



ASES Abstract Submission Guidelines

You will need an ASES Customer ID# to log into the system. If you are not a member of ASES, or if you have never attended an ASES meeting, please email ASES (ases@aaos.org) with your full name, mailing address, phone number, and an email address and we will email you back with a customer ID#. **Please Note:** Only ASES members may submit abstracts for the ASES Annual Meeting.

We require ELECTRONIC SUBMISSION of your abstract. You may include table(s) and or graphic(s) as needed.

All online submissions must include:

- 1. Financial Disclosure is required for each author.**
- 2. Submitter:** If you are an AAOS member, and your disclosure is up-to-date in the AAOS database, you will automatically enter the abstract submission process. If your disclosure is not current, you will be directed to the AAOS website to update your disclosure information. If you are not an AAOS member, you will be directed to the AAOS disclosure database to submit disclosure information. After your disclosure is current, you may begin the abstract submission process.
- 3. Presenter Information:** You will be asked if you, or if someone other than you, are the presenter (via radio buttons). If you select yourself, your name will automatically be populated (as the Presenter) to the list of authors for your submission. You will be able to add the other co-authors on the second page of the submission process.
- 4. Adding Authors/Co-Authors:** After answering some basic questions with regards to your submission on the first page of the electronic process, you will advance to the second page where you can add your authors/co-authors. You must have the last name and email address for every co-author on your abstract. When you get to the step of entering your co-authors, you will be asked to search by last name. If you find your co-author in the system, you will see their name populate to your screen. If an author other than yourself will be the presenter, please select "Select as the Presenter" which you will see in the left hand column. If they are not the presenter, please select the "Select this Co-Author" option. Please see below:

Status: Pending: Abstract file(s)
Disclosure status will be refreshed when you select Step 2: Co-authors

No Co-author

Be sure to indicate which co-author is the presenter of the abstract.
Note: If you add a presenter, the current presenter will be deleted from your abstract submission.
* - Required Entry.

Search for Presenter or Co-authors

* Last Name: gauthier
First Name: stella
Email Address:

Can't find your coauthor? [Add >](#)

Select as the Presenter also	Select this Co-Author	Stella Gauthier (Rosemont, IL)
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Callout boxes:
- "Select if the author is a co-author." points to the "Select this Co-Author" link.
- "Select if the author is the Presenter." points to the "Select as the Presenter" link.

Please Note: You **MUST** have an author on the list noted as being a “Presenter”. If you do not, you will not be able to advance to the final page to upload your abstract. Please see below:

You **must** have an author appear to this list as the “Presenter” or you will not be able to advance to the next page.

The screenshot shows a web interface for abstract submission. At the top, it says "Status: Pending: Abstract file(s)" and "Disclosure status will be refreshed when you select Step 2: Co-authors". There is a checkbox for "No Co-author" which is unchecked. Below that, it says "Be sure to indicate which co-author is the presenter of the abstract. Note: If you add a presenter, the current presenter will be deleted from your abstract submission. * - Required Entry." There is a section titled "Search for Presenter or Co-authors" with input fields for "Last Name", "First Name", and "Email Address", and a "Lookup" button. Below this is a table with columns: "#", "Co-author or Presenter", "Disclosure", and "Action". The table contains one entry: "# 1", "Stella Gauthier (Rosemont, IL) (Presenter)", "Current", and "Remove". A red arrow points from the text box on the left to the "Remove" link in the table. At the bottom of the form, it says "Co-author step completed".

If one of your co-authors is not in the AAOS database, click on “Add” next to “Can’t find your co-author?”. From here, you will be asked to enter contact information for them (you **must** have their email address). Once you have submitted your co-authors, you will be able to review the list to see their disclosure status. If you notice someone’s disclosure is “Not-Current” or “None”, you can click on “Send an Email Reminder” and an email will be generated requesting that they submit current disclosure information.

- 5. Uploading Abstracts:** Once you have completed the author/co-author steps, you will then be brought to the abstract upload page. Here, you are required to upload both a blind and full version of your abstract. (Blind = No Authors/Co-Authors or Institutions; Full = All Authors/Co- Authors and Institutions). **Please Note:** On this page, your abstract number is listed. **Please be sure to include this number at the top of both the blind and full versions of your abstract prior to uploading.** Once you have uploaded both versions of your abstract, you should see a link to each version listed on the screen along with a “Thank You” message. **You will NOT receive a confirmation email after uploading your abstract.** The best way to be sure your abstract was submitted and that it is complete, is to check the ‘Status’. You will see a “Return to Main Menu” link toward the bottom right-hand side of the abstract upload page. Once on the Main Menu page, you will see that the ‘Status’ will say: “Complete” or “Pending”. If “Pending”, it will state why it is pending (missing abstract files or disclosure information).

Please see the following information regarding the content of your abstract:

1. References: Please omit any reference to authorship and/or institution within the body of the abstract.
2. Length: Please submit a Microsoft Word document. We do not have a word limit for our abstracts. However, we request that the final abstract not exceed one page in length. You may include table(s) and or graphic(s) as needed.
3. Font: Standard Times New Roman font, type size 10pt.
4. Format: Abstract should be single spaced with a 1 inch margin both on the top and bottom as well as the left and right sides. Note: Each abstract is assigned a number. Please be sure to include this number at the top of your abstract.

Please contact the ASES office with any questions at ases@aaos.org.

Thank you.