

SOCIETY OF CRITICAL CARE MEDICINE



HOW TO SUBMIT AN ABSTRACT



A QUICK GUIDE TO USING THE
ONLINE ABSTRACT SUBMISSION
TOOL



Step 1:

Go to the SCCM Homepage (www.sccm.org) and click the "My SCCM" tab. Login with your username and password. If you do not already have an account, you will need to create one.

Once logged in, select "Submit an Abstract" on the right side of the page.

A new page will automatically open in your browser, bringing you to the "My Submissions" page.

The screenshot shows the SCCM website homepage. The browser address bar displays my.sccm.org/Overview.aspx. The navigation menu includes "My SCCM", "Learn ICU", and "Patients & Family". The "My SCCM" tab is selected, and a red arrow points to it. The user is logged in as Jennifer, with a "Welcome Jennifer Log Out" message in the top right. The main content area is divided into three columns: "MY PROFILE", "NEWS", and "MY INVOLVEMENT". The "MY PROFILE" column shows the user's name, "Jennifer M. Velazquez, MDA", and a profile picture. The "NEWS" column features several articles, including "Maternal Sepsis Webinar", "Examining Tracheal Intubation", "Podcast on Family-Centered Care", "Honoring Two Legends", and "VCCR Podcast Series". The "MY INVOLVEMENT" column includes "MY IROOMS", "ABSTRACTS", "MY SECTIONS", "ADULT JOURNAL", "PEDIATRIC JOURNAL", and "eCOMMUNITIES". A red arrow points to the "Congress Abstract Submission" link under the "ABSTRACTS" section. The footer of the page contains the text: "Critical Care Medicine (CCM) is the premier peer-reviewed, scientific publication in critical care medicine. Each issue presents critical care practitioners with clinical..."

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Step 2:

You will be directed to the 46th Critical Care Congress abstract submission page. Once you have read the brief instructions on this page, please click "Create Abstract" when you are ready to do so.

The screenshot shows the user interface for the 47th Critical Care Congress abstract submission. At the top, the Society of Critical Care Medicine logo and name are displayed, along with the tagline "The Intensive Care Professionals". To the right, the event details for the 47th Critical Care Congress are listed, including the dates (February 24-28, 2018) and the location (Henry B. Gonzalez Convention Center, San Antonio, TX). A navigation bar contains links for "MY SUBMISSIONS", "MY ACCOUNT", and "SIGN OFF". The main content area welcomes the user, Laura Lewis, and shows a "My Submissions" section with a message stating "No Submissions have been submitted." Below this, there are two buttons: "CREATE ABSTRACT" and "CREATE CASE REPORT". A red arrow points to the "CREATE ABSTRACT" button. The footer contains copyright information and navigation links for "Home", "Program Planning Committee", and "Client Sign-In". A "Powered By" logo for Attendee Interactive is visible in the bottom right corner.

Society of Critical Care Medicine
The Intensive Care Professionals

47th Critical Care Congress
February 24-28, 2018
Henry B. Gonzalez Convention Center
San Antonio, TX
Headquarters Hotel Grand Hyatt San Antonio

[MY SUBMISSIONS](#) | [MY ACCOUNT](#) | [SIGN OFF](#)

Welcome Laura Lewis

My Submissions

Welcome to the 2018 Abstract Submission site!
Please follow the instructions to ensure your proposal is submitted correctly.
To begin the submission process, click on "Create Abstract" button below.

You have successfully signed into the system.
Use the 'Sign Off' option to log out before leaving the site.

Submissions

No Submissions have been submitted.

[CREATE ABSTRACT](#) [CREATE CASE REPORT](#)

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Attendee Interactive
4.0

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Step 3:

Enter the title of your abstract. The title of your abstract should be entered in title case. Please read the bulleted carefully and then enter the title of your abstract in the space provided. Once satisfied, click "Save" and then click the next tab in the process.

Note: Once steps are complete, they will turn from red to blue.

