How to use the ACRO online abstract submission system

**Note 1:** Abstract submission deadline is 11:59 pm Eastern Time, October 31, 2018

**Note 2:** There will be two 1-hour oral paper sessions. If you are not selected for an oral presentation, you will still be eligible for poster presentation.

**Note 3:** The top 6 abstracts NOT selected for oral presentation submitted by residents or fellows will be selected for a formal poster walk/discussion on Saturday.

1. Submitting an abstract

A. Important Information: please read before trying to enter the system

1. For each abstract you submit (for both oral and poster presentation), you **MUST use the online submission system** and it must be entered in the text field available. A Word document abstract sent by email will not be accepted. It is advisable to create the abstract first in Word on the hard drive of your PC, then ‘cut and paste’ the full abstract into the field of the submission form.

2. If you are submitting more than one abstract, you can use the same email address and password for each abstract.

3. Abstracts are required for all papers (oral and poster) and **MUST be submitted using the text field in the application system.**

4. Each abstract **must NOT exceed 450 words** (including references). If you try to submit more than 450 words, the system will notify you that you have exceeded the limit and will only accept the first 450 words. **The title does not count against the 450-word limit; however, tables you enter do count against the limit.**

5. Please use the standard scientific format of Purpose, Methodology, Results, Conclusions, and no more than 4 references.

6. If the abstract has been submitted for another meeting (e.g., ASTRO) and has been accepted, it will not be acceptable for ACRO. If the abstract was rejected or has been amended with new information since a previous presentation, it will be acceptable.

B. The Submission Process

1. To ensure that ACRO’s CME co-sponsor meets ACCME standards for full disclosure of any commercial conflicts of interest, you will be required to answer one question with Yes/No response options. If this question is not answered, the abstract will not be accepted by the system. Independent of your response, presenters of abstracts selected for oral presentation are required to complete a disclosure form.

2. To log in as a registered submitter (NOT a NEW submitter), enter your email address and the password you chose when you registered with the system.
3. When you click the “log in” button, you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you want to amend a previous submission in the system, you should click the following link on the screen: “Amend a Previous Submission.”

4. Submitting an abstract is a multi-step process. Each step asks several questions:

   - Step 1: Enter the title in the Title field on the submission form, but do NOT use all uppercase letters for the title. Cut and paste the body of the abstract into the provided field, with no more than 450 words (including references). The title does not count against the 450-word limit. Please note that some scientific symbols may not paste correctly into the form and so you may have to write the name of the symbol in full, for example “beta” instead of β. Remember, what you submit will be printed as is; so please have another colleague proofread your final abstract before cutting and pasting it into the system and submitting it.

   - All steps: some questions are marked “Required”. We cannot accept your abstract until these questions have been answered.

   - All steps: if you do not know the answer to a question, you can skip the question and return on a later occasion to complete it.

   - Final step: once you have completed this step, click the “Submit” button. If you have answered all the mandatory questions, including those related to Conflict of Interest, your abstract will be assigned a reference number and you will receive an email confirming that your abstract was successfully submitted. If you have not answered all the mandatory questions, your abstract will be held in temporary storage until you complete all questions.

2. Amending a submission

If you wish to change your answers to some of the questions on the submission form, or even to change the abstract itself before the deadline of October 31, you will need to:

   - Log in to the submission system and click the button that says, “Amend a Previous Submission”.

   - You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.

   - The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously. You don’t have to change an answer if you don’t want to.

   - If you want to change your abstract, either edit it directly OR delete the abstract in the system and cut and paste the updated version as you did initially. If you don’t want to change the abstract, just press “Submit” to bypass this step.

   - When you reach the final step and press “Submit,” you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

3. Withdrawing an abstract or problems

If you wish to withdraw an abstract, or if you have problems submitting an abstract, please contact info@acro.org or 301-718-6515.