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.
Step 2:
You will be directed to the 47th 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.
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.
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.
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 2nd. Abstract decisions will be communicated by October 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.
5

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."
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.
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.
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.
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.
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.
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.
IMPORTANT DATES

General Submission Deadline
August 2, 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
October 2017
Sent electronically to contact author.

Congress Dates and Location
February 25-28, 2018; San Antonio, TX