

Thank you for your interest in submitting an abstract for the upcoming Scientific Session. This document is intended to be your guide in using the online submission software and we strongly suggest you print this out for future reference. If you have any questions regarding the abstract process or the use of the submission site, please call 310-437-0553 and ask to speak to Dan Berlant (x118) or Jason Levine (x100). You may also email [abstracts -AT- ipeg -DOT- org](mailto:abstracts-AT-ipeg-DOT-org) with your questions and comments.

The abstract submission system includes the following features:

User Accounts:

All users must register to use the system. All abstracts submitted by an account can be viewed and managed from the account. Abstracts may be edited or deleted without having to contact the IPEG office.

Save for Later:

If you need to leave before finishing a submission, simply logout and log back in later. Your abstract will be saved at the last point you saved data.

Improved Support for Special Characters, Images, and Table:

Most of the standard ASCII character set can be copied from your word processor and into the abstract text. Abstracts may now contain formatting, multiple images and tables, and improved scientific character recognition.

IMPORTANT DATE:

**THE SUBMISSION DEADLINE FOR
ALL ABSTRACTS AND VIDEOS IS
DECEMBER 4, 2020 | 5:00 PM
(Eastern Time)**

(The deadline will not be extended and no late submissions will be accepted!)

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Part 1 – Accessing the Abstract Submission Site

To access the abstract submission site, please go to the following page:

<http://www.ipeg.org/abstract/>

On that page, you will see a link to access the abstract submission site. Please follow that link after reading the instructions on the IPEG site.

After following the link you should see a page similar to the following:

Abstract Submission and Management

Welcome to the online abstract submission site for IPEG's 30th Annual Congress for Endosurgery in Children taking place as part of the 2021 Annual Meetings of APSA & IPEG
May 22-24, 2021

While the specific format of the 2021 Annual Meetings of APSA & IPEG is yet to be determined, we are committed to providing an experience at the same level of excellence as past meetings.

SUBMISSION DEADLINE:
FRIDAY, DECEMBER 4, 2020 5:00pm (Eastern Time)

Although this is a Joint Meeting with APSA, abstracts may not be submitted to both IPEG and APSA simultaneously. You must submit your abstract to one or the other.

Important Notice: The following Abstract Submission Policies will be firmly enforced:

- **No Previously Published Submissions:** The abstract submitted must present original work that has not and will not be published prior to IPEG's 30th Annual Congress for Endosurgery in Children. Abstracts should only be submitted if they or their main content will not have been previously accepted for publication or will not have been previously published (paper or electronic).
- **Previously Presented Submissions:** The abstract submitted should not be presented at a national or international meeting prior to the commencement of the IPEG 2021 Meeting. Presentation at one of the following means that abstracts should not be submitted: BAPS, AAP, APSA, EUPSA, CAPS, PAPS, ISPR, AAPS, SAGES, WOFAPS. If the abstract has been presented at a meeting other than those listed (e.g. a meeting of another specialty), this MUST be declared during the abstract submission process so that the committee can make a decision.
- **Previously Presented Data:** All abstracts must be new and original content OR include at least 50% new data if previously presented at a meeting.
- No reference to the authors or the institution should appear within the body of the abstract or in the abstract title.
- There is no limit to the number of abstracts you may submit, but **you may not submit a video abstract and a written abstract on the same study/data set.** You must select either a written abstract submission or a video abstract submission.
- **ETHICAL:** It is expected that the results section of the abstract represents original data by the authors, or a clearly stated systematic review/meta-analysis of the literature. IPEG considers plagiarism to be a serious breach of professional standards and authors found to have plagiarized the work of others can expect a ban and a report to their employing organization.

Written Abstract Submissions

- The word limit for written abstract submissions is 500-words.
- A maximum of one (1) Image may be included in the written abstract. Images must be no larger than 1MB in file size, and the image may be no larger than 900 pixels wide by 900 pixels high.
- Tables may be included in the abstract submission but will go against the abstract's 500-word limit.
- Videos may not be submitted with a written abstract

Video Abstract Submissions

- The Maximum length for submitted videos is Five (5) Minutes. **IPEG is not accepting 3D Video submissions.** If your video is accepted for presentation at the IPEG 2021 Meeting, you will be required to bring a final copy of your video with you to the meeting.
- If your video is accepted for presentation at the IPEG 2021 Meeting, you may be asked to edit your video to fit a shorter presentation time limit.
- A short (150-word maximum) written description of your video should be included when submitting your video abstract. Images and tables should not be included when submitting a video abstract.
- Video files should be no larger than 1GB

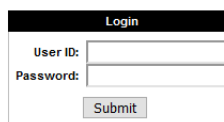
NOTE: IPEG's CME Committee declares that no employees of a commercial interest may present in IPEG CME accredited activities when the topic is relevant unless in compliance with the ACCME's policy and approved by the IPEG CME Committee.

