

Thank you for your interest in submitting an abstract for the upcoming Scientific Session. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the abstract process or the use of the submission site, please call 310-424-3326 and ask to speak to Dan Berlant (x118) or Jason Levine (x100). You may also email abstracts@nasbs.org with your questions and comments.

The abstract submission system includes the following features:

User Accounts:

All users must register to use the system. All abstracts submitted by an account can be viewed and managed from the account. Abstracts may be edited or deleted without having to contact the NASBS office.

Save for Later:

If you need to leave before finishing a submission, simply logout and log back in later. Your abstract will be saved at the last point you saved data.

Improved Support for Special Characters, Images, and Table:

Most of the standard ASCII character set can be copied from your word processor and into the abstract text. Abstracts may now contain formatting, multiple images and tables, and improved scientific character recognition.

IMPORTANT DATE:

**THE SUBMISSION DEADLINE FOR
ALL ABSTRACTS AND VIDEOS IS
JULY 26, 2024
5:00 PM EDT**

(The deadline will not be extended and no late submissions will be accepted!)

Table of Contents:

1. [Accessing the Abstract Submission Site](#)
 - a. [Technical Requirements](#)
2. [Creating a New Account](#)
3. [Logging In](#)
 - a. [Resetting a Forgotten Password](#)
4. [The Main Menu – First Login](#)
 - a. [Changing the Automatically Generated Password](#)
5. Submitting a New Abstract
 - a. [Step 1 – Contact Information](#)
 - b. [Step 2 – Abstract Title, Authors and Institutions](#)
 - c. [Step 3 – Topic](#)
 - d. [Step 4 – Type and Financial Disclosure](#)
 - e. [Step 5 – Edit your Abstract Content](#)
 - i. Text Only
 - ii. With Image
 - iii. With Data Table
 - iv. Include Video
 - v. Review and Accept Terms
 - f. Confirmation
6. Abstract Management
 - a. [The Main Menu – After Submission](#)
 - b. [Abstracts that Will Be Considered for Presentation](#)
 - c. [Editing an Abstract](#)
 - d. [Deleting an Abstract](#)

Part 1 – Accessing the Abstract Submission Site

To access the abstract submission site, please go to the following page:

https://www.nasbs.org/future_meetings/abstracts/

On that page, you will see a link to access the abstract submission site. Please follow that link after reading the instructions on the NASBS site.

After following the link you should see a page similar to the following:

Abstract Submission and Management

Welcome to the online abstract/video submission site for the
2025 NASBS 34th Annual Meeting and 9th World Congress of the World Federation of Skull Base Societies

The 2025 NASBS 34th Annual Meeting and 9th World Congress of the World Federation of Skull Base Societies will be held
February 13-16, 2025
Sheraton
New Orleans, LA

Submission Deadline:
Friday, July 26, 2024
5:00 PM (Eastern Daylight Time)

This year, in addition to written abstracts, NASBS will also welcome the submission of surgical videos through the abstract process. Both, open and endoscopic approach videos will be considered. Videos will be reviewed for quality of the video, narration (must be in English), content, teaching value and overall interest to our audience. The video must be structured with a brief narrated slide show (no more than 3 slides) of the relevant clinical information, preoperative clinical imaging, a step-by-step narrated surgical video with the most important technical aspects of the case and post-operative imaging if relevant. The total length of the video should be no more than 6 minutes.

There is a 500-word limit and four (4)-image limit for written abstracts and a 75-word limit for video abstracts. No reference to the authors or the institution should appear within the body of the abstract or in the abstract title.

Important Notice: The following Abstract/Video Submission Policies will be firmly enforced:

- **No Previously Published Submission:** The abstract/video submitted must present original work that has not and will not be published or presented prior to the 2024 NASBS 33rd Annual Meeting.
- **No Dual Submissions:** The abstract/video must not have been submitted to any other upcoming meetings.
- **No Previously Presented Data:** All abstracts/videos must be new and original content OR include at least 50% new data if previously presented at a meeting.
- There is no limit to the number of abstracts/videos you may submit, but **you may not submit a video abstract and a written abstract on the same study/data set.** You must select either a written abstract submission or a video abstract submission.
- Abstracts/videos can be edited until the submission site closes. After the submission site closes and the abstracts/videos go into review, the content of the abstracts/videos may not be edited in any way. Please **make sure to proof read and double check your abstracts/videos before submission.** In addition, NASBS cannot update the content/text of your abstract/video to include new/updated data after acceptance notifications, although you will be allowed to include these updated findings in your actual presentation.

Written Abstract Submissions

- The word limit for written abstract submissions is **500-words** (not including title and authors).
- Up to four (4) images are allowed with written abstract submissions. Images must be no larger than 1MB in file size, and no larger than 900 pixels wide by 900 pixels high.
- Tables may be included in the abstract submission but will go against the abstract's 500-word limit.
- No reference to the authors or the institution should appear within the body of the abstract or in the abstract title.
- Videos may not be submitted with a written abstract.

Video Abstract Submissions

- The Maximum length for submitted videos is Six (6) Minutes. **NASBS is not accepting 3D video submissions.** If your video is accepted for presentation at the 2024 NASBS meeting, you will be required to bring a final copy of your video with you to the meeting.
- A short (**75-word maximum**) written description of your video should be included when submitting your video abstract.
- Images and tables should not be included in the short written description when submitting a video abstract.
- Videos must have narration in English. Without narration, it will not be considered.
- The video must be structured with a brief narrated slide show (no more than 3 slides) of the relevant clinical information, preoperative clinical imaging, a step-by-step narrated surgical video with the most important technical aspects of the case and post-operative imaging if relevant.
- Your video should not contain any reference to the authors or the institution in the video and does not list authors or institutions on the title slide to allow for blinded review.
- Videos may not include advertisement or promotion of products.
- DO NOT include any music and DO NOT include any video clips or other materials/media copyrighted by any entity other than yourself

NOTE: NASBS declares that no employees/owners of an ineligible company may present in NASBS CME accredited sessions. This policy is applicable to abstract authors and presenters.

Please visit the following web page for other rules, guidelines, instructions and the NASBS Policy on Owner/Employees of Ineligible Companies:
www.nasbs.org/future_meetings/abstracts/

Please visit the following web page for other rules, guidelines, and instructions:

www.nasbs.org/future_meetings/abstracts/

All submitters **MUST** create a new account to submit an abstract. Accounts created in the past submission run will no longer work. (The link to create a new account is below the login box).

Login

User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="submit" value="Submit"/>	

- Attention:
- Need to create an account? [Click here](#)
 - Forgot your password? [Click here](#)

For technical assistance, please call (310) 424-3326 x118 or Email abstracts@nasbs.org

This is the entry page for the abstract software. **ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. You must create a new account for 2024/2025 (you may use the previous username and password).** The link to create an account is found just below the login box.

Part 1a – Technical Requirements

We have tested the software with multiple browsers and operating systems. Please use one of the following to access the abstract submission system.

Browsers:

Windows:

MS Internet Explorer 9 or newer

Current versions of:

- Firefox
- Chrome

Macintosh:

Current versions of:

- Safari
- Firefox
- Chrome

Mobile Devices:

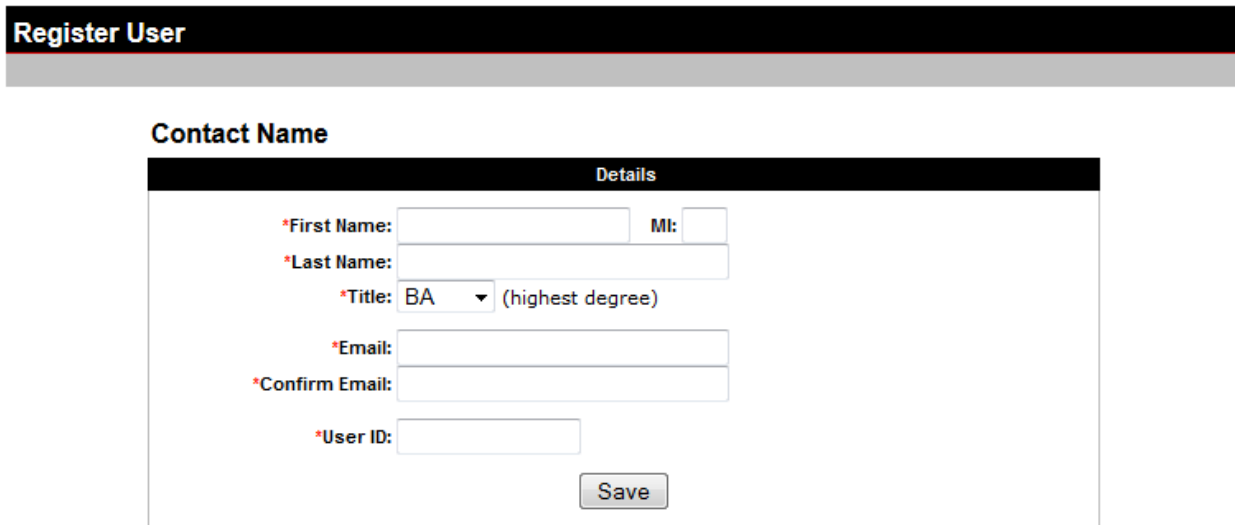
We do not currently support mobile browsers

Screen Resolution:

We recommend setting your screen resolution to **AT LEAST** 800x600 pixels. Users with a screen resolution of 640x480 pixels will have a hard time navigating the site. What you see will vary depending on your computer and browser settings.

