



Steps for Creating and Submitting Your Scientific Abstract

For the 2008 Annual Scientific Meeting of The Obesity Society, we are using a completely online system for scientific abstract submission, review, and publication. This system is fully integrated with our online Live Learning Center and streamlines the processes by which investigators create and submit their abstracts. Again this year, all accepted abstracts will be published and online as well as in print.

Before you begin working on your first abstract, please take time to carefully review these instructions:

❖ *Getting Started – Create Your Abstract Submission Account*

Go to the login page for The Obesity Society's Abstract Submission site at <http://www.softconference.com/naaso/2008abstracts.asp>. At this page, you have two options:

- “Register/Password Reminder” – Use this option to create a new Abstract Submission Account or to be reminded of your password.
- “Login” – Use this option if you wish to open an established account.

Your e-mail address becomes your login ID. The first time you establish an account, or if you ask to be reminded of your account password, you will receive an e-mail reply containing a unique system-generated password. This case-sensitive password cannot be changed. Save a copy of this message for your records.

Anyone wishing to serve as a corresponding author for one or more abstracts must set up an Abstract Submission Account. You do not have to be a member of The Obesity Society in order to submit abstracts for consideration and there is no limit to the number of abstracts you may submit under your account. There is no cost to set up an Abstract Submission Account; however you will be charged a submission fee (\$50 per abstract) each time you submit an abstract.

NOTE – If you established an Abstract Submission Account in this system for a previous Annual Scientific Meeting and are using the same e-mail address, you will not have to establish a new account in 2008. Simply use the “Register/Password Reminder” option above to be reminded of your password.

❖ *Now You're In! – Creating New Abstracts*

Step 1 – Enter Your Personal Information

Enter your contact information. Fields noted with an asterisk (*) are required entries. You will not be allowed to create any abstracts unless these fields are filled in.

Step 2 – Create a New Abstract

- **Enter the title of your new abstract in the Abstract Name field.**

Use title case. You will be able to modify this title prior to submitting this abstract.

- **Select the submission category for your new abstract.**

Like the education sessions in our annual meeting program, abstracts are categorized within one of four major subject tracks. Within each track, there are several divisions. Select the one track/division category that best applies to your new abstract. You will be able to modify this selection prior to submitting this abstract.

Abstract Categories

Track 1 - Cell & Molecular Biology	Track 2 – Integrative Biology	Track 3 – Clinical Studies	Track 4 - Population Studies
Regulation of Gene Expression	CNS Regulation of Energy Balance	<u><i>Descriptive Studies*</i></u>	<u><i>Population-Based Intervention Studies*</i></u>
Metabolism	Gut Regulation of Energy Balance	Methodology*	Physical Activity and/or Diet*
Signal Transduction	Animal Physiology	Physical Activity*	Behavioral/Environmental/Economic*
Adipokines and Other Secreted Factors	Human Physiology	Diet*	Metabolic/CVD/ Other
Cell Biology of Obesity		Body Composition *	
		Behavioral & Psychosocial Activity*	<u><i>Epidemiologic Research*</i></u>
		Other*	Physical Activity, Diet, and/or Behavioral*
			Environmental/Economic/Health Policy*
		<u><i>Intervention Studies*</i></u>	Metabolic/CVD/ Other*
		Pharmacotherapy*	
		Surgery*	Population Genetics
		Diet and/or Physical Activity *	
		Behavioral*	Methodology
		Other*	

*** New for 2008 – All abstracts in these category divisions must be submitted in one of the following subcategories:**

- **Pediatric**
- **Adult**
- **Geriatric**
- **Mixed Population/Other**

Indicate if you wish this abstract to be considered for the Ethan Sims Young Investigator Award.

This award recognizes excellence in research by a young investigator based on his/her submitted abstract and presentation at the Annual Scientific Meeting. The recipient is one of five finalists chosen on the basis of the quality of the abstract submitted to The Obesity Society's Annual Scientific Meeting. The five finalists are selected based on submitted abstracts. All five finalists receive travel grants to the Annual Scientific Meeting as well as a cash prize. The award is announced during the annual meeting. Eligible candidates for this award must be registered for an undergraduate or graduate degree or have completed their studies or fellowship within three years of submission of the abstract. Their mentor must be a member of The Obesity Society and must write a personal letter of recommendation.