Critical Care Medicine

San Antonio, TX
Headquarters Hotel Grand Hyatt San Antonio

The Intensive Care Professionals

MY SUBMISSIONS | MY ACCOUNT | SIGN OFF

Welcome Laura Lewis

Create Submission

Use the form below to submit your complete Submission. Required steps are highlighted in the **RED** tabs and must be completed before submitting. Once you have completed a tab, click Save before moving on to the next tab. Once each step is completed the tab will turn **blue**.

YOU ARE ABOUT TO SUBMIT ON A WEBSITE USED FOR TESTING OR VERIFICATION ONLY!

1. Title | 2. Author(s) | 3. Introduction/Hypothesis | 4. Methods | 5. Results | 6. Conclusions | 7. Categories | 8. Keywords | 9. Award Applications | 10. Award Application Upload | 11. Preview | 12. Finalize

Total Characters Used: 0 | Total Characters Remaining: 2100 Incomplete

*** Title**

Please enter a title below. The title should be entered in title case. Please only use capital letters for the principal words. Articles, conjunctions, and prepositions do not get capital letters unless they start the title.

- Each submission is limited to a total of 2,400 characters, including ALL spaces. Each section of the abstract has a character limit; e.g., the body may contain 2,100 characters, the title 100 characters, and the authors 200 characters.
- There is a limit of eight authors.
- Subtitles (e.g., methods, results, etc.) should not be included within the body of the abstract. Doing so will cause duplicated subtitles as those headers are already included within the final abstract layout and will count against the total characters.
- The abstract may not contain tables or images.
- Phrases such as "results/methods will be discussed" or "additional data will be presented" convey no relevant information and are unacceptable.
- The abstract cannot contain any HTML. To avoid formatting inconsistencies, please do not copy and paste your abstract directly from Microsoft Word. Instead, paste the content into a plain text editor (such as Notepad) and then transfer content.

Symbols: Special Characters:

Characters Left: 100

*** Type**

Abstract

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Step 4:
As a submitter, you will be asked if you are the First Author (or Primary Author). If you are the First Author, the system will allow you to search and add additional authors. If you are not the First Author you will need to search and add the First Author and indicate them as First Author.

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1631 - The Best Abstract Ever Submitted

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Total Characters Used: 0 | Total Characters Remaining: 2100 Incomplete

* Author(s)

To add, please click the "Add Co-Author" button in the lower right hand side of the page. To adjust the author order or to edit author affiliations, click on "Edit".

A First Author must be designated for this Submission. Are you the First Author?

Yes **No**

If you are not the First Author, the system will guide you through finding a First Author and/or adding a new author account. **Please ensure you have searched for an existing author prior to creating a new author account.**

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Complimentary Congress Registration and Expenses

When entering authors for inclusion on certain abstracts, it is extremely important to be cognizant of the order in which they are being entered.

Complimentary Congress Registration

Complimentary registration will be offered only to the First Author who is a SCCM member and a fellow, resident, intern, nurse, pharmacist, or respiratory therapist. Post-training attending physicians are ineligible. If you are not currently a member and would like to become eligible for complimentary registration, join SCCM online, using your Customer ID, no later than August 4th. Abstract decisions will be communicated by November 2017.

Expenses

- Expenses associated with an abstract's preparation, submission and presentation are the responsibility of the presenter(s)/author(s).
- Authors of accepted abstracts are expected to register for the meeting and pay the meeting registration fee, unless they apply for, and qualify for, complimentary registration.

Additionally, the order in which authors are entered is the order they will appear in print pieces, electronic pieces, and in the Congress app.

Step 5:

The First Author (or Primary Author) will need to fill out the Travel Grant Application Form by clicking on the Travel Grant Application Form link.

Once you have made your selection, click "Submit."

First Author

1. Laura Lewis - *Society of Critical Care Medicine* Mount Prospect, IL
Edit | Remove
Travel Grant Application Form

Travel Grant Application Form: The Best Abstract Ever Submitted

The primary author is eligible to apply for a Travel Grant if the following criteria are met:

The applicant must:

- Be a SCCM member
- Be a member of the section to which they are applying
- Attend Congress 2018
- Be the first and presenting author

Additionally, the abstract should:

- Support emerging science in your specific specialty
- Demonstrate excellence based on score
- Demonstrate the importance of work to critically ill patients and families

* - indicates a required item.

