Abstract Submission Site Instructions

**NOTE:** You will need to **create a new account** within the submission system by clicking the “Join Now” button.

*Welcome to the 2023 Annual Meeting Submission Site*

Members are encouraged to submit original research, teaching, and extension papers. Oral papers or posters should consist of original, completed work that has not been accepted for publication in a journal.

Authors need to be aware of patent considerations before submitting abstracts for publication.

Abstract text is limited to 450 words, excluding title, keywords and any tables. Do not double-space between sentences as this extra space is considered a word in the count.

After the deadline, it will not be possible to submit abstracts. When you submit your abstract, you will be given an abstract ID number and password. Make a note of these; they will allow you to revise your submitted abstract at any time before the deadline. Please have the abstract ID number on hand when contacting the ASAS office with questions or concerns regarding your abstract submissions.

**Submission Deadline:** March 21, 2023

Click here to view the Quality Standards for Abstracts.

Click here for a list of the Competition Guidelines.

**Submission Fees**

There is a required $45 technology fee per abstract due upon submission. This fee helps mitigate the cost of e-Posters and other meeting technology. The system will not let you proceed to the confirmation step until an abstract is paid for. This fee is nonrefundable.

Questions? Organizer: Debbie Zagorski - debbiez@asas.org / (217) 729-7605
First time users need to complete the privacy information policy.

**PRIVACY NOTICE**

Please carefully read the text below and then indicate your consent at the bottom of the page.

**Summary**

We are collecting your personal data on behalf of American Society of Animal Science to allow them to manage the submission, review, selection, and scheduling process for your submissions, awards, or grants through our platform. We may share your information with American Society of Animal Science's vendors related to registration, membership, and 3rd party analytics services.

**Full Text** (version 897-12316-1466)

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at https://www.cadmiumCD.com/cadmiumcd/privacy.asp. The terms personal data and personally identified data are used interchangeably. American Society of Animal Science is a Controller of the personal data you (data subject) provide us. CadmiumCD is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Administrator at privacy@cadmiumcd.com or in writing at

CadmiumCD  
c/o Data Protection Administrator  
19 Newport Drive, Ste. 101  
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.

**Consent**

☐ I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at https://cadmiumCD.com/mydata.

**Enter your e-signature**

Please type your full name on the line above

Continue
Complete the information to set up your Account Profile and click one of the “Create Account” buttons.
Begin your abstract submission by clicking on “Click here to begin a new Abstract”.

EVENT INFORMATION
2023 Annual Meeting
July 16 - 20, 2023 (Sunday – Thursday)
Albuquerque Convention Center
Albuquerque, New Mexico
United States
📞 Contact the Event Organizer

YOUR PROFILE
Debbie Zagorski
Affiliation: American Society o...
Login: 0 Log Out
⚑ View / Edit Your Profile

SUBMIT FEEDBACK
We always welcome feedback, and we want to hear what you like and what can be improved.
✉️ Feedback Form

ABSTRACT
(You have 0 complete abstracts, 1 incomplete abstract, and 0 withdrawn abstracts)
+

Click here to begin a new abstract

FREQUENTLY ASKED QUESTIONS
Abstract Quality Standards (PDF)
Competition Guidelines (PDF)
Abstract Submission Instructions (PDF)
• Enter the abstract title in the “Abstract Title” field.
• Select the “Abstract Category” from the dropdown box.
• Select the “Abstract Type” from the dropdown box.
• Click one of the “Submit” buttons once your information is complete.
Click on each task and enter the requested information. A green check mark will appear by each task once it is complete.

NOTE: You can return to the system later to finish any of the tasks by logging back in with the link and login details emailed to you when you set up your account.
Abstract Submission Task:

Click on 1. Abstract Submission to enter your abstract details. Abstract text is limited to 450 words. Title and keywords are not included in the count. Update the title if needed, complete the abstract text box and keywords.

Abstract Requirements
The author submitting the abstract is responsible for its content and the quality of the preparation.

