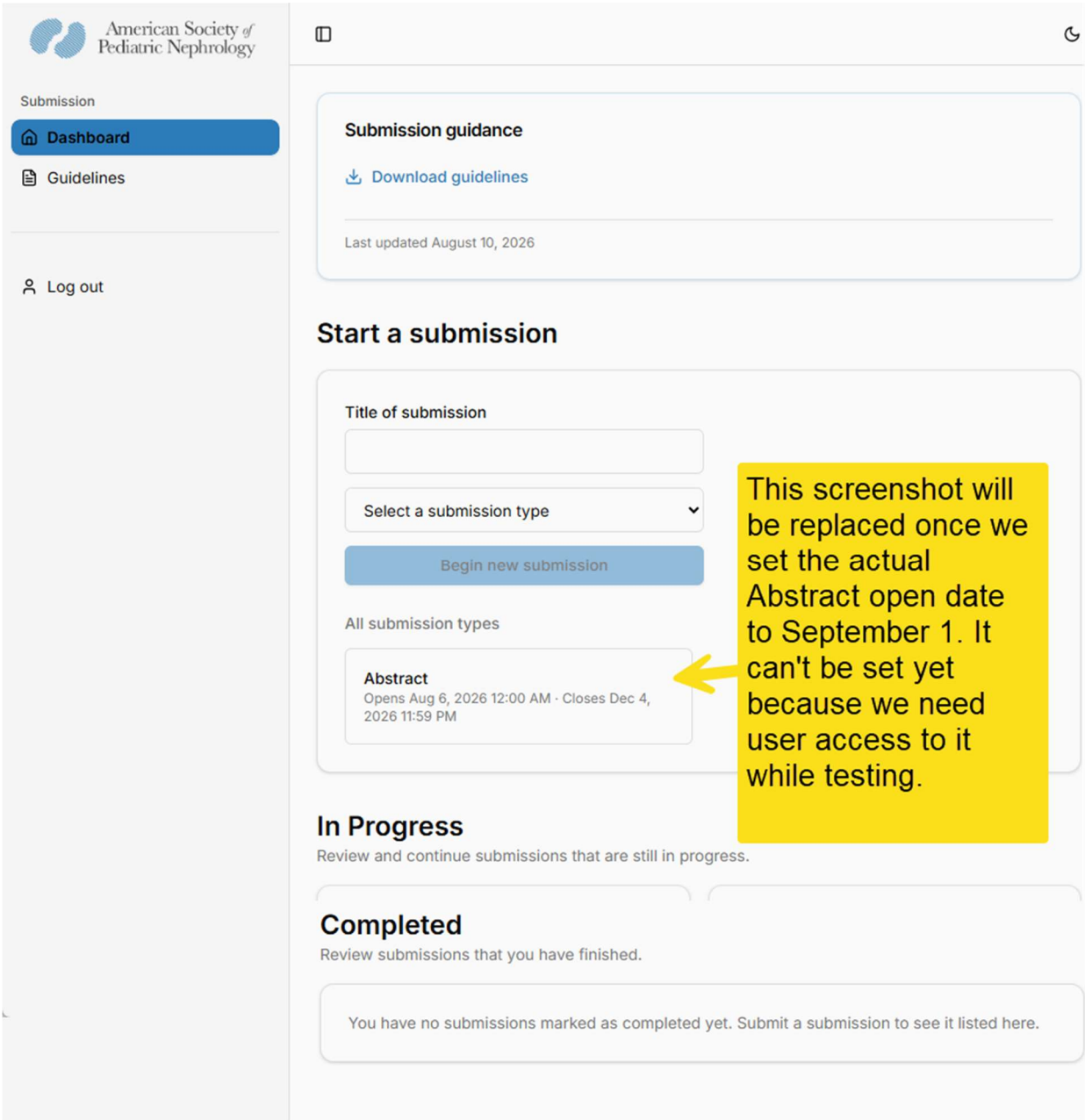


ASPN SUBMISSION INSTRUCTIONS

After logging in to the Abstract portal, you will have a dashboard that reflects your current submission status.



