



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 aasld@confex.com when you began your submission.

General Navigation


While completing your abstract submission, there are several features in place to assist you in the process. The following features are all located within the at the top of your screen and can help you track you're the progress of your submission:

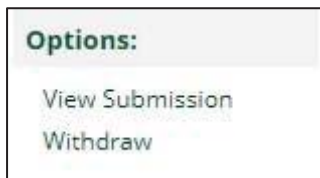
At the top of the screen, each step of the abstract submission process and the Abstract ID are listed. You can click on the individual steps of the submission process to navigate once you have already completed that step. A step highlighted in **GREEN with an arrow** indicates the step you are currently completing. A step highlighted in **GRAY with a checkmark** indicates that is the step is complete, and a step highlighted in **ORANGE with a dash icon** indicates that you have not yet completed that step of the process.



View Submission or Withdraw:

You have the option to view a summary of your submission in its current state or withdraw your work.

Click on the box icon  next to “Abstract Submission” for this option. If you select to withdraw your work, you will be asked to state a reason for the withdraw. You can reverse this withdraw at a later time if you wish as long as it is BEFORE the abstract submission deadline: **June 1, 2022**.



Submit Another Abstract:

You have the option of starting a new abstract submission from within the system rather than navigating back to the AASLD website. If you wish to begin an additional submission, simply click “Same Program”.

Submit another abstract:

Same Program

Help:

The Final resource is a link to Technical Support. 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 Help Desk.

Help:

Report a Technical Issue

You can send the Help Desk an email or call the number provided.

Feedback Form

Use this form to report technical problems or to provide feedback on this system. For urgently needed technical support, phone +1 (401) 334-0220 between the hours of 8:30 AM and 6:00 PM Monday through Friday, US Eastern Standard Time (GMT -05:00).

Your Email Address

Comments

If you have an attachment to send, you can upload it

No file chosen

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.

Step 1: Policies and 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 first checkbox certifies that you agree to the Copyright Transfer Agreement and Release for Recording.
- The second checkbox certifies that your work has not been previously presented in the United States (work presented outside of the United States is eligible for inclusion at The Liver Meeting®).

- By checking this box, I hereby understand and agree to the above AASLD Copyright Transfer Agreement and Release for Recording
- I certify that my research has not been previously presented in the United States nor is in the press.

Step 2: Title and Category

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

- Abstract Title
- Submitter Email: This person will receive all communications regarding this submission
- 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.

Category and Descriptor	
Category	Descriptor
<input type="radio"/> Acute Liver Failure and Artificial Liver Support	<input type="radio"/> Cholangiocyte Biology
<input type="radio"/> Advanced Practice Providers (NP, PA, RN, PharmD, etc.)	<input checked="" type="radio"/> Experimental Cholestasis
<input type="radio"/> Alcoholic Liver Diseases: Clinical and Experimental	<input type="radio"/> Transport, Bilirubin, Cholesterol, Lipids, and Bile Salts
<input checked="" type="radio"/> Biliary Physiology, Transport, Cholangiocyte Biology, and Experimental Cholestasis	
<input type="radio"/> Cell and Molecular Biology	
<input type="radio"/> Genomics and Precision Medicine	

Click the **SAVE** button located at the bottom of the screen to proceed to the next step.

Step 3: 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 provide must all necessary information to be considered to receive an AASLD Foundation Travel Award. All fields are required to be completed by all applicants.

Abstract Presenter/Award Applicant Information

- Award applicants **must** be the presenter of the abstract. Confirm the Award applicant's name:
- Confirm the best email to reach the Award Applicant/Presenter:
- Is the Award Applicant/Presenter the primary contributor to the submitted abstract?:
- Mentor Name (if applicable to this abstract):
- Award Applicant/Presenter Primary Professional Role:
- If the Award Applicant/Presenter has a faculty appointment, is the primary appointment in Pediatrics?:
- Is the Award Applicant/Presenter an industry employee?:
- Enter the year the Award Applicant/Presenter completed or will complete their clinical training (MD/equivalent applicants) or year they received or will receive their research degree (PhD/equivalent applicants). If more than one applies, enter the more recent date of the two:
- Select the primary country in which the research was performed:
- Select the country in which the Award Applicant/Presenter is living in at the time of abstract submission:
- What is your gender?:
- Residents of the U.S. and Canada: Do you identify with a group underrepresented in medicine as defined by the NIH in your race or ethnicity (Black or African American, Hispanic or Latino, American Indian or Alaska Native, Native Hawaiian, and other Pacific Islanders), disability status, or are you from a NIH-defined disadvantaged background? (See NOT-OD-20-031 for criteria):
- Consideration: Why should you be considered for an abstract award?
 (No Limit):

