

Frequently Asked Questions for Online Abstract Submission

Call for Abstract Deadline: Monday, August 28, 2017

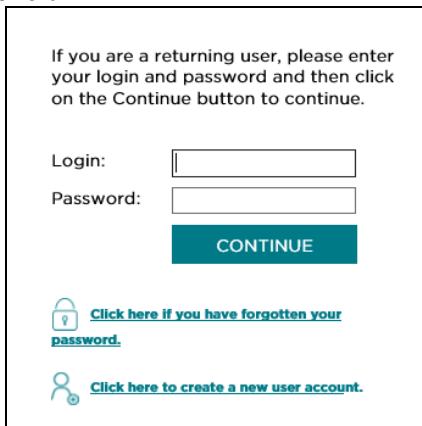
1. I do not remember my login and password from last year.

First-time users to the system will have to [create a new user account](#) from the link on the login screen.

Please note - your ORS member login is separate from the abstract submission login.

Once you have created an account, returning users to this site will enter your existing Login and Password to access the site.

If you do not remember your password when returning to the site, click link "Click here if you have forgotten your password."



2. Why is ORS charging to submit an abstract?

The \$35.00 fee will help the ORS to offset the expense of the online abstract submission system, while keeping the cost to the authors at a nominal amount.

3. Will I be charged to edit my abstract after the August 28 deadline?

No, you will only be charged on the initial submission. Once you have submitted the abstract you can make edits until the close of the system on August 28.

4. Abstract Format

- First write your abstract in Microsoft Word using Times New Roman, 8-point font, 0.75" margins on all sides, following the ORS Formatting Guidelines (download from website.) A template is available to create your abstract (download from website.)
- Next save the file as a PDF. PDF documents of accepted abstracts will be used on the ORS online abstract search, on the mobile app and flash drives.

- Be sure that all text (including title, authors and institutions, disclosures, images and tables fit onto one page. A maximum of 3 images and/or tables are allowed per abstract.
- Once you have the one-page abstract, you can complete the online submission by copying and pasting the body of the abstract in the online submission pages. **Please Note:** We recommend NOT copying and pasting your title and/or abstract content from a PDF document, this can bring in hidden code and line breaks. Copy and paste from a plain text document or type directly into the box.
- Complete ALL steps of the online submission.
- Be sure to upload images supporting your abstract.
- Upload the PDF of your complete abstract.
- Once you complete all the steps in the online submission and submit payment, you will receive a green message and check mark on the “Review My Work” screen indicating “Your submission is COMPLETE.”
- Acceptance notices will be sent to authors November 8, 2017.

5. Images or Tables – is there a separate screen to upload?

Images and Tables are added under the “Abstract” section: “Create Table” “Add an Image”



7. How do I add a caption to an image?

Add a caption to figure before saving the image. Please read the instructions for files size, height and width limit on the submission site.

8. Can I group figures into one image?

Yes, you can group 2, 3, figures into one image. Please read the instructions for files size, height and width limit on the submission site.

9. My table when created online is too large.

Create your table offline, convert to image, add caption, and upload the file.

10. Can I submit more than one abstract with my name as the presenting author?

There are no restrictions on the number of abstracts you may submit or present. However, no two abstracts and/or presentations that share one or more authors may overlap significantly in content.

11. Can I submit an abstract that has been accepted for publication or previously presented?

No, work which has been previously published, accepted for publication or has been previously presented prior to submitting to the ORS 2018 Annual Meeting is not acceptable for submission. Any abstract that will be presented prior to the ORS 2018 Meeting is not acceptable for submission.

12. Can you make a change to my abstract for me?

The OASIS online system allows authors to login and edit their abstract through the deadline on August 28, 2017. ORS staff cannot make edits to abstracts.

13. Can I send the ORS my abstract for submission?

No, all abstracts must be submitted using the online submission by the author, completing all steps in the online process.

14. When will the abstracts be available online or first date of publication?

Abstracts will be available online on or about February 23, 2018.

15. Can I print a proof of my abstract that was submitted?

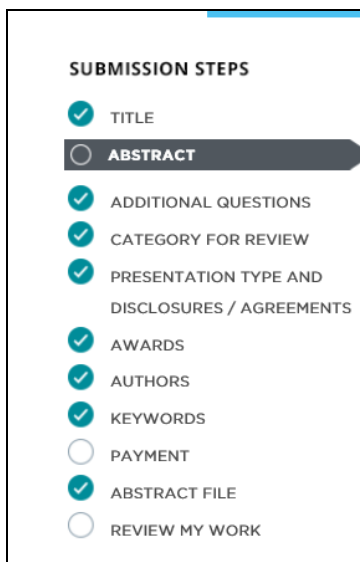
Be sure to print a copy of your submitted abstract from the "Review My Work" screen.

16. Can I get an e-mail confirmation that my abstract was submitted?

Yes, go to the "Review My Work" page of the submission site. Scroll to the bottom of the page and click on the link to send an e-mail to yourself and your co-authors.

17. Can I get a receipt for the \$35.00 abstract submission fee?

Yes, go to the payment page of the submission site and click the link at the top of that page to print a receipt.



If you are having questions or problems submitting, please contact the ORS office for general inquiries by e-mail: orsabstracts@ors.org or phone: 847-823-5770.

For Technical Support please contact OASIS Helpdesk. Link found at the bottom of the submission site pages.