Part 2 – Creating a New Account

You must create an account before you can submit abstracts for this meeting. Each user account can submit an unlimited number of abstracts. If your institution is planning on submitting multiple abstracts, it may be to your benefit to coordinate all submissions under one account for easier management. Once you have clicked on the link to create a new account (from [Part 1](#)), you will see the following screen:



The screenshot shows a web form titled "Register User" with a sub-section "Contact Name". The form fields are as follows:

- *First Name: MI:
- *Last Name:
- *Title: BA (highest degree) [dropdown menu]
- *Email:
- *Confirm Email:
- *User ID:

A "Save" button is located at the bottom right of the form.

Please fill out this form completely, as all fields (except Middle Initial) are required. This is the main Contact Name for the entire account. Individual abstracts can have a different contact name if desired.

You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you whitelist @submitmyabstract.com email addresses in your spam filter to prevent the message from being blocked. Passwords are automatically generated and emailed to verify the email address. This step is necessary because we will be conducting communications almost entirely by email. After submitting the above form, you should receive the password by email within 5 minutes. If no email is received after 10 minutes, please contact the [NASBS Office](#) for assistance.

Part 3 – Logging In

By now, you have created an account using the form from [Part 2](#) and you have received your password by email to the address you provided. The randomly generated password will look something like this:

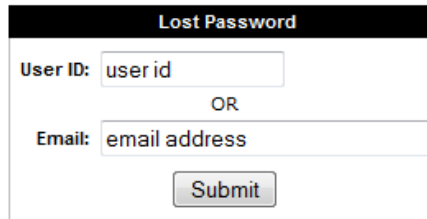
6TZldrK3S2

Follow the link in the email to go back to the abstract site login screen and enter the User ID you created into the User ID box (see below). The passwords **ARE CASE SENSITIVE**, so you must enter capital and lowercase letters exactly as shown in the email. ***We suggest that you copy and paste the password from the email into the login box.*** Once you have entered your User ID and password, click the **Submit** button to log in.

Part3a – Resetting a Forgotten Password

Upon clicking the “**Forgot your password? Click here**” link on the login screen, you will be taken to the password reset screen:

Abstract Submission and Management



The screenshot shows a web form titled "Lost Password". It features two input fields: "User ID: user id" and "Email: email address", with the word "OR" centered between them. A "Submit" button is located at the bottom of the form.

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the [NASBS office](#) for technical support.

Part 4 – The Main Menu

After a successful login, you will see the following screen:



The screenshot shows the top navigation bar with the title "Abstract Submission and Management" in white on a black background. Below the title is a grey bar containing the navigation links "» Main Menu | New Abstract" on the left and "User ID: testuser | logout" on the right.

Abstracts

Display: All

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, click the **"New Abstract"** link at the top of the page ([go to Part 5](#)).



This screenshot is identical to the previous one, but a red arrow points vertically down to the "New Abstract" link in the navigation bar.

Abstracts

Display: All

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

To change the randomly generated password, **click on your user ID** at the top right of the screen ([go to Part 4a](#)).



This screenshot is identical to the previous ones, but a red arrow points vertically down to the "testuser" user ID in the navigation bar.

Abstracts

Display: All

There are currently no abstract in your inbox. Please click on "New Abstract" in the menu bar to create a new abstract.

Part 4a – Changing the Password

To change the randomly generated password to something easier to remember and type, click on your **User ID** at the top right of the main menu. You will see the following screen:

The screenshot shows the 'Abstract Submission and Management' header with navigation links: » [Main Menu](#) | [New Abstract](#) and User ID: [testuser](#) | [logout](#). Below the header is the 'Contact Name' section with a 'Details' sub-header. The form contains the following fields:

- *First Name: Test (with a small icon) MI: (empty)
- *Last Name: User
- *Title: MD (dropdown menu) (highest degree)
- *Email: abstracts@nasbs.org
- *Confirm Email: abstracts@nasbs.org
- *User ID: testuser
- *Password: (masked with dots) (8-15 alphanumeric)
- Confirm: (masked with dots)

A 'Save' button is located at the bottom of the form.

To change the password, first enter your email address in the “Confirm Email” text box and then simply enter the new password in the Password and Confirm fields and click the **Save** button. You will see a message at the top of the screen if the information was saved successfully. At that point, you can **Logout**, return to the **Main Menu** or begin a **New Abstract**.

Part 5 – Submitting a New Abstract || Step 1 – Contact Information

When you click on the **New Abstract** button at the top of the Main Menu, you are taken to the following screen:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Corresponding Author

*First Name: MI:

*Last Name:

*Degree: (Please select highest degree. This is not used in publication, simply for correspondence regarding submission)

*Address:

*City:

*State:

*Postal Code:

*Country:

*Phone:

*Cell Phone:

*Email:

All fields marked with the **red asterisk (*)** are required and may not be left blank. The system assumes that the Contact Name of the account will also be the contact for the abstract, but you may change this if you wish.

Please enter a valid postal address as well as a valid phone number and email address. Entering a fax number is optional but highly recommended.

Click the **Next** button at the bottom of the page to continue, or click the **Cancel** button to discard this abstract and return to the Main Menu.

Part 5 – Submitting a New Abstract || Step 2 – Title, Authors & Institutions

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

*Author(s):

<< Back Add Author Save & Continue >>

In accordance with ACCME regulations, the accredited provider for this activity must ensure that anyone who is in a position to control the content of the education activity has disclosed to us ALL financial relationships with any ineligible company (formerly "commercial interest" - see below for definitions). Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to mitigate the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation or note that you have nothing to disclose. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

Ineligible companies (formerly commercial interests) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.

Examples of such organizations include:

- Device manufacturers or distributors
- Pharmaceutical companies or distributors
- Bio-medical startups that have begun a governmental regulatory approval process
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products

The ACCME does not consider providers of clinical service directly to patients to be ineligible companies. (<https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>)

Length of Financial Relationships: The ACCME requires disclosure of financial relationships with ineligible companies in the 24-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. You do not need to disclose your spouse/partner's relationships.

What to Disclose: ACCME requires that individuals disclose ALL financial relationships with ineligible companies.

Enter the abstract title in the first field on this screen. The title is limited to 254 characters.

Click **Add Author** to begin adding the First (Primary) Author.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Abstract Submission: Add Author

*First Name or Initial: MI:

*Last Name:

Title(s): (separate multiples with a space, i.e. PhD RN)

Cell Phone:

Email:

*Institution:

*Training Status: Student Resident Fellow N/A

*Has this author had within the last 24 months a financial relationship with an ineligible company?
 Yes No

Enter in the author's Name, Title, Cell Phone, Email, Institution and Training Status. Then check-off if there is a financial relationship to disclose for the author.

NASBS, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. The ACCME states "the owners and employees of ineligible companies are considered to have unresolvable financial relationships and must be excluded from participating as planners or faculty, and must not be allowed to influence or control any aspect of the planning, delivery, or evaluation of accredited continuing education, except in the limited circumstances outlined in [Standard 3.2](#)." Therefore, the NASBS Conflict of Interest Committee (CIC) declares that no employees/owners of an ineligible company may present in NASBS CME accredited sessions. This policy is applicable to abstract authors and presenters.

Click [here](#) to view the ACCME's definition of ineligible company, owner and employee.