Please visit the following web page for other rules, guidelines, instructions and the IPEG'S Policy on Employees of Commercial Interests:

<http://www.ipeg.org/abstract>

If you are uploading a video, use the latest versions of Firefox, Chrome, Safari and IE 11 or above.

ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. (the link to create a new account is below the login box).

* 

Attention:

- Need to create an account? [Click here](#)
- Forgot your password? [Click here](#)

For technical assistance, please call (310) 437-0553 x118 or Email abstracts@ipeg.org

This is the entry page for the abstract software. **ALL submitters MUST create a new account to submit an abstract. Accounts created in the past submission run will no longer work. You must create a new account for 2020/2021 (you may use the previous username and password).** The link to create an account is found just below the login box.

Part 1a – Technical Requirements

We have tested the software with multiple browsers and operating systems. Please use one of the following to access the abstract submission system.

Browsers:

Windows:

MS Internet Explorer 10 or newer

Current versions of:

- Firefox
- Chrome

Macintosh:

Current versions of:

- Safari
- Firefox
- Chrome

Mobile Devices:

We do not currently support mobile browsers

Screen Resolution:

We recommend setting your screen resolution to **AT LEAST** 800x600 pixels. Users with a screen resolution of 640x480 pixels will have a hard time navigating the site. All screenshots were taken at 1920x1080 resolution with Firefox 48.0.2. What you see will vary depending on your computer and browser settings.

Part 2 – Creating a New Account

You must create an account before you can submit abstracts for this meeting. Each user account can submit an unlimited number of abstracts. If your institution is planning on submitting multiple abstracts, it may be to your benefit to coordinate all submissions under one account for easier management. Once you have clicked on the link to create a new account (from [Part 1](#)), you will see the following screen:

The screenshot shows a web form titled "Register User" with a sub-header "Contact Name". The form is enclosed in a box with a "Details" header. It contains the following fields:

- *First Name: First Name (text input)
- MI: (text input)
- *Last Name: Last Name (text input)
- *Title: BA (dropdown menu) (highest degree)
- *Email: email address (text input)
- *Confirm Email: email address (text input)
- *User ID: You create this (text input)

A "Save" button is located at the bottom right of the form.

Please fill out this form completely, as all fields (except Middle Initial) are required. This is the main Contact Name for the entire account. Individual abstracts can have a different contact name if desired.

You **MUST** enter a valid email address and you **MUST** be able to check that address for new messages to receive the password to log in. Additionally we recommend you whitelist @submitmyabstract.com email addresses in your spam filter to prevent the message from being blocked. Passwords are automatically generated and emailed to verify the email address. This step is necessary because we will be conducting communications almost entirely by email. After submitting the above form, you should receive the password by email within 5 minutes. If no email is received after 10 minutes, please contact the [IPEG Office](#) for assistance.

Part 3 – Logging In

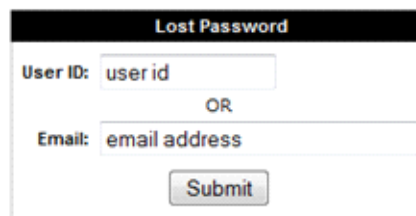
By now, you have created an account using the form from [Part 2](#) and you have received your password by email to the address you provided. The randomly generated password will look something like this:

6TZldrK3S2

Follow the link in the email to go back to the abstract site login screen and enter the User ID you created into the User ID box. The passwords **ARE CASE SENSITIVE**, so you must enter capital and lowercase letters exactly as shown in the email. ***We suggest that you copy and paste the password from the email into the login box.*** Once you have entered your User ID and password, click the **Submit** button to log in.

Part3a – Resetting a Forgotten Password

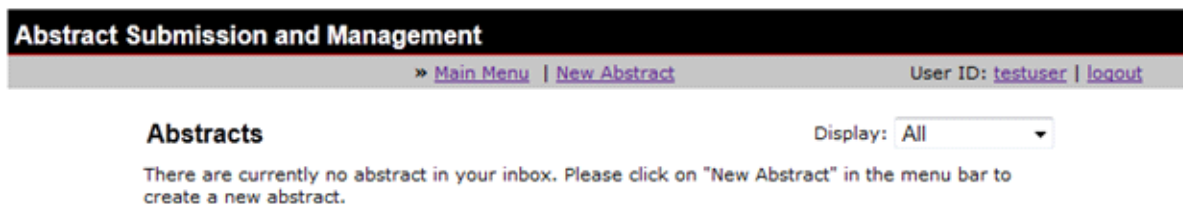
Upon clicking the “**Forgot your password? Click here**” link on the login screen, you will be taken to the password reset screen:

A screenshot of the "Lost Password" form. The form has a black header with the text "Lost Password" in white. Below the header, there are two input fields: "User ID: user id" and "Email: email address". Between these fields is the text "OR". Below the email field is a "Submit" button.