The screenshot shows the ASPN Submission Instructions dashboard. On the left is a sidebar with the ASPN logo and navigation links: Submission, Dashboard (highlighted), Guidelines, and Log out. The main content area is titled 'Submission guidance' and includes a 'Download guidelines' link and a note that it was last updated on August 10, 2026. Below this is the 'Start a submission' section, which contains a form for entering the title and selecting a submission type, followed by a 'Begin new submission' button. Underneath the button is a list of 'All submission types', with 'Abstract' selected and showing dates: 'Opens Aug 6, 2026 12:00 AM - Closes Dec 4, 2026 11:59 PM'. A yellow callout box with an arrow points to the 'Abstract' entry, stating: 'This screenshot will be replaced once we set the actual Abstract open date to September 1. It can't be set yet because we need user access to it while testing.' Below the 'Start a submission' section are two more sections: 'In Progress' (with a sub-header 'Review and continue submissions that are still in progress.') and 'Completed' (with a sub-header 'Review submissions that you have finished.'). The 'Completed' section contains a message: 'You have no submissions marked as completed yet. Submit a submission to see it listed here.'

Submission guidance

[Download guidelines](#)

Last updated August 10, 2026

Start a submission

Title of submission

Select a submission type

Begin new submission

All submission types

Abstract
Opens Aug 6, 2026 12:00 AM - Closes Dec 4, 2026 11:59 PM

This screenshot will be replaced once we set the actual Abstract open date to September 1. It can't be set yet because we need user access to it while testing.

In Progress

Review and continue submissions that are still in progress.

Completed

Review submissions that you have finished.

You have no submissions marked as completed yet. Submit a submission to see it listed here.

SUBMISSION STEPS

1. Review the guidelines if you have not already done so.
2. Log in to the [Abstract portal](#).
3. To Start a new submission, in the **Start a Submission** section, enter **Title of submission** and the **Submission type** (Options are Research Abstract or Clinical Case Report). Then select the **Begin new submission** button.
4. To add or edit your submission content, select your submission in the **In Progress** section and click the Continue button.
5. Add or edit Authors by selecting the Manage link in the Add/Edit Authors section.
6. Select Open in the Submission Info section and provide your submission content.
7. Before submitting review all your content and uploads for accuracy and adherence to the guidelines.
8. When ready to submit, from your Dashboard, scroll down and select the Pay & Submit button.
9. You will receive an email confirmation with information regarding the next steps. (CONFIRM details of email.)

★ *For more detailed information on the above submission steps, refer to the below Starting and Managing Submissions section.*

NAVIGATING THE ABSTRACT PORTAL

ABOUT RETURNING TO A PREVIOUS PAGE

Once you start clicking on the submission area features, you will always see a link/button that takes you back to where you came from. For example, you may see Return to Dashboard or Return to submission overview. Likewise, you can also select the back button on your browser. However, you should always save any changes you wish to save before going back to a previous page.

SIDEBAR/SUBMISSION MENU OPTIONS

The submission menu is accessible from every page in the portal, whether it's hidden or showing you can quickly get back to the main dashboard and to an onscreen display of the guidelines.

- **Dashboard** – This will reflect the current status of your submission and you will be able to manage your submissions and pay once all submission requirements are met.
- **Guidelines** – This is an on-screen display of the Abstract Guidelines, as opposed to the downloadable feature located on the same page in the first section of the dashboard.