*** 1. Do you meet these criteria?**

Yes No

SUBMIT

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Step 6:

If you wish to add co-authors, select "Add Co-Author" and you will be prompted to search for this individual by name.

The Intensive Care Professionals

MY SUBMISSIONS | MY ACCOUNT | SIGN OFF

Welcome Laura Lewis

Create Submission

Use the form below to submit your complete Submission. Required steps are highlighted in the **RED** tabs and must be completed before submitting. Once you have completed a tab, click Save before moving on to the next tab. Once each step is completed the tab will turn **blue**.

The data was saved successfully.

Select the next step using links below.

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Total Characters Used: 0 | Total Characters Remaining: 2100

Incomplete

* Author(s)

To add, please click the "Add Co-Author" button in the lower right hand side of the page. To adjust the author order or to edit author affiliations, click on "Edit".

First Author

- 1. Laura Lewis - Society of Critical Care Medicine, Mount Prospect, IL
Edit | Remove
Travel Grant Application Form

Co-Author(s)

No Co-Author have been submitted.

ADD CO-AUTHOR

Presenting Author(s)

No Presenting Author have been submitted.

ADD PRESENTING AUTHOR

SAVE

How to Search for Additional Authors

If you would like to add co-authors to your abstract search for them in one of the following ways:

'Lastname, Firstname' or by 'Lastname' only

Please see the video tutorial if you need further assistance searching for co-authors.

The screenshot shows the submission interface for the Society of Critical Care Medicine. At the top, the logo and name of the society are displayed, along with the event details: "47th Critical Care Congress" from February 24-28, 2018, at the Henry B. Gonzalez Convention Center in San Antonio, TX. A navigation bar includes links for "MY SUBMISSIONS", "MY ACCOUNT", and "SIGN OFF". The user is logged in as "Laura Lewis" and is on the "Create Submission" page. A progress bar shows 12 steps: 1. Title (blue), 2. Author(s) (blue), 3. Introduction/Hypothesis (red), 4. Methods (red), 5. Results (red), 6. Conclusions (red), 7. Categories (red), 8. Keywords (red), 9. Award Applications (light blue), 10. Award Application Upload (light blue), 11. Preview (light blue), and 12. Finalize (red). A purple banner indicates the user is about to submit on a testing website. Below the progress bar, a search for co-authors is shown with the text "Last Name: Velazquez, Jennifer" and a "SEARCH" button. The footer contains copyright information and a "Client Sign-In" link.

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Select the next step using links below.

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Total Characters Used: 0 | Total Characters Remaining: 2100

Incomplete

*Find Co-Author

If the individual is not in the system, you will be able to add them on the next page. **Check for the person first prior to adding them to the system.**

You may search by 'Lastname, Firstname' or by 'Lastname' only.sc

Last Name:

SEARCH

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Step 7:

Once you have entered your Introduction/Hypothesis (remember to click "Save" as you go), you are ready to move onto the "Method" tab. The "Methods", "Results", and "Conclusions" will be entered in the same way. Simply click those tabs when you are ready to enter the text for each of those sections.

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Total Characters Used: 0 | Total Characters Remaining: 2100 **Incomplete**

*** Introduction/Hypothesis**

Use the form below to submit the introduction. To create Superscript, Subscript, Italics or Bold use the Special Characters drop down box.

Symbols: Select | Special Characters: Select

Check Spelling | Characters Left: 2100

SAVE

8

Step 8:

Once you have entered the Introduction/Hypothesis, Methods, Results, and Conclusions you are ready to select the "Categories" tab.

As indicated on this page, please make the appropriate selections in each category as it pertains to your abstract.

There are optional sub-categories you can choose from as well.

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Total Characters Used: 423 | Total Characters Remaining: 1677

Incomplete

*** Categories**

Please choose the classifications and categories that best describe your research.