Enter **EITHER** your user ID **OR** your email address above and click the **Submit** button. The password for that account will be reset to a new randomly generated value and emailed to the address provided when you created the account. If you do not receive the new password within 5 or 10 minutes, please contact the [IPEG office](#) for technical support.

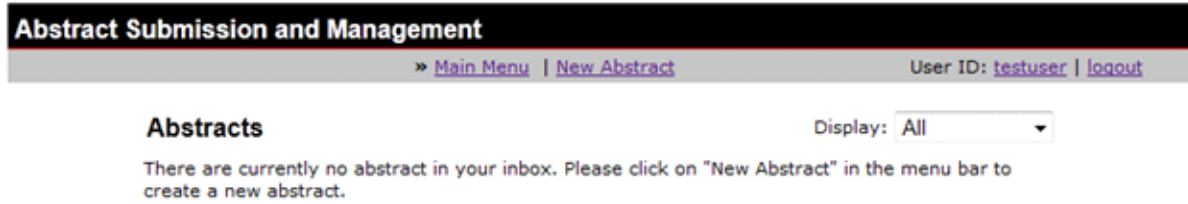
Part 4 – The Main Menu

After a successful login, you will see the following screen:



Because this is your first time logged in, you have no abstracts in the system.

To begin submitting a new abstract, click the “**New Abstract**” link at the top of the page ([go to Part 5](#)).



To change the randomly generated password, **click on your user ID** at the top right of the screen ([go to Part 4a](#)).



Part 4a – Changing the Password

To change the randomly generated password to something easier to remember and type, click on your **User ID** at the top right of the main menu. You will see the following screen:

Contact Name

Details

*First Name: Test MI:

*Last Name: User

*Title: MD (highest degree)

*Email: abstracts@ipeg.org

*Confirm Email: abstracts@ipeg.org

*User ID: testuser

*Password: (8-15 alphanumeric)

Confirm: (8-15 alphanumeric)

Save

To change the password, first enter your email address in the “Confirm Email” text box and then simply enter the new password in the Password and Confirm fields and click the **Save** button. You will see a message at the top of the screen if the information was saved successfully. At that point, you can **Logout**, return to the **Main Menu** or begin a **New Abstract**.

Part 5 – Submitting a New Abstract || Step 1 – Contact Information

When you click on the **New Abstract** button at the top of the Main Menu, you are taken to the following screen:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Corresponding Author

*First Name: Test MI:

*Last Name: User

*Title: MD (highest degree)

*Address:

*City:

*State: ----- select -----

*Postal Code:

*Country: United States

*Phone:

*Cell Phone:

*Email: abstracts@ipeg.org

All fields marked with the **red asterisk (*)** are required and may not be left blank. The system assumes that the Contact Name of the account will also be the contact for the abstract, but you may change this if you wish.

Please enter a valid postal address as well as a valid phone number and email address. Entering a fax number is optional but highly recommended.

Click the **Next** button at the bottom of the page to continue, or click the **Cancel** button to discard this abstract and return to the Main Menu.

Part 5 – Submitting a New Abstract || Step 2 – Title, Authors & Institutions

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

*Author(s):

**

In accordance with ACCME regulations, the accredited provider for this activity, must ensure that anyone who is in a position to control the content of the education activity has disclosed to us all relevant financial relationships with any commercial interest (see below for definitions) as it pertains to the content of the presentation. Should it be determined that a conflict of interest exists as a result of a financial relationship you may have, you will be contacted and methods to resolve the conflict will be discussed with you. In addition, all affirmative disclosures must be revealed by a slide at the beginning of the presentation. Failure or refusal to disclose or the inability to resolve the identified conflict will result in the withdrawal of the invitation to participate.

Glossary of Terms:

Commercial Interest - A commercial interest is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. The ACCME does not consider providers of clinical service directly to patients to be commercial interests.

Financial Relationships - Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considers relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Relevant Financial Relationships - The ACCME focuses on financial relationships with commercial interests in the 12-month period preceding the time that the individual is being asked to assume a role controlling content of the CME activity. ACCME has not set a minimal dollar amount for relationships to be significant. Inherent in any amount is the incentive to maintain or increase the value of the relationship. The ACCME defines "relevant" financial relationships" as financial relationships in any amount occurring within the past 12 months that create a conflict of interest.

Conflict of Interest - Circumstances create a conflict of interest when an individual has an opportunity to affect CME content about products or services of a commercial interest with which he/she has a financial relationship.

Enter the abstract title in the first field on this screen.