Please contact: stephanie@nasbs.org with any questions regarding NASBS Policy on Owner/Employee of Ineligible Companies.

It is at this point where you must disclose any and all relevant financial relationships with Ineligible Companies. If there is nothing to disclose, select **No**; you be taken back to the previous page where you may add more authors. If there is anything to disclose, select **Yes**; you will be taken to another page to enter your disclosure(s) and conflict of interest management strategy.

The screenshot displays the 'Abstract Submission and Management' web application. At the top, there is a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this, there is a form for 'Abstract Title'. A modal window titled 'Add Author' is open, showing a 'Disclosure: Test User' form. The form asks for information regarding compensation received, including fields for 'Company', 'What was received', and 'What was the role'. It also includes radio buttons for 'Is this relationship still currently active?'. The form has 'Back' and 'Submit' buttons.

Enter author's financial disclosure.

You will be taken to another page to add more disclosures OR finalize the disclosure entry.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Disclosure: Test User: Submitted

Would you like to submit another statement of financial disclosure for this author for a different company?
Click YES to proceed to the disclosure form. Click NO to close this window.

If you select **Yes**, you will be directed to another disclosure screen similar to that pictured above. If you select **No**, you may move on to add the next author.

Enter the rest of the Authors in the same manner; making sure the disclosure information is accurate and up to date. You may add any number of authors in any order you wish once you have completed adding the First (Primary) Author.

Click **Save & Continue** to move on to the next step or **Back** to edit the contact information. From this point forward, if you leave the site, your abstract will be saved.


Part 5 – Submitting a New Abstract || Step 3 – Topic

Abstract Submission: Type and Topic

*Type: Paper Abstract (selecting this option removes your existing video)
 Video Abstract (I will upload a video or provide a link to a video)

*Topic: (Please choose the topic below that most closely matches the topic of your abstract)
select... ▼

*Member: (Please indicate membership for Test User)
NASBS ▼

The presenter is marked as a Resident. What is their anticipated completion date?
  ▼

Student/Resident/Fellow indicates that the person is currently enrolled in medical school or in a qualified residency or fellowship program. To be considered for any special awards, you must fill out the anticipated completion date, and proof of enrollment must be sent to the NASBS office by email. Indicate the name of the medical student/resident/fellow and the title(s) of the abstracts being submitted.

Is this abstract the result of research completed under a NASBS Research Grant?
 No Yes , enter the year of the grant: -- select--- ▼

« Back Next »

Select whether this is a Written Abstract or Video Abstract being submitted.

Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Use the Member pull-down menu to select if the Presenter is a member of NASBS

If the presenter is a Student/Resident/Fellow, provide the anticipated date of completion of training.

Finally, indicate if this abstract is the result of research completed under a NASBS research grant.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

Part 5 – Submitting a New Abstract || Step 4 – Type and Financial Disclosure

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Additional Information

I would like my abstract considered for the following award:

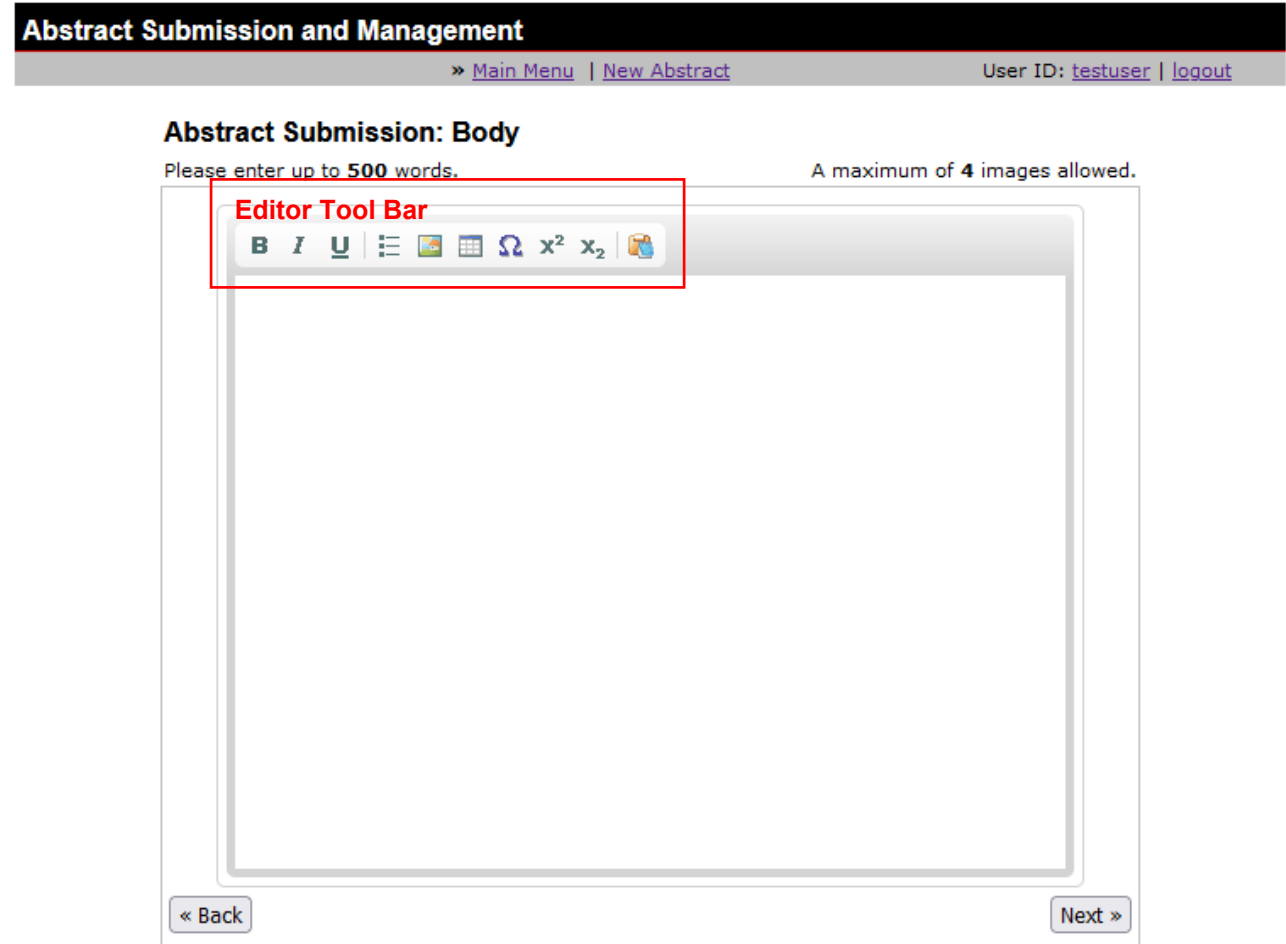
« Back Next »

Answer if you would like your abstract to be considered for an award.

Click **Next** to add and edit the body of your Abstract Summary.

Part 5 – Submitting a New Abstract || Step 5 – Edit your Abstract Content

Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.