*** General Classification (Choose Up To 3)**

- ADD Basic Science
 ADD Clinical
 ADD Clinical Research

*** Patient Type (Choose Up To 3)**

- ADD Adult
 ADD Pediatric
 ADD Veterinarian

*** Category (Choose 1)**

- ADD Administration
 ADD Cardiovascular
 ADD CPR/Resuscitation
 ADD Education
 ADD Endocrine/Nutrition
 ADD Epidemiology
 ADD Ethics/End of Life/Palliative Care
 ADD GI/Hepatic
 ADD Hematology
 ADD Immunology/Transplant
 ADD Infectious Disease
 ADD Neuroscience
 ADD Patient and Family Support
 ADD Pharmacology
 ADD Professional Development
 ADD Pulmonary
 ADD Quality and Safety
 ADD Renal
 ADD Sepsis
 ADD Surgery/Trauma/Burns

Category Alternate 1 (optional) (Choose 1)

9

Step 9:

When making your Keyword selections you will have the capability to select numerous keywords by click on the letter of the alphabet that pertains to the keyword you are searching for.

Select the check boxes for the keywords you would like to include for your abstract and hit "Save" down at the bottom. If you would like to add additional keywords, you can do so.

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Total Characters Used: 423 | Total Characters Remaining: 1677 Incomplete

*** Keywords**

Use the letters below to find and select keywords for the Submission. Find and save your keyword selection. If you do not find an appropriate word, click on the **Keywords Tab** to bring you back to the full list.

No values assigned.

Find A Keyword

Click on the letter below to see all available keywords that start with the selected letter.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

6. Conclusions | 7. Categories | **8. Keywords** | 9. Award Applications | 10. Award Application Upload | 11. Preview | 12. Finalize

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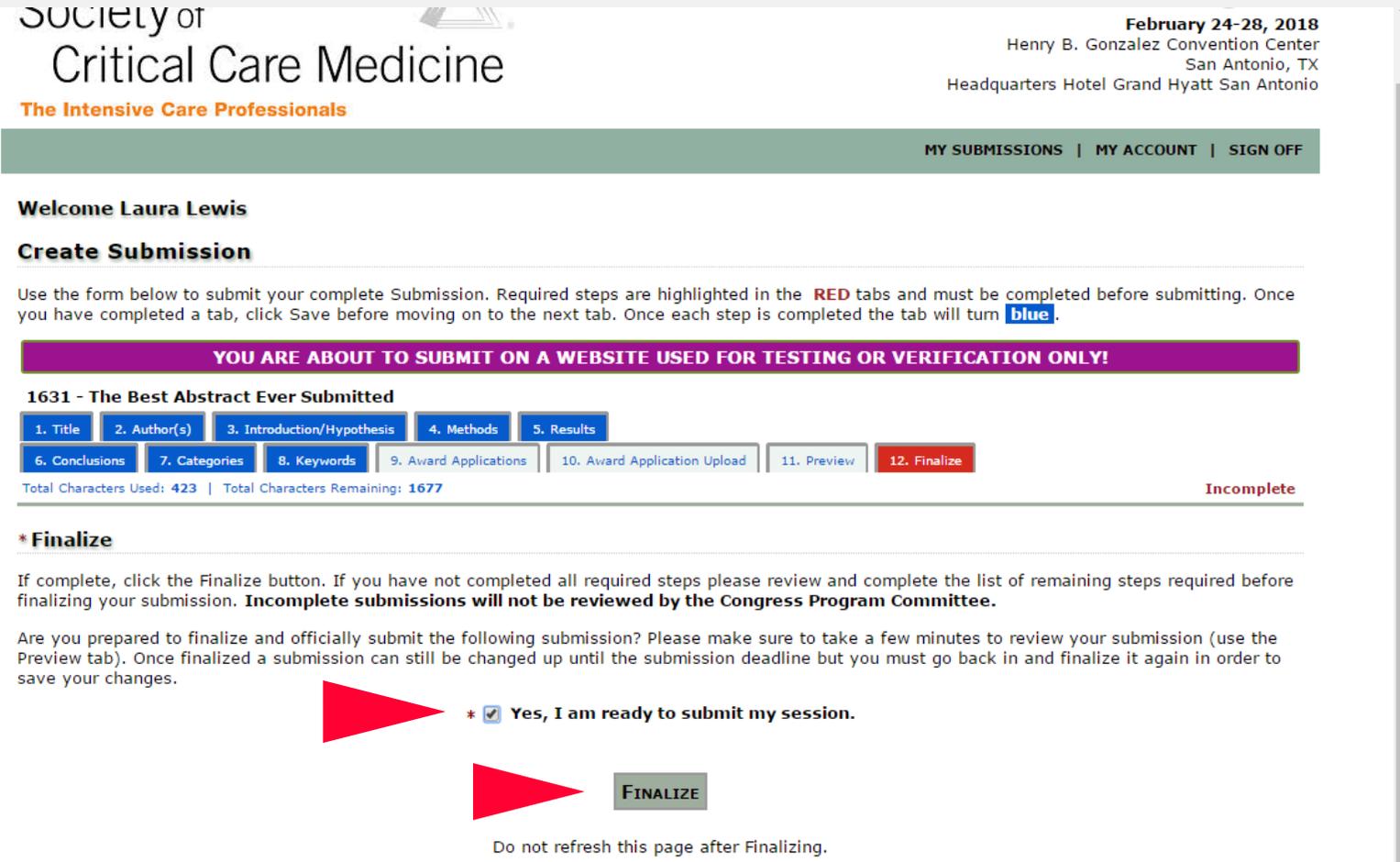
*** Keywords**