MAIN SECTIONS OF THE DASHBOARD

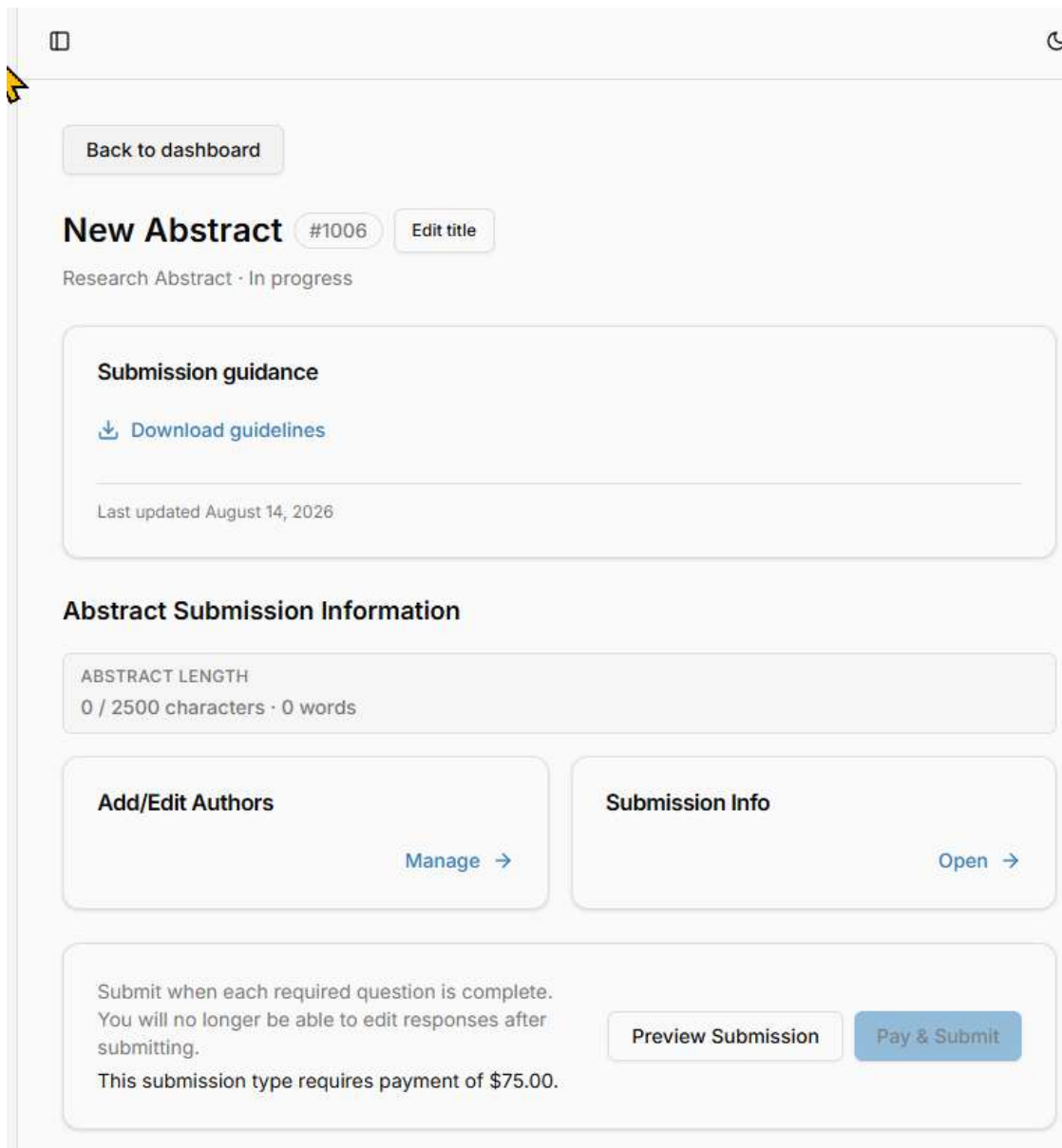
- **Submission guidance** – Access to download guidelines.
- **Submission menu** – Left sidebar menu

- **Start a submission** – To create a new submission.
- **In Progress** – Where all your submission content is added and edited.
- **Completed** – Your submission will be displayed in this section after you have submitted and paid the fee.

★ See image reference on page 1. (Connie, it might be better to add the image here too. Let me know what you think.