NOTE: Candidates for the Ethan Sims Young Investigator Award must be both the corresponding author and first author on the abstract.

Check this box if you wish this abstract to be considered for this award. You will be able to modify this selection prior to submitting this abstract. Your abstract will not be considered for this award unless your letter of recommendation is received by May 1, 2008, at The Obesity Society headquarters. Mentors must submit original letters of recommendation by mail or other carrier to The Obesity Society, Attn: Ethan Sims Award, 8630 Fenton Street, Suite 814, Silver Spring, MD 20910. Mentors must reference the unique SKU number assigned to the abstract. This is your abstract submission number. This number appears on the payment page and in the confirmation receipt.

- **Click the “Create Abstract” button**

When you've completed the steps above, click this button to save your entries and begin working on the body of your new abstract. If you have omitted any required information, you will be prompted to enter it before you can continue.

Remember to Save Your Work Frequently!!

Step 3 – Write Your New Abstract

For each abstract that you have created but not yet submitted, there will be a separate working page. Build each abstract as follows:

- **Modify Your Abstract Title and Category Selections**

Your changes will not be saved until you get to step 4.

- **Write the Body of Your Abstract**

Your abstract can contain a maximum of 2325 characters, including letters, numbers, symbols, and spaces. A “characters left” counter appears beneath the Abstract Body field to remind you of how many characters you have remaining.

NOTE – Do not repeat the title or include author information in the body section.

Use the “Special Character” buttons beneath the Abstract Body field to insert these characters.

Though there is no prescribed submission format, successful abstracts typically contain these four major sections:

- Background
- Methods
- Results
- Conclusions

These sections should briefly describe the objectives of the study or investigation, the basic procedures (study subjects and analytical methods), the main findings (giving specific data and the statistical significance, if possible), and the principal conclusion. Emphasize new and important aspects of the study. It is not necessary to begin each section on a new line.

You may upload up to two (2) figures (e.g., illustrations, graphs, tables) to accompany your abstract. Each figure counts as 320 characters.

NOTE – The preferred format for uploaded figures is JPEG (.jpg). Other formats are acceptable, but they may not be viewable in the preview pane and may not reproduce well when printed. When printed in the abstract book, all figures will appear in black and white.

- **Select Your Preference for Presentation Format**

Choose the desired preference for presentation of your abstract, if accepted. There are two options:

- “No preference, oral or poster presentation acceptable” – If selected, this abstract will be considered for oral or poster presentation.
- “Poster presentation only” – If selected, this abstract will be presented as a poster.

“No preference” is the default value in this field. You should change this only if you want your abstract to be considered only for poster presentation. **NOTE – Ethan Sims candidates must accept the default value.**

You will be able to modify this selection prior to submitting this abstract.

- **Add Additional Contributing Authors**

For each additional contributing author you wish add to this abstract, enter his/her e-mail address, first name, last name, city, state, and country, and then click the “Add Author” button. Each individual will receive an immediate notification by e-mail indicating that they have been added as a contributing author for this abstract and will be prompted to go to the URL in the message to enter their personal contact and disclosure information.

Use the “move up” links beside each contributing author’s name to change their order of appearance in the published abstract. The first author should be at the top. All remaining contributing authors, including the corresponding author, will appear in descending order in the preview window.

You may remove a contributing author by clicking the “✕” beside their name.

- **Enter Your Disclosure Information**

The corresponding author and each contributing author must disclose all financial relationships relevant to the content in the abstract. Fill in your disclosure (conflict of interest) information in the appropriate fields in the Disclosure section. As noted above, each corresponding author will be prompted to enter their personal contact and disclosure information.

IMPORTANT NOTES ABOUT DISCLOSURE – If you have not entered your disclosure information, you will be prompted to do so each time you save your work. You cannot submit the abstract for consideration until you have provided your disclosure information. All contributing authors must provide all required personal and disclosure information prior to review of abstracts.

Step 4 – Preview Your Abstract

At any time during the creation process, you may preview your abstract. Simply click the “Preview Abstract” button near the bottom of the page to see how the abstract will look when printed in the abstract book. All uploaded figures will appear at the bottom of the preview window. NOTE – If you have uploaded a figure in a format not supported by your browser, it may not be viewable in the preview window.