For more information about the abstract awards that applicants will be considered for when completing this application, you can visit <http://www.aasldfoundation.org/awards-programs/abstract-awards>.

If additional travel award opportunities become available, recipients will be chosen from the applicant pool based on the information submitted in this form.

Click the **SAVE** button located at the bottom of the screen to proceed to the next step.

Step 4: 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.

Search for a person

Search for a person by name or email address using the search bar below.

- If they appear in the search results, select their name and click on "Add Selected Person".
- If they do not appear in the search results, click on "Can't find the person you're looking for?" then click "Add New Person".



- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]
- Smith, [blurred]

[Can't find the person you're looking for?](#)

If your search does result in matches, and your author is listed, please select their name and click the **ADD SELECTED PERSON** button located at the bottom of the screen.

If there are no matches to your search, the drop-down list will say "No Results." To add a new person, click the link "Can't find the person you're looking for?" then select the **ADD NEW PERSON** button that will appear once the link is clicked.

Search for a person

Search for a person by name or email address using the search bar below.

- If they appear in the search results, select their name and click on "Add Selected Person".
- If they do not appear in the search results, click on "Can't find the person you're looking for?" then click "Add New Person".

Test Submitter |



No Results

Add Selected Person

Edit Selected Person

[Can't find the person you're looking for?](#)

If your author search results in no matches, or you select to enter a new name, you will be brought to the Author Information form. If your author is missing any required information, you will then be automatically brought to a page to update their information before they can be added. The basic information required for each author is:

- First Name
- Last Name
- Email Address
- City
- State (US Authors Only)
- Country
- Institution

Although there are additional fields visible, the same fields are required that are listed above. The rest are optional.

Once you have added your authors, you will then have the opportunity to designate your **presenting** and **contact authors** as well as adjust the order in which the authors are listed.

Presenting Author: This is the author who will be presenting the work at The Liver Meeting®.

Contact Author: This is the individual who will receive all communications regarding the submission. The Presenting and Contact authors can be the same person or different individuals.

Add Group: You may add a "group" to the author string (such as a lab group) that you wish to refer to collectively in your citation.

Disclosures: You are required to submit disclosures for the Presenting Author in order to move on to the next step. The blue check mark next to the disclosure indicates that the disclosure has been successfully entered. The red "x" indicates that the disclosure is missing or incomplete.

Add/Edit People

*The Contact Author will receive official communications regarding this submission.

The **Presenting Author's Disclosures MUST be provided** before you will be able to move to the next step. If a disclosure has already been provided, you will see a ✓ icon. If a disclosure is not yet present, you will see a ✗ icon. To provide that disclosure, please click the [disclosure icon] icon.

Role	Contact Author	Presenting Author	Person	Disclosure	Edit	Delete	Move	Impersonate
Presenting Author	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Test1 Test1	[disclosure icon] ✓	[edit icon]		[down arrow icon]	<input checked="" type="radio"/>
Author	<input type="radio"/>	<input type="radio"/>	Test2 Test2	[disclosure icon] ✗	[edit icon]	[trash icon]	[up arrow icon] [down arrow icon]	<input checked="" type="radio"/>
Author	<input type="radio"/>	<input type="radio"/>	Test3 Test3	[disclosure icon] ✗	[edit icon]	[trash icon]	[up arrow icon]	<input checked="" type="radio"/>

[Add Group](#)
 Example: AASLD Authors' Group. Do not use this field to enter individual author names.
 Ultimately, people will be listed in this format:
Test1 Test1, Test, Test2 Test2, test2 and Test3 Test3, Test3
 Next step:

Annotations:

- Select Contact and Presenting Authors (points to radio buttons)
- Adjust author order by using arrows (points to Move column arrows)
- Edit author information (points to Edit column)
- Complete author disclosures (points to Disclosure column ✗ icons)
- Search for and add new authors (points to Add Group link)

The disclosure form will appear in a separate window, so make sure your pop-up blockers are turned off for this website.