Use the letters below to find and select keywords for the Submission. Find and save your keyword selection. If you do not find an appropriate word, click on the **Keywords Tab** to bring you back to the full list.

| Keywords | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | ADD healthcare delivery |
| <input type="checkbox"/> | ADD healthcare policy |
| <input type="checkbox"/> | ADD heart failure |
| <input type="checkbox"/> | ADD heart transplantation |
| <input type="checkbox"/> | ADD heart-lung interactions |
| <input type="checkbox"/> | ADD heat shock |
| <input checked="" type="checkbox"/> | ADD hematology |
| <input type="checkbox"/> | ADD hemodynamic monitoring |
| <input type="checkbox"/> | ADD hemoglobin |
| <input type="checkbox"/> | ADD hemorrhage |
| <input type="checkbox"/> | ADD hepatitis |
| <input type="checkbox"/> | ADD hepatology |
| <input type="checkbox"/> | ADD high-altitude sickness |
| <input type="checkbox"/> | ADD high-frequency oscillation ventilation |
| <input type="checkbox"/> | ADD hospitalist |
| <input type="checkbox"/> | ADD humidification |
| <input type="checkbox"/> | ADD hyperbaric medicine |
| <input type="checkbox"/> | ADD hypercapnia |
| <input type="checkbox"/> | ADD hypertension |
| <input type="checkbox"/> | ADD hypertonic resuscitation |
| <input type="checkbox"/> | ADD hyponatremia |
| <input type="checkbox"/> | ADD hyponproteinemia |

Step 10:
The "Preview" tab allow you to review all of the information on one page prior to submission.

If your submission is complete, check the box next to "Yes, I am ready to submit my session" and then click the "Finalize" button.



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MY SUBMISSIONS | MY ACCOUNT | SIGN OFF

Welcome Laura Lewis

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Incomplete

***Finalize**

If complete, click the Finalize button. If you have not completed all required steps please review and complete the list of remaining steps required before finalizing your submission. **Incomplete submissions will not be reviewed by the Congress Program Committee.**

Are you prepared to finalize and officially submit the following submission? Please make sure to take a few minutes to review your submission (use the Preview tab). Once finalized a submission can still be changed up until the submission deadline but you must go back in and finalize it again in order to save your changes.

Yes, I am ready to submit my session.

FINALIZE

Do not refresh this page after Finalizing.

IMPORTANT DATES

General Submission Deadline

August 1, 2017, Noon, Central Daylight Time

Deadline to Withdraw Submission

October 11, 2017 Noon, Central Daylight Time

Notification to withdraw submissions must be received by SCCM in writing. Please send withdrawal notifications to support@sccm.org

Notification of Submission Acceptance

November 2017

Sent electronically to contact author.

Congress Dates and Location

February 25-28, 2017; San Antonio, TX

If you have any questions, please contact SCCM Customer Service at support@sccm.org or +1.847.827.6888