

Presenter changes must be communicated to ACS at scientificforum@facs.org.

Registration & Reimbursement
Presenters are required to register themselves for the meeting. Registration will open in May. Due to the size and scope of the meeting, ACS does not provide reimbursement for airfare, hotel honorarium, etc. to session faculty.

We appreciate your willingness to share your research and contribute to the continuing education of surgeons in the field.

Withdrawing
Before March 1:
You may edit or delete your abstract within the submission site. Deleting the submission will withdraw it from consideration.

After March 1:
Your abstract cannot be altered after it has been submitted. There is no penalty for withdrawing your abstract from being presented; however, please let us know as soon as possible, and at least two weeks prior to Clinical Congress. If you do withdraw, your abstract will be removed from the supplemental issue of *JACS* (see below).

If your abstract will be published or presented *on a **national** or **international** platform* prior to Clinical Congress 2024, October 19 – 22, you must withdraw your abstract.

Withdrawal requests should be submitted to scientificforum@facs.org.

<u>Publication</u>
Accepted abstracts will be published in a supplemental issue of the *Journal of the American College of Surgeons (JACS)* to be available at Clinical Congress 2024. Table attachments that do not meet, or exceed, the criteria as established by *JACS* will not be included in the Supplemental issue. *JACS* does not include table/image attachments in any electronic abstract publications.

There is no penalty for withdrawing your abstract from being presented at Clinical Congress. However, if you do so, your abstract will be removed from the supplemental issue of *JACS*.

Manuscript Submission
All accepted abstract authors are encouraged to submit a manuscript for standard review to *JACS* at any time. Top-scoring abstracts **<u>will be invited via email</u>** to submit a full manuscript to *JACS* for **expedited review**. Manuscripts accepted during the expedited review process will be published in a special edition of *JACS*. If you are invited to submit a manuscript for expedited review, you will receive an invitation in May with a submission deadline of July 1.

<u>Awards</u>
Excellence in Research Awards

Accepted abstracts authored by a resident or medical student are eligible for an Excellence in Research Award. The Scientific Forum Committee will identify authors for their outstanding research, and notifications will be sent to recipients in May 2024. These awards are open to international trainees and students. To encourage submissions from surgical subspecialties (Neurosurgery, OB-Gyn, Ophthalmology, Orthopedic Surgery, Otolaryngology, and Urology), two awards will be set aside for top scoring abstracts from these categories.

e-Posters of Exceptional Merit (e-PoEMs)
The top scoring e-Posters will receive the designation of e-Posters of Exceptional Merit (e-PoEMs), to be presented at a dedicated poster session. Notifications will be sent to recipients in May 2024.

There is no separate application method for either award.