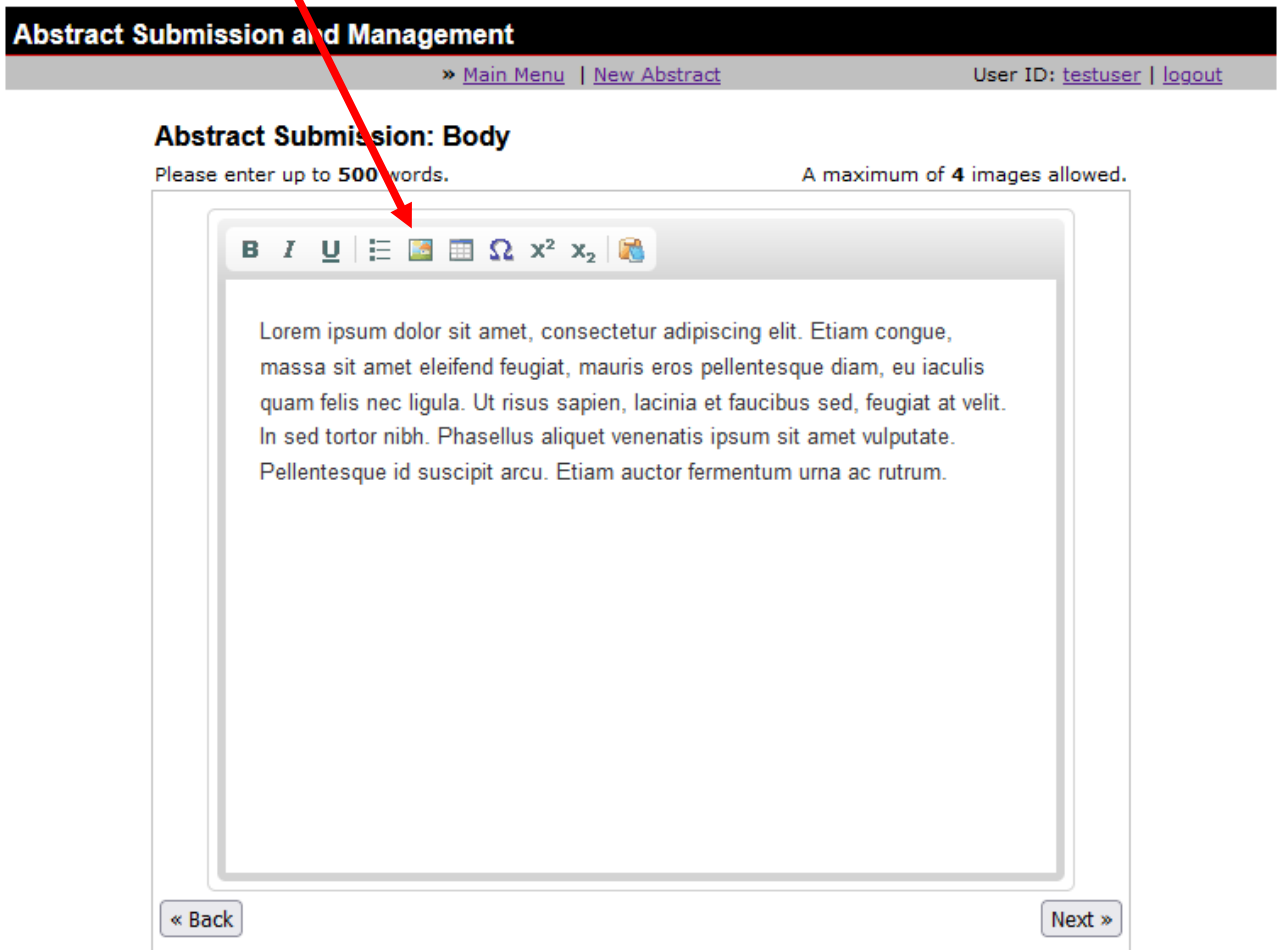
Entering Text

1. You may enter abstract text simply by typing it in the abstract box.
2. Alternatively, you may use the editor's copy & paste function
 - a. You may copy & paste from **MS Word** or paste as **Plain Text** by choosing the appropriate icon in the editor tool bar.

Please Note: Written abstracts submitted must adhere to a **500-word limitation**. This restriction will be strictly enforced via the online submission system. Video submissions must adhere to a **75-word limitation**.

Inserting an Image

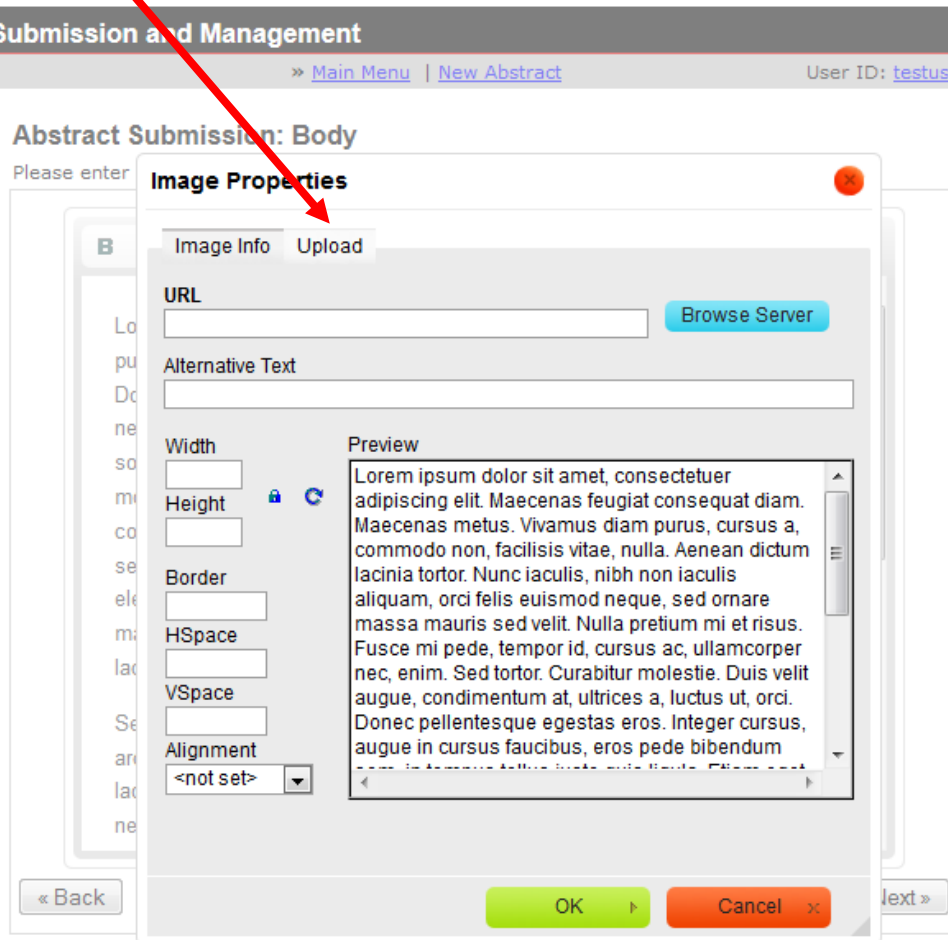
1. Select the **Image icon** from the editor tool bar



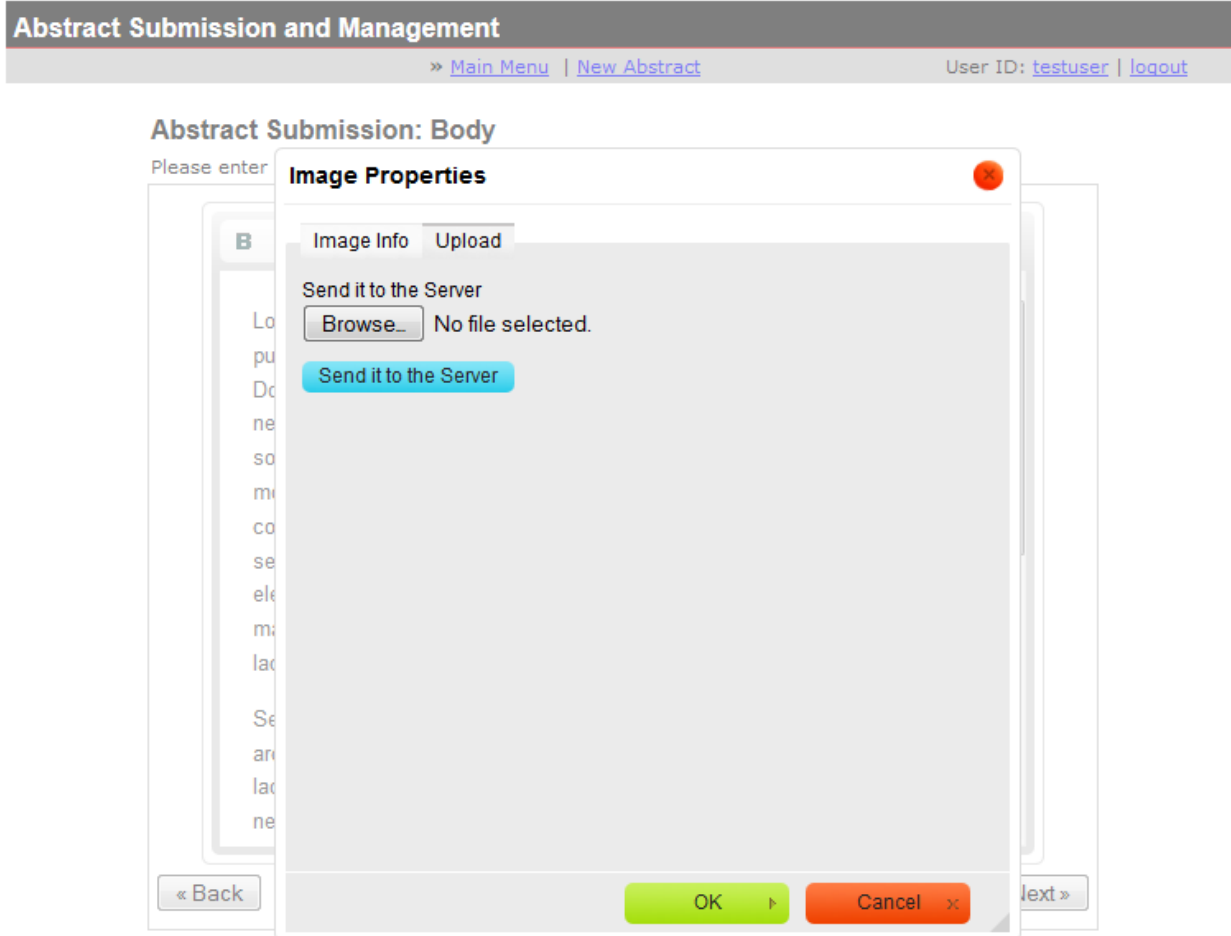
The screenshot displays the 'Abstract Submission and Management' web application. At the top, a black header contains the title 'Abstract Submission and Management'. Below it, a grey navigation bar includes links for 'Main Menu' and 'New Abstract', and the user information 'User ID: testuser | logout'. The main content area is titled 'Abstract Submission: Body' and includes instructions: 'Please enter up to 500 words.' and 'A maximum of 4 images allowed.' The central element is a rich text editor with a toolbar at the top. The toolbar contains icons for Bold (B), Italic (I), Underline (U), Bulleted List, Image, Table, Link, Superscript (x²), Subscript (x₂), and a document icon. A red arrow points to the Image icon in the toolbar. The editor's text area contains several lines of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum.' At the bottom of the editor, there are '« Back' and 'Next »' navigation buttons.