MAIN SECTIONS OF EACH INDIVIDUAL SUBMISSION

- **Submission guidance** – Access to download guidelines.
- **Abstract Submission Information**
 - **Add/Edit Authors** – where you add/edit authors for the selected submission.
 - **Submission Info** – Where you edit the content for the selected submission.
- **Payment & Submit** - The \$75 fee is tied to the individual abstract. To pay the fee you would need to select the applicable submission title in the “**In Progress**” section of your dashboard and select the **Continue** button.



Back to dashboard

New Abstract

#1006 [Edit title](#)

Research Abstract · In progress

Submission guidance

[Download guidelines](#)

Last updated August 14, 2026

Abstract Submission Information

ABSTRACT LENGTH
0 / 2500 characters · 0 words

Add/Edit Authors

[Manage](#) →

Submission Info

[Open](#) →

Submit when each required question is complete.
You will no longer be able to edit responses after submitting.
This submission type requires payment of \$75.00.

[Preview Submission](#) [Pay & Submit](#)

STARTING & MANAGING YOUR SUBMISSION(S) DETAILS

- **Submission Guidance** – This is a downloadable pdf of the Abstract Guidelines. If you want to see an onscreen version, select the left side menu Guidelines option.
- **Start a Submission** – To start a submission, enter a Title and use the drop down to select the submission type. The **Begin new submission** will then be selectable and you will be able to create your submission. Once Submission is created, it can't be deleted, but it can be edited. See additional details below about editing your submission.
- **In Progress** – This section is to review and edit your submission. You will be able to add authors, upload files, and add all your abstract information.

In Progress

Review and continue submissions that are still in progress.

My Abstract Title #1004

Abstract

Updated Aug 11, 2026

[Continue](#)

To edit your abstract, start by selecting Continue

➤ **Editing a Submission (including a new submission just created)**

★ *If it is before the deadline and submission, you can edit.*

If you have not yet submitted, locate your abstract title under In Progress, select Continue and edit as needed the Title, Authors, and/or Submission Information.

If you have submitted and paid, you will find your abstract in the Completed section of the dashboard.

Deleting a Submission, you cannot delete a submission once created. If you wish to change it, you can edit what you have already added, including the title.

Adding Authors

Select your abstract Continue button above.

Then select Manage under Abstract Submission Information

Abstract Submission Information

Add/Edit Authors

[Manage →](#)

Submission Info

[Complete](#)

[Open →](#)

You can add authors and change the order of authors. You cannot remove the main author (the person who creates the submission)

Back to submission overview

Submission guidance
[Download guidelines](#)
 Last updated August 10, 2026

My Abstract Title
 Abstract · In progress

Total authors: 1 Author limit: No limit Editing status: Open

Submission authors
 Drag and drop to reorder authors. Add or edit authors as needed.

Add Author

Author	Email	Organization	Actions
⋮ Main			Edit Remove

drag and drop name to change order

Author creating submission is the Main author. The display will display the main author first. Additional authors can be added and set to be the presenting author

When adding authors, you will need to provide the required information (red *):

Add author

First name * Last name *

Degrees Email *

Organization * Professional Status *

Is this author the presenting author? *

☐ Yes
☐ No

Career Level *
☐ Professor
☐ Associate Professor
☐ Assistant Professor
☐ Instructor
☐ Trainee - Fellow
☐ Trainee - Resident
☐ Trainee - Medical Student
☐ Trainee - Undergraduate Student
☐ Trainee - other Student

Cancel Create

Adding and editing submission content

From the Dashboard, go to the In Progress section and select the abstract you wish to add or edit information.

Then select to Open the Submission Info.

Abstract Submission Information

Add/Edit Authors Manage →	Submission Info Complete Open →
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Once you open, you will see all the sections that are a part of the abstract submission type you selected when you created your submission.



[Back to submission overview](#)

SUBMISSION INFO

Abstract

Submission guidance

[Download guidelines](#)

Last updated August 10, 2026

Abstract title

REQUIRED

Your title can be edited here as well as edited from the main dashboard.

My Abstract Title