Abstracts are required for all general presentations and all student competitions. Invited Speakers are not required to submit an abstract.

Individual Program Committees have the responsibility of accepting or rejecting abstracts. Criteria for acceptance or rejection will include those outlined in these instructions and the “Quality Standards for Abstracts” document, as well as originality, clarity, and merit. Consolidation of results into one combined paper is urged whenever possible.

NOTE: Abstracts will only be accepted or rejected. There will be no revisions after the deadline.

The Overall Program Chair has the authority to restrict the number of abstracts accepted. The Program Committee Chairs have the authority to restrict the number of presentations per presenter. However, there is no limit on the number of abstracts an individual may submit. Note: the presentation format you request may not be the format assigned to an accepted abstract. Individual Program Committee Chairs have the prerogative of placing papers submitted for oral presentation into a poster presentation, or vice versa.

Abstract Title *
An abstract must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

Testing the System

Abstract *

0 characters
0 words (Max 310 words)

Keywords *
Please enter a maximum of three keywords.

Continue
NOTE: The Abstract Submission information now has a green check mark indicating that all of the information has been completed on the previous task.
Author Information Task:

- Click on 2. Author Information.
- Add additional authors by entering their information and clicking the “Add Author” button.
- Click on the author name or “Edit Profile” button to add or edit details for the author.
Complete the Author Details for each author added.

Once all the details are added including the “Author Role” (Author or Presenting Author), click on one of the “Continue” buttons to move to the next step.
Author Photo:

Add a headshot to be included in the Meeting App. Presenting Authors should have a photo. Additional Authors do not need to have a photo.

NOTE: The option “I will not be uploading a photo for this Author” is available to check.

Click on the “Continue” button to return to author list.
The author details are complete once the green check mark appears by the author name.

Once all authors have been added and the green check mark appears by each author, click on one of the “Save Authors” buttons to continue.
Table Task: Click on 3. Table

Upload a table for the abstract if you have one, or mark the check box “Opt out of uploading files” if you do not have one.

Once completed, click on one of the “Continue” buttons to return to the task list.
Submission Fee Task: Click on 4. Submission Fee

There is a $45 technology fee per abstract due upon submission. This fee helps mitigate the cost of the e-Posters and other meeting technology. Enter the payment details and click on one of the “Submit” buttons to return to the task list.
All four tasks should be marked with a green check mark, which means you have completed the necessary information in each task.

**Click on one of the “Save Submission” buttons.**
Abstract Summary:

The Abstract Summary page confirms you have completed all the required tasks.

Click on the “Submit” button to finalize your submission.

1. Author Information
   Completed - Wednesday, August 7, 2019, 4:54 PM

2. Abstract Submission
   Completed - Wednesday, August 7, 2019, 5:33 PM

3. Table
   Completed - Wednesday, August 7, 2019, 5:37 PM

4. Submission Fee
   Completed - Thursday, August 8, 2019, 10:58 AM

Click here for a preview of your abstract.
Confirmation Page:

The confirmation page indicates that your submission was successfully completed. This page also includes:

- links to submit a new abstract,
- access to your submitted abstract and
- a link to resend your confirmation email.

NOTE: You must see this “Confirmation Page” to have successfully submitted your abstract for the 2023 ASAS-CSAS Annual Meeting!
How to Withdraw an Incomplete Abstract

NOTE: Only do this on incomplete abstracts. Please contact the ASAS Office before the abstract deadline to request withdraw of a complete submission.

Login to your account. From the Abstracts list, click on the title of the incomplete submission you would like to withdraw.
From the Task List, verify it is the correct abstract you would like to withdraw.

Click on the title of the abstract
• Scroll to the bottom of the page
• Click on the “Abstract Status” dropdown box to change from Active to Withdrawn
• Click on the “Update Abstract” button to complete the change

You will receive a confirmation of the withdraw and see the abstract “Status: Withdrawn” on the Abstract submission page.