2. The Image Properties box will now appear on screen.

3. Select the **Upload** tab to upload your image.

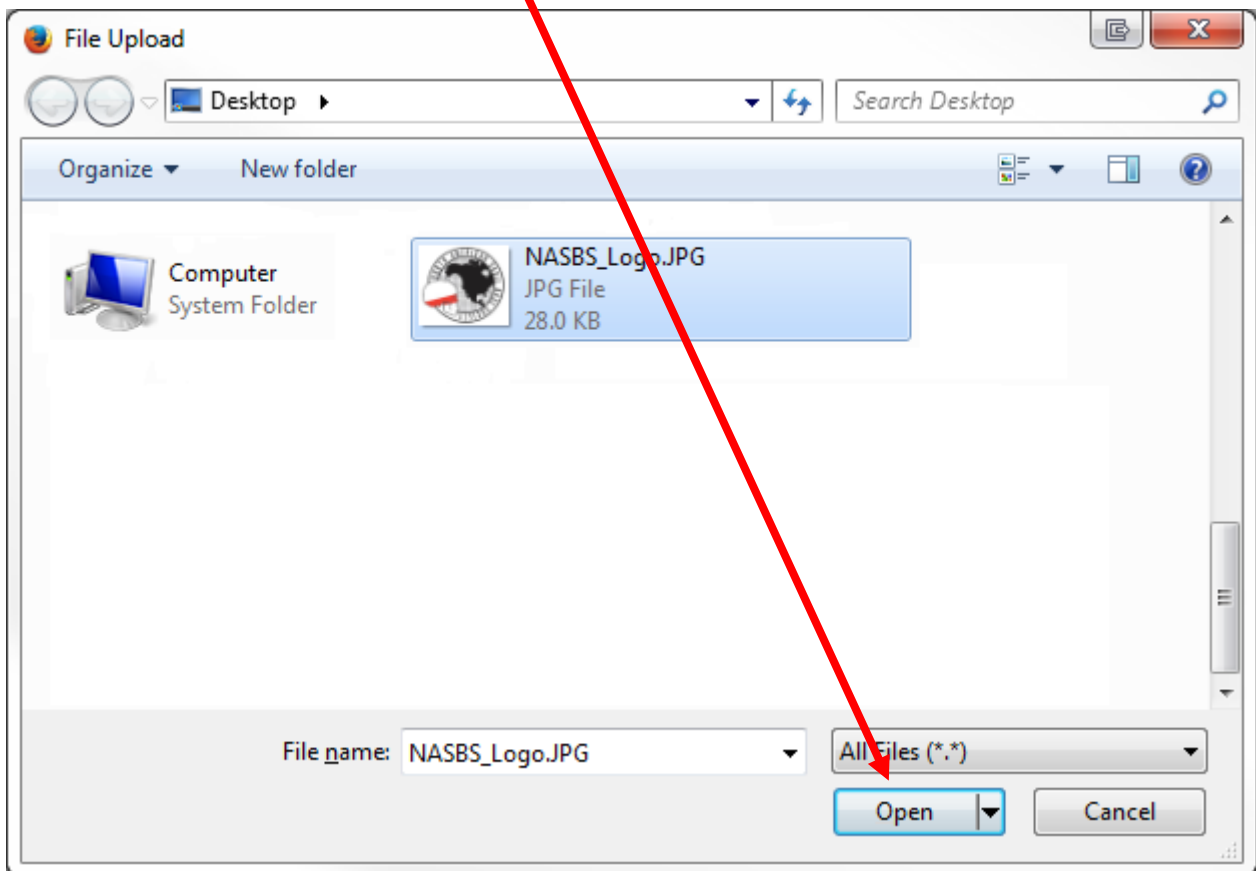


4. The file upload box will now appear on screen



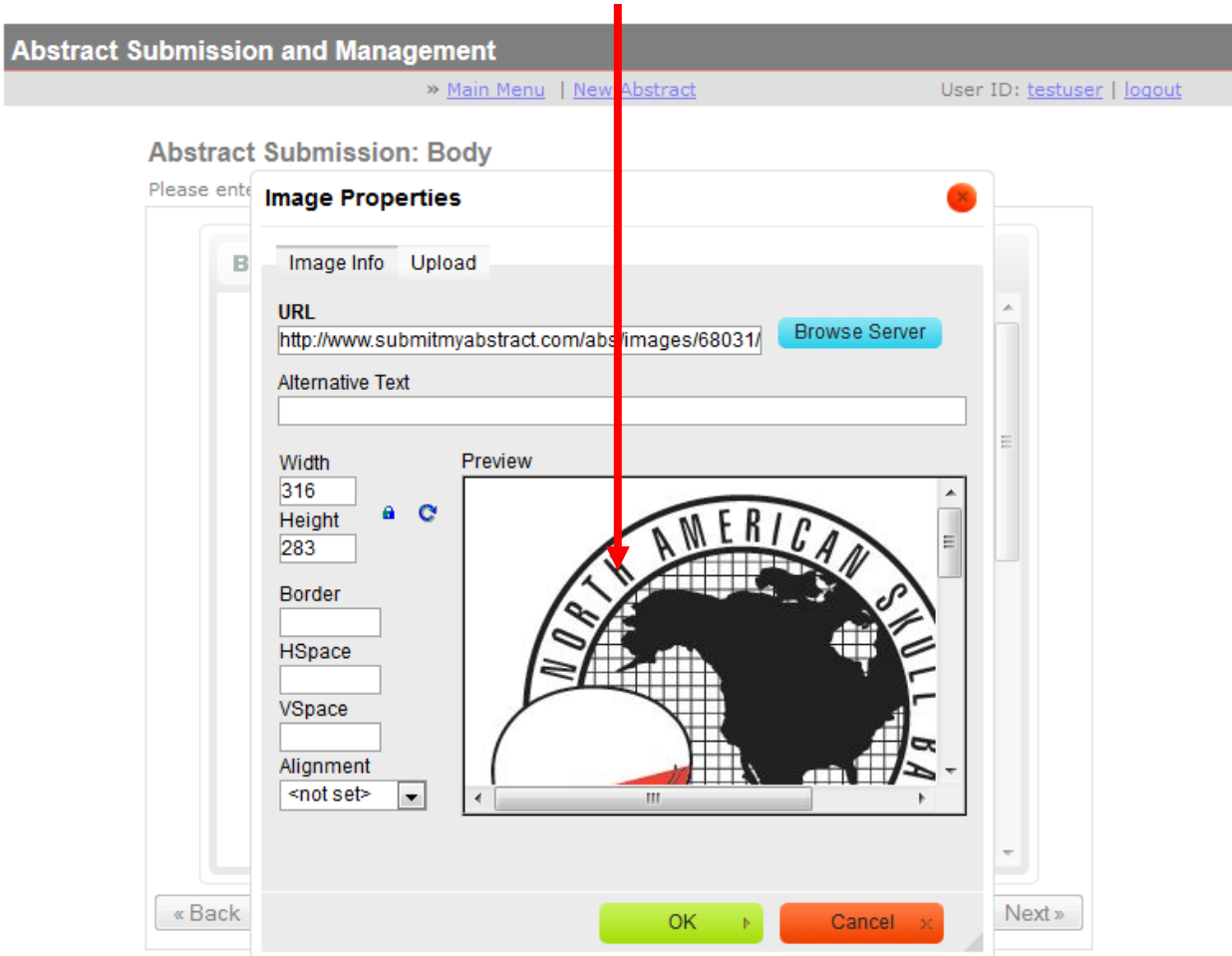
5. Select the **Browse** button and navigate your local hard drive to locate the desired image.