Add/Edit People

*The Contact Author will receive official communications regarding this submission.

The Presenting Author's Disclosures MUST be provided before you will be able to move to the next step.

Role	Contact Author	Presenting Author	Person	Disclosure	Edit
Presenting Author	<input checked="" type="radio"/>	<input checked="" type="radio"/>	Test1 Test1	[disclosure icon] ✓	[edit icon]
Author	<input type="radio"/>	<input type="radio"/>	Test2 Test2	[disclosure icon] ✗	[edit icon]
Author	<input type="radio"/>	<input type="radio"/>	Test3 Test3	[disclosure icon] ✗	[edit icon]

[Add Group](#)
 Example: AASLD Authors' Group. Do not use this field to enter individual author names.
 Ultimately, people will be listed in this format:
Test1 Test1, Test, Test2 Test2, test2 and Test3 Test3, Test3
 Next step:

AASLD CME Disclosure Statement

Test2 Test2

Have you or your spouse/partner had any financial interests within the last 12 months? *

Yes No

If you selected YES, you are required to provide FULL disclosure of all financial relationships with a commercial interest within the last 12 months. Please indicate below the name of the organization and the nature of your relationship with that organization.

Organization Name	Relationship	Delete
	<input type="radio"/> a. Advisory Committee or Review Panel <input type="radio"/> b. Board Membership <input type="radio"/> c. Consulting <input type="radio"/> d. Employment <input type="radio"/> e. Grant/Research Support <input type="radio"/> f. Independent Contractor <input type="radio"/> g. Management Position <input type="radio"/> h. Patent Held/Filed <input type="radio"/> i. Speaking and Teaching <input type="radio"/> j. Stock Shareholder	[trash icon]

When an unlabeled use of a commercial product or an investigational use not yet approved for any purpose is included in the content of an educational activity, you are required to verbally disclose that the product is not labeled for the use under discussion or that the product is still investigational, in accordance with the ACCME standards and the Food and Drug Administration requirements.

Does the content of this presentation include discussion of off-label/investigative use of medicine(s), medical devices, or procedure(s)? *

Yes No

Please list any off-label/investigational use items that will be included in your presentation: *

Required Signature: *

Annotation: Disclosure Statement pop-up window (points to the red-bordered window)

When you have completed this section, click the **ABSTRACT** button to proceed to the next step. This button will only appear once the Presenting Author’s disclosures are complete.


