HOW TO SUBMIT A CASE REPORT

A QUICK GUIDE TO USING THE ONLINE SUBMISSION TOOL
Step 1:
Go to the SCCM website (www.sccm.org) and click the My SCCM tab. Log in 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 48th Critical Care Congress submission page. Click on "My Submissions" in the green ribbon near the top of the page. Once you have read the brief instructions on the "My Submissions" page, click "Create Case Report" at the bottom of the page.
Step 3:
Enter the title of your case report, using title case. Please read the instructions carefully and then enter the title of your case report in the space provided. "Case Report" should be selected for both the Type and Presentation Format. Once satisfied, click "Save" and then click the Authors tab.

Note: Once steps are complete, the tabs 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 guide you to find and add additional authors. If you are not the First Author, you will need to search for and add the First Author and indicate that author as First Author.
Step 5:
If you wish to add co-authors, select "Add Co-Author" and you will be prompted to search for the co-author by name.
Step 6: If you would like to add co-authors to your case report, search for them in one of the following ways:

Lastname, Firstname or Lastname only

Please see the video tutorial if you need further assistance searching for co-authors.
Step 7:
Once you have entered your Introduction (remember to click "Save" as you go), you are ready to move on to the Description tab.
Step 8:
Once you have entered the Introduction, Description, and Discussion, select the Categories tab.

Check the appropriate Categories for your case report.

There are optional subcategories you can choose from as well.
Step 9:
When selecting your keywords, you will be able to select multiple keywords by clicking on the letter of the keyword you are searching for.

Check the boxes of the keywords you would like to include for your case report and click "Save" at the bottom of the page. If you would like to add additional keywords, you can do so.
Step 10:
The Preview tab allows you to review all of the information on one page before you submit it.

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 1, 2018, noon, Central Daylight Time

Deadline to Withdraw Submission
October 24, 2018, 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 2018
Sent electronically to contact author.

Congress Dates and Location
February 17-20, 2019, San Diego, California, USA

If you have any questions, please contact SCCM Customer Service at support@sccm.org or +1 847-827-6888.