6. Select the image and press the **Open** button



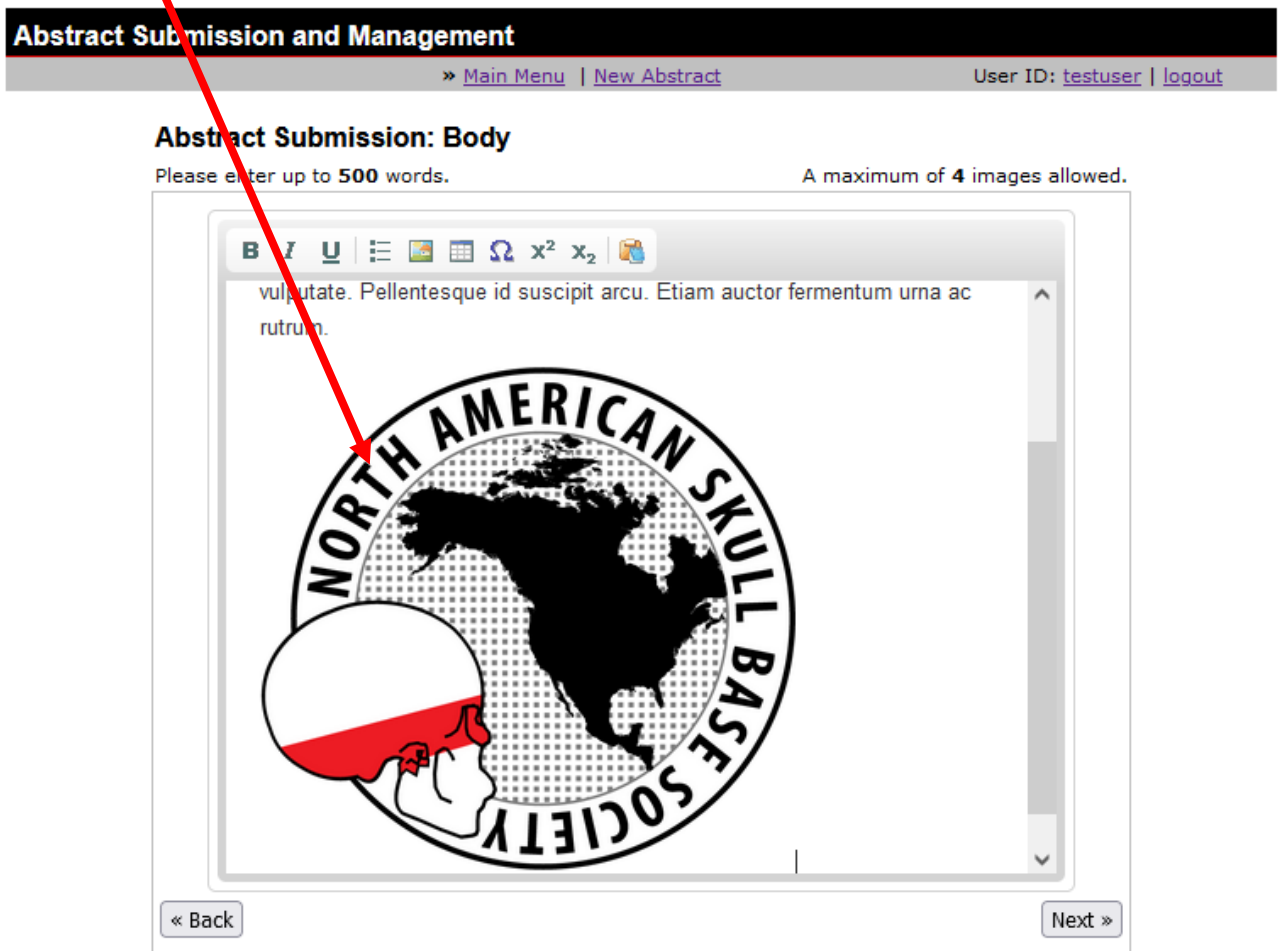
7. You will return to the **Image Properties** screen
8. Press the **Send it to the Server** button

9. Your image will now appear on the **preview screen** portion of the image properties.



10. Press the **OK** button

11. Your image will now appear in your abstract editor box along with your submitted text.



12. Select **Next** to continue with the abstract submission

Please Note: We have provided support for small images in this software. **Because images must be in JPG format and less than 1000 kb in size and should be less than 900 pixels in width and height.**

Generating a Table within the Abstract Editor

1. Select the **Table Icon** from the editor tool bar.



2. The Table Properties screen will now appear.
3. Fill in the table definitions as needed (rows, columns, header, summary, etc)

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Body

Please enter up to 500 words.

A maximum of 4 images allowed.

The screenshot shows a web interface for abstract submission. At the top, there's a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Body', with instructions: 'Please enter up to 500 words.' and 'A maximum of 4 images allowed.' Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, list, image, table, link, and unlink. The editor contains placeholder text: 'Lorem ipsum massa sit an quam felis ne velit. In sed to vulputate. Pe rutrum.' A 'Table Properties' dialog box is open over the editor. The dialog has a title bar with a close button. It contains the following fields: 'Rows' (input: 3), 'Columns' (input: 2), 'Width' (input: 100%), 'Height' (input: empty), 'Headers' (dropdown: None), 'Border size' (input: 1), 'Alignment' (dropdown: <not set>), 'Cell spacing' (input: 1), and 'Cell padding' (input: 1). There are also 'Caption' and 'Summary' text input fields. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The editor also has 'Back' and 'Next' navigation buttons.

4. Press **OK**

5. A blank table will now appear in your abstract

Abstract Submission and Management


» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Body

Please enter up to **500** words. A maximum of **4** images allowed.

B *I* U | x^2 x_2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor ybh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum.



[« Back](#)

[Next »](#)

6. Fill in the table with your desired data.
7. Select **Next**

Including a Video

1. If you are submitting a Video Abstract Summary, click on the link entitled “**Click here if you would like to include a video for this abstract**”


Abstract Submission and Management

[» Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Final Review

TEST ABSTRACT [Test User MD, NASBS](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum.