Step 5: Abstract

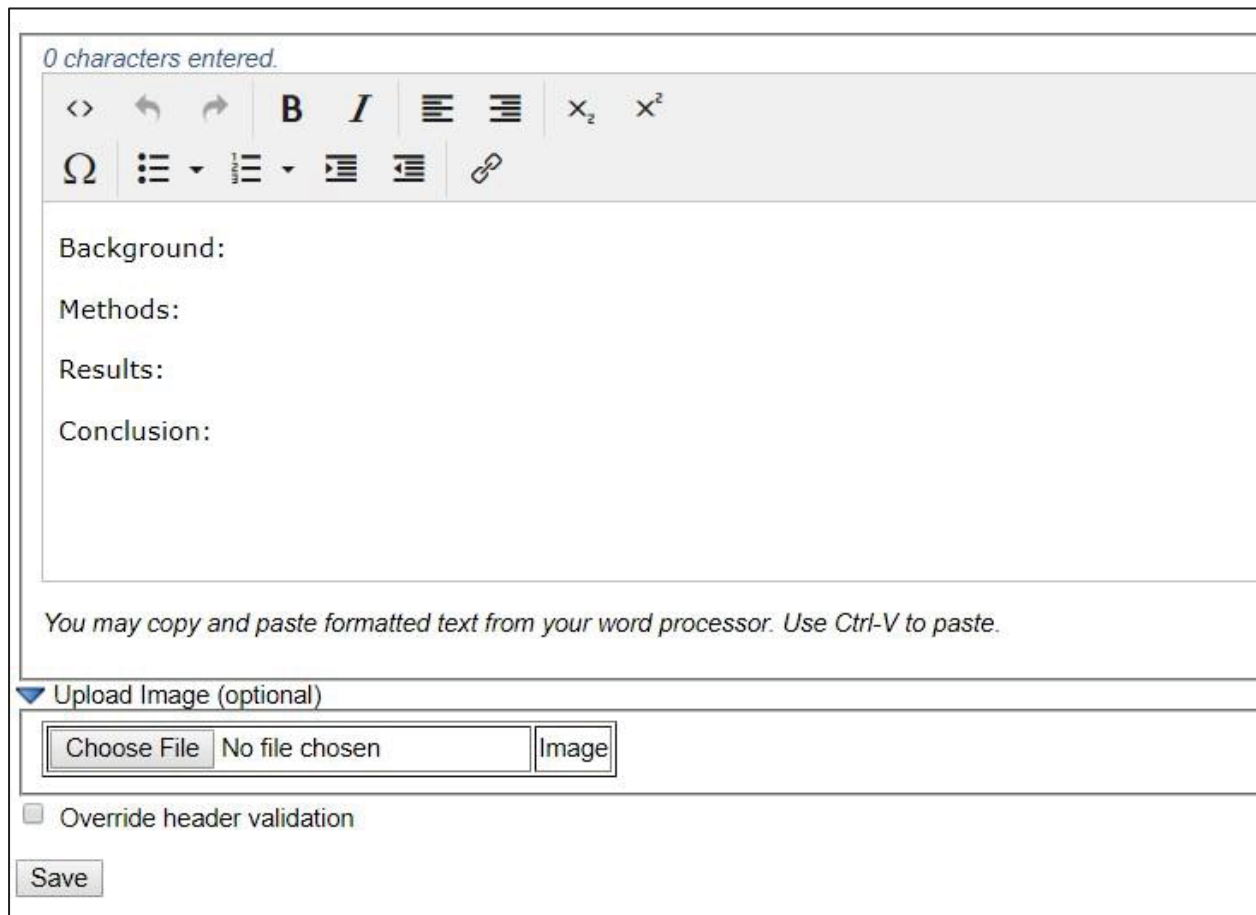
In this step, you will enter the body of your abstract. You are required to complete all sections (Background, Methods, Results and Conclusion) to submit your abstract.

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 (contact information available by clicking on the box icon  next to “Abstract Submission”)



The screenshot shows a web form for submitting an abstract. At the top, it indicates "0 characters entered." Below this is a rich text editor toolbar with icons for undo, redo, bold (B), italic (I), bulleted list, numbered list, subscript (x₂), and superscript (x²). The editor area contains four sections: "Background:", "Methods:", "Results:", and "Conclusion:". Below the editor, there is a note: "You may copy and paste formatted text from your word processor. Use Ctrl-V to paste." Underneath is an "Upload Image (optional)" section with a "Choose File" button, a text box containing "No file chosen", and an "Image" button. At the bottom left, there is an unchecked checkbox labeled "Override header validation" and a "Save" button.

Click the **SAVE** button located at the bottom of the screen to proceed to the next step.

Step 6: Payment

When your work is complete, please proceed to the Payment Step. We recommend that you finalize your work before proceeding to this step. As a reminder, you can view a summary of your entire submission at any time by clicking “View Submission” in the box icon  next to “Abstract Submission”

The abstract fee in 2022 is **\$70 (USD)**. You will be asked to provide standard credit card information. Your payment will be processed by AASLD.

Once payment has been submitted, you will be automatically emailed a payment confirmation/receipt and a separate email with a link to re-access your abstract once you have confirmed your submission.

That’s it – you have successfully completed your submission!