Step 5 – Save Your Work/Submit Your Abstract

At this point in the creation process, you have two options available:

- “Save Changes Without Submitting” - This option saves all new information and changes you have made on this abstract. You may continue working on this abstract. If you check the Show Confirmation (when Saving) box, you will be directed to a summary confirmation page which displays the status of all abstracts you have in progress, but which have not been submitted. You may continue working on any of these abstracts by clicking the appropriate link.
- “Pay and Submit This Abstract” – Use this option when you have completed work on an abstract and are ready to submit it. Click this button and follow the instructions. If you have omitted any required fields, you will be prompted to enter this information before your abstract can be accepted for consideration.

AT THIS POINT, YOU WILL BE ASKED TO VERIFY THAT YOU HAVE REVIEWED THE CONTENT IN YOUR ABSTRACT FOR ACCURACY AND THAT IT APPEARS AS YOU WISH IT TO BE SEEN IN PRINT AND ONLINE. YOU WILL NOT BE ABLE TO PAY AND SUBMIT YOUR ABSTRACT UNLESS YOU COMPLETE THIS STEP. ALSO NOTE THAT ONCE YOU HAVE COMPLETED THE SUBMISSION PROCESS, YOU WILL NOT BE ABLE TO RETURN TO THIS ABSTRACT TO MAKE ANY CHANGES.

At this time, you can continue working on your remaining abstracts or you may log out of your account. Be sure to save your work.

MAKE NOTE OF THE SKU NUMBER ASSIGNED TO YOUR ABSTRACT!

Each submitted abstract is assigned a unique SKU number. This is your abstract submission number. This number appears on the payment page and in the confirmation receipt and e-mail. Keep a record of this important number. If you need to contact someone at NAASO about an abstract, you will need to refer to it by this number.

❖ **Returning to Your Abstract Submission Account**

Once you have created an account, you may return to it at any time prior to the April 22, 2008, closing date to create additional new abstracts or continue work on any open abstracts you have created but not yet submitted.

Go to the log on page of The Obesity Society's Annual Scientific Meeting Abstract Submission site at <http://www.softconference.com/naaso/2008abstracts.asp>. Use the "Register/Password Reminder" section if you need to be reminded of your password. Use the "Login" section to proceed directly to your account.

Once you have logged into your account, you may edit your personal contact information. You must click the "Save" button to record changes to your personal information.

Continuing Work on Open Abstracts

At the top of your account page, you will see the titles for all abstracts that you have created and a series of navigation buttons for each one.

- Click the "Edit" button to be directed to the working page to continue editing your abstract. This button will remain active until you have submitted your final work on the abstract. Once an abstract has been submitted, this button no longer appears.
- Click the "Preview Abstract" button to see how the abstract will look when printed in the abstract book.
- Click the "Status" button to view check on the status of disclosure information by all authors and the submission status of the abstract.
- Click the "Delete" button to delete this specific open abstract from your account. **WARNING! – This option will permanently delete the abstract from the system and you will not be able to recover any previous work.** Once an abstract has been submitted, this button no longer appears and the abstract cannot be deleted from the system

From any working page, you may click the "Back to Account Information" button to return to you main Account Information page.

You have until the May 22, 2007, submission deadline to continue working on your open abstracts.

Creating Additional New Abstracts

At any time prior to the April 22, 2008, submission deadline, you may create a new abstract. Once you have logged on to your account, simply go to your main Account Information page and start at Step 2 to create a new abstract.

The Deadline for All Abstract Submissions is Tuesday, April 22, 2008!

The Obesity Society's Annual Scientific Meeting Abstract Submission site will be closed and locked after 11:59 PM (23:59), Eastern Time, on April 22, 2008. After this date, any open abstracts which have not been submitted will be discarded.

If you have designated one or more of your submitted abstracts for consideration for the Ethan Sims Young Investigator Award, your letter of recommendation from your Obesity Society member-mentor must be received at The Obesity Society's headquarters by June 1, 2007. If we have not received your letter of recommendation by this deadline, your abstract will be reviewed in the normal fashion and you will not be considered as a candidate for this award.

For technical questions about the abstract submission process, please contact: Content Management Corp., Technical Support, 888-711-1138 ext. 241 or 905-889-6555 ext. 241 (9:00 AM to 5:00 PM ET, M – F), support@cmcgc.com.

For all other abstract-related inquiries, please contact: Robert J. Eckrich, 301-563-6526 (9:00 AM to 5:00 PM ET, M – F), roberte@naaso.org.