[Click here if you would like to include a video for this abstract](#)

Terms and Conditions

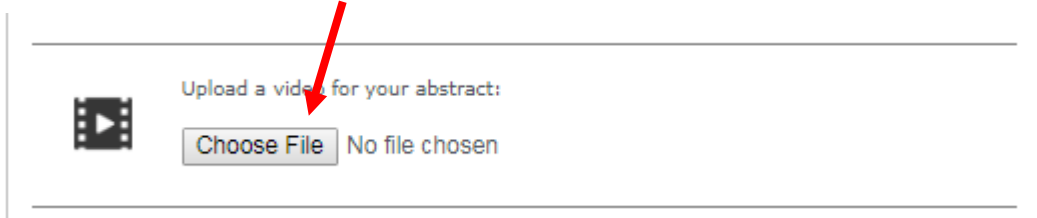
I certify that the information on these forms is correct and that this is abstract/video is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract/video to have their names

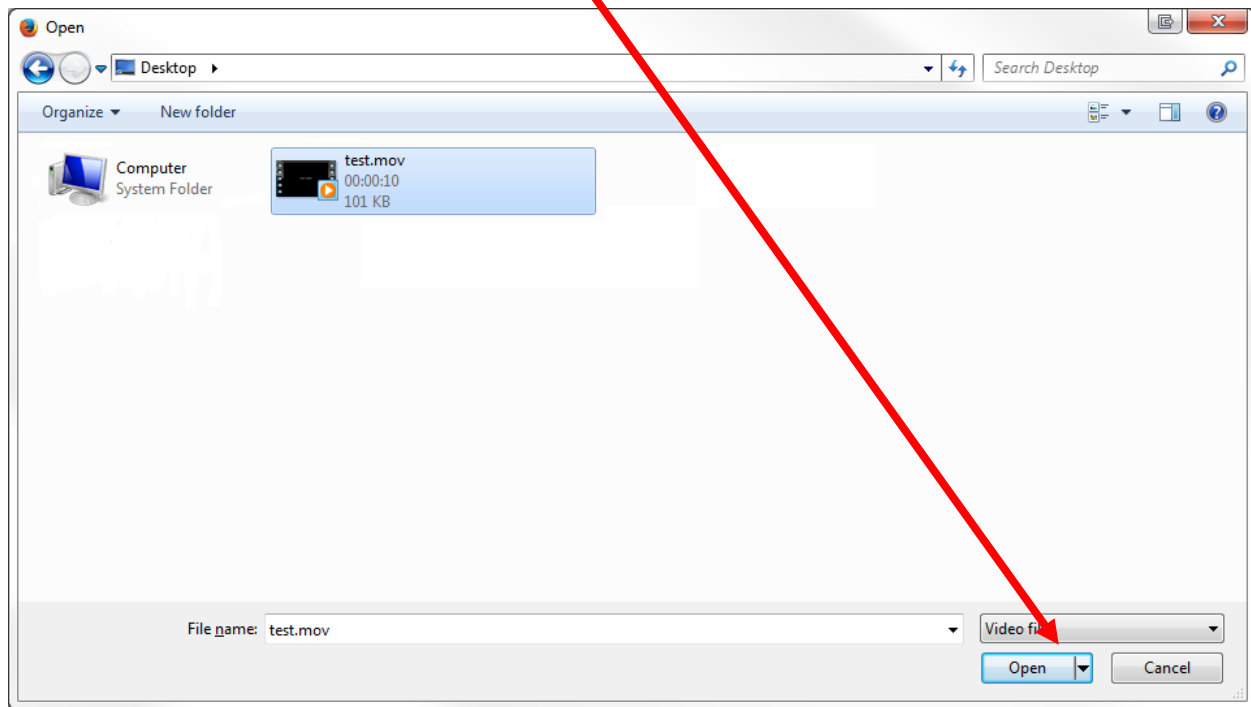
I agree to the terms and conditions listed above

[« Back](#)[Submit](#)

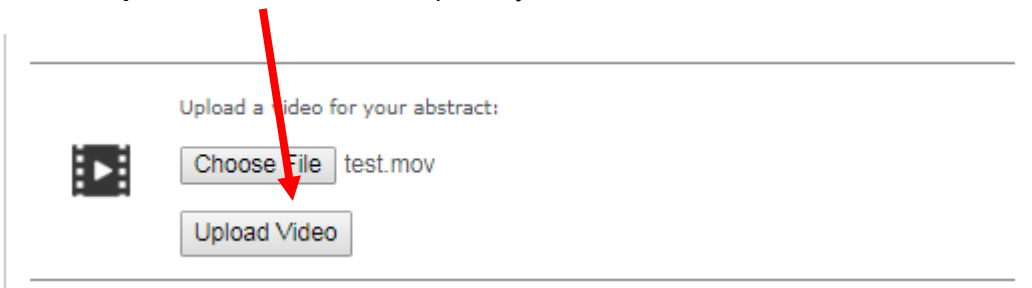
2. Press the “**Choose File**” button.



3. Select the video and press the **Open** button.



Press the **Upload Video** button to upload your video.



Deleting / Replacing a Video

1. Once a video is uploaded, you can delete or replace the video. To delete the video, click on the **“Delete this video”** link.



Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Final Review

TEST ABSTRACT [Test User MD, NASBS](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum.

VIDEO IS PROCESSING
You may submit your abstract now. You **DO NOT** need to wait until processing is completed.

[Replace this video](#)
[Delete this video](#)

Terms and Conditions

I certify that the information on these forms is correct and that this is abstract/video is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract/video to have their names

I agree to the terms and conditions listed above

[« Back](#) [Submit](#)

2. A confirmation screen will appear. Click **“OK”** if you want to delete the video, click **“Cancel”** if you don't want to delete the video.

www.submitmyabstract.com says

Are you sure you want to delete this video? This cannot be undone.



3. To replace a video, click on the **“Replace this video”** link.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Final Review

TEST ABSTRACT Test User MD, NASBS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum.

VIDEO IS PROCESSING
You may submit your abstract now. You DO NOT need to wait until processing is completed.

[Replace this video](#)
[Delete this video](#)

Terms and Conditions

I certify that the information on these forms is correct and that this is abstract/video is original work.


I certify that I have explicit approval and authority from any co-author(s) listed in this abstract/video to have their names

I agree to the terms and conditions listed above

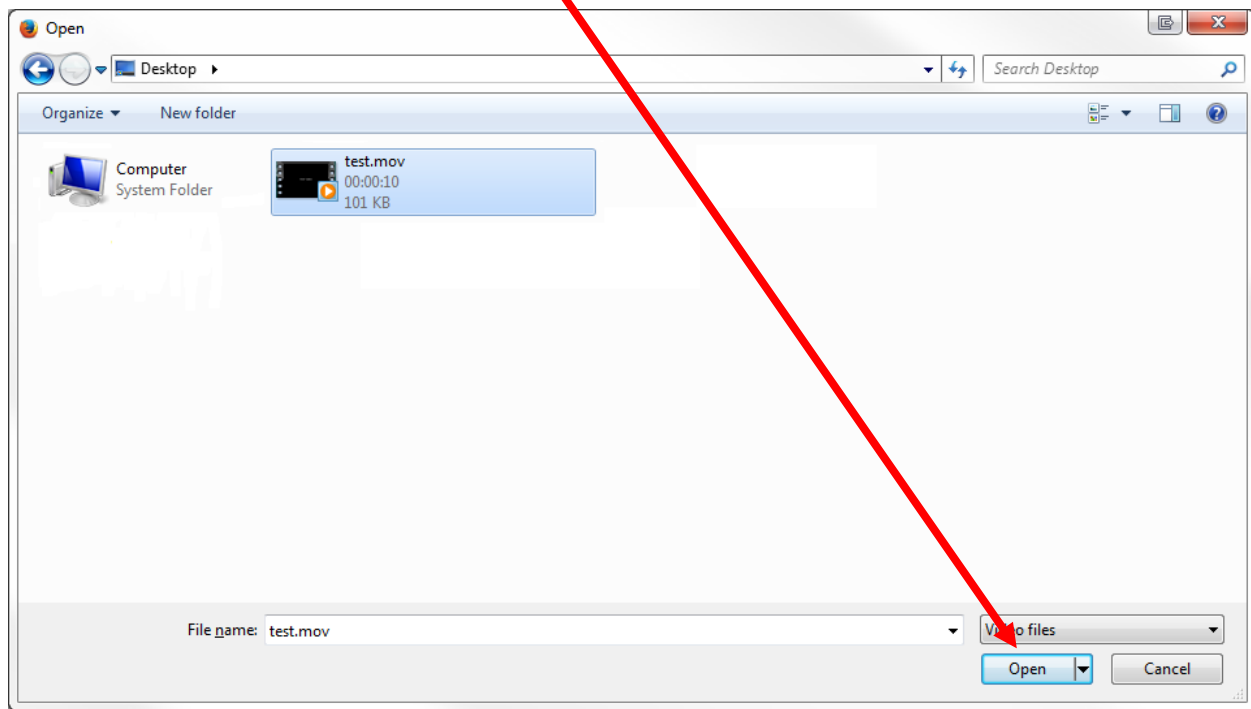
« Back Submit

4. Press the **“Choose File”** button.

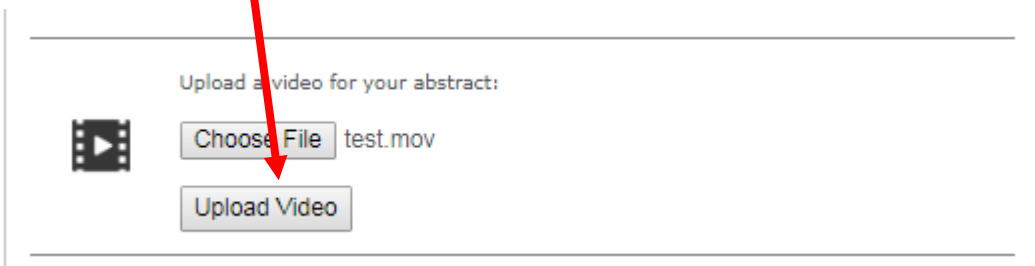
Upload a video for your abstract:

 No file chosen

5. Select the video and press the **Open** button.



6. Press the **Upload Video** button to upload your replacement video.



Review and Accept Terms and Conditions

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Final Review

TEST ABSTRACT [Test User MD](#), NASBS

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum.

VIDEO IS PROCESSING
You may submit your abstract now. You [Replace this video](#)
DO NOT need to wait until [Delete this video](#)
processing is completed.

Terms and Conditions

I certify that the information on these forms is correct and that this is abstract/video is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract/video to have their names

I agree to the terms and conditions listed above

[« Back](#) [Submit](#)

Please Note: Once you have successfully created an abstract that conforms to our specifications, you are presented the above screen and are given the opportunity to review the abstract. If you need to make changes, use the **Back button located at the bottom of the screen** to go back. Do not use the built-in browser back button, as this may cause problems.

If you are ready to submit your abstract for consideration, then please read the Terms and Conditions in the box below your abstract (also listed below). You must indicate your agreement to the Terms and Conditions by clicking the **“I agree to the terms and conditions listed above”** box.

TERMS & CONDITIONS

I certify that the information on these forms is correct and that this is abstract/video is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract/video to have their names included in this abstract/video.

I certify that all disclosure(s) for all content authors have been provided.

I certify that this abstract/video or the main content of this abstract/video has not and will not be published prior to the NASBS 34th Annual Meeting.

I certify that this abstract/video has not been submitted for a concurrent meeting and if selected for presentation by the Program Committee, this work will be presented as indicated by the abstract/video.

On behalf of the authors of this abstract/video, I transfer copyright of this abstract/video for print and/or electronic reproduction to NASBS and to NASBS's Associated Journal - *Journal of Neurological Surgery Part B: Skull Base*.

If selected for presentation, on behalf of the authors of this abstract/video, I transfer copyright for print and/or electronic reproduction of the presentation at the NASBS 34th Annual Meeting, to NASBS and to NASBS's Associated Journal - *Journal of Neurological Surgery Part B: Skull Base*.

I understand that in accordance with NASBS's CME policy, all content authors are required to disclose all financial relationship(s) with ACCME-defined "ineligible companies" (formerly "commercial interests") – see below for definitions. Also, no content author may be an employee/owner of a ineligible company.

According to the Accreditation Council for Continuing Medical Education (ACCME), ineligible companies (formerly commercial interests) are those whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients. Examples of such organizations include:

- Device manufacturers or distributors
- Pharmaceutical companies or distributors
- Bio-medical startups that have begun a governmental regulatory approval process
- Growers, distributors, manufacturers or sellers of medical foods and dietary supplements
- Manufacturers of health-related wearable products

Full definition and a list of all exceptions can be found at <https://www.accme.org/accreditation-rules/standards-for-integrity-independence-accredited-ce/eligibility>

I understand that no abstract will be accepted for the CME sessions if any of the content authors are employees/owners of a relevant ineligible company.

Click the **Submit** button to submit this abstract for review. You will get a confirmation email as a receipt and see the [Confirmation Screen](#) in your browser.

If your abstract contains an image or table please confirm the placement and presentation of the object before continuing.

An onscreen confirmation screen will appear once you have successfully submitted your abstract.

Please Note: If you see the screen below, you have successfully submitted your abstract. **ALSO note the Abstract ID (6-digit number) for your submission; this will be the unique identifier for your submission.** Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your abstracts or **New Abstract** to begin entering a new abstract.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Thank you for submitting abstract 137527 to NASBS. You may make changes to this abstract up until the submission deadline. Updates as to the status of this abstract will be sent to the contact name you identified.

Please click the Main Menu link above to return to your abstract management page.

Part 6a – Abstract Management – The Main Menu

Now that you have entered one or more abstracts, the main menu will show the abstracts in the system and their status. The next time you log in or click **Main Menu** after starting or completing an abstract, your screen will look something like this:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstracts Display:

ID	Title	Status	Approval
137527	TEST ABSTRACT 	Pending	

Total Records: 1 Display: 1 - 1

Every abstract authored by this account will be displayed even if it has not been finished. The **Status** column explains the status of each abstract. To receive an explanation of status codes, click on the underlined word **Status** at the top of that column. A new window will open and display the status definitions:

Abstract Text Definitions

In Process: Abstract has not yet been completed

Pending: Abstract complete, awaiting review

In Review: Abstract is being scored by reviewers

Reviewed: Reviewer has submitted his/her results

Done: Abstract review process has been completed. Notification of acceptance will be sent shortly.

Use the pull down menu at the upper right to limit the view of abstracts by status. Click an abstract title to edit or delete it as long as it is prior to the submission deadline.

Part 6b – Abstracts that will be considered for presentation

Once the submission deadline passes, only abstracts marked as PENDING will go to the review stage.

Abstract Text Definitions

In Process: Abstract has not yet been completed

Pending: Abstract complete, awaiting review

In Review: Abstract is being scored by reviewers

Reviewed: Reviewer has submitted his/her results

Done: Abstract review process has been completed. Notification of acceptance will be sent shortly.

Abstracts marked IN PROCESS as of the submission deadline will NOT be reviewed. Please make sure that you complete all of your abstracts before the submission deadline. Contact the [NASBS Office](#) if you have questions.

Part 6c – Abstract Management – Editing an Abstract

You may edit your abstract at any time prior to the submission deadline by clicking on the abstract title from the main menu. You will see the following screen:

The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with '» Main Menu | New Abstract' and 'User ID: testuser | logout'. The main content area is titled 'Abstract: Edit' with 'ID: 137527' and navigation links '<< Previous | Next >>'. The abstract content includes the title 'TEST ABSTRACT Test User MD, NASBS' and a paragraph of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin mollis est pulvinar felis blandit hendrerit. Proin efficitur lobortis felis id interdum. Donec scelerisque dui ac felis convallis semper ut sit amet leo. In quis neque rhoncus, mattis quam non, fringilla ex. Nulla in enim vitae urna sollicitudin suscipit eget finibus arcu.' Below the text is a video player with a play button and volume controls. At the bottom, there are three buttons: 'Cancel Edit', 'Delete Abstract', and 'Edit »'. Metadata includes 'Session/Program: N/A', 'Status: Pending', 'Approval:', 'Started: 05/15/2024', and 'Completed: 05/15/2024'.

Click the “**EDIT**” button to begin editing the abstract. Editing is exactly the same process as entering an abstract, except all of the information you entered previously will be there. Refer to [Part 5](#) for instructions on using the data entry screens.

Part 6d – Abstract Management – Deleting an Abstract

If you wish to delete an abstract (remove it from consideration or delete an abstract with errors) you do so by logging in and clicking on the abstract to be deleted. You will see the same screen from [Part 6b](#) above.

To delete, click the “**Delete Abstract**” button in the bottom center of the screen. You will see a new screen asking you to confirm deletion:

The screenshot shows a web interface for editing an abstract. At the top, there is a navigation bar with the title "Abstract Submission and Management", a "Main Menu" link, a "New Abstract" link, and a user ID "testuser" with a "logout" link. Below this, the page title is "Abstract: Edit" with the ID "137527" and navigation arrows "<< Previous | Next >>". The main content area displays the abstract title "TEST ABSTRACT Test User MD, NASBS" and a block of placeholder text. Below the text is a video player with a play button and volume controls. At the bottom, there is a confirmation dialog with the text "Click 'Yes' to CONFIRM delete. Click 'No' to CANCEL delete." and three buttons: "Cancel Edit", "YES", and "NO".

If you wish to continue and permanently delete this abstract, click “Yes” or click “No” to keep this abstract.