Click **Add Author** to begin adding the First (Primary) Author.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Titles, Authors & Institutions

*Abstract Title:

Add Author

Abstract Submission: Add Author

*First Name or Initial: MI:

*Last Name:

Title(s): (separate multiples with a space, i.e. PhD RN)

Cell Phone:

Email:

*Institution:

*Training Status: Student Resident Fellow N/A

*Has this author or their spouse had within the last 12 months a financial relationship with a commercial interest?

Yes No

Enter in the author's Name, Title, Cell Phone, Email, Institution and Training Status. Then check-off if there is a financial relationship to disclose for the author or their spouse.

IPEG, adhering to the policies of the ACCME, must insure balance, independence, objectivity, and scientific rigor in all its educational activities. All Potential Speakers participating in a sponsored activity are expected to disclose any significant financial interest or other relationship (1) with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services discussed in an educational presentation and (2) with any commercial supporters of the activity. (Significant financial interest or other relationship can include such things as grants or research support, employee, consultant, major stockholder, member of speaker's bureau etc.)

The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship from making a presentation, but rather to provide listeners with information on which they can make their own judgments. It remains for the audience to determine whether the speaker's interest or relationships may influence the presentation with regard to exposition or conclusion.

It is at this point where you must disclose any and all financial relationships with commercial interests. If there is nothing to disclose, select **No**; you be taken back to the

previous page where you may add more authors. If there is anything to disclose, select **Yes**; you will be taken to another page to enter your disclosure(s) and conflict of interest management strategy.

The screenshot shows the 'Abstract Submission and Management' web interface. At the top, there are navigation links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this is a form for 'Abstract Title'. A modal window titled 'Add Author' is open, displaying a 'Disclosure: Test User' form. The form asks for information regarding compensation received, including fields for 'Company', 'What was received', and 'What was the role'. It also includes radio buttons for 'Is this relevant to this abstract?' (Yes/No) and a section for selecting a 'conflict of interest management strategy' with seven radio button options. At the bottom of the modal are 'Back' and 'Submit' buttons.

Enter author's financial disclosure.

If the disclosure is relevant to the abstract being submitted, click **Yes**; the strategy options for conflict of interest management will appear. Select the appropriate strategy and then click **Submit**.

If the disclosure is NOT relevant to the abstract being submitted, click **No** and then click **Submit** to advance to the next screen to add another disclosure or complete the disclosure entry for the author.

You will be taken to another page to add more disclosures OR finalize the disclosure entry.

The screenshot shows the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with 'Main Menu' and 'New Abstract' links, and a user ID 'testuser' with a 'logout' link. The main heading is 'Abstract Submission: Titles, Authors & Institutions'. Below this, there is a form for entering the abstract title. A modal dialog box titled 'Add Author' is open, displaying a disclosure message: 'Disclosure: Test User: Submitted'. The message asks, 'Would you like to submit another statement of financial disclosure for this author for a different company? Click YES to proceed to the disclosure form. Click NO to close this window.' There are two buttons, 'NO' and 'YES', at the bottom of the dialog box.

If you select **Yes**, you will be directed to another disclosure screen similar to that pictured above. If you select **No**, you may move on to add the next author.

Enter the rest of the Authors in the same manner; making sure the disclosure information is accurate and up to date. You may add any number of authors in any order you wish once you have completed adding the First (Primary) Author.

Click **Save & Continue** to move on to the next step or **Back** to edit the contact information. From this point forward, if you leave the site, your abstract will be saved.

Part 5 – Submitting a New Abstract || Step 3 – Topic

Abstract Submission and Management
» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Type and Topic

*Type: Paper Abstract
 Video Abstract (I will upload a video or provide a link to a video)

*Topic: (Please choose the topic below that most closely matches the topic of your abstract)

*Member: (Please indicate membership for Test User)

The presenter is marked as a Resident. What is their anticipated completion date?

Student/Resident/Fellow indicates that the person is currently enrolled in medical school or in a qualified residency or fellowship program. To be considered for any special awards, you must fill out the anticipated completion date, and proof of enrollment must be sent to the IPEG office by email. Indicate the name of the medical student/resident/fellow and the title(s) of the abstracts being submitted.

Is this abstract the result of research completed under a IPEG Research Grant?
 No Yes , enter the year of the grant:

Use the Topic pull-down menu to select the topic that most closely matches the topic of this abstract.

Indicate the membership for the Presenting Author of the abstract.

Indicate whether the Presenter is in a surgical residency or other surgical training program and if so, provide the anticipated date of completion of training.

Click **Back** to go back and edit Authors and Institutions or **Next** to continue.

Part 5 – Submitting a New Abstract || Step 4 – Additional Information

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract Submission: Additional Information

*Has this Paper or Video been previously presented?	<input type="checkbox"/>
If this Paper or Video has been previously presented, please tell us where and when it was presented	<input type="text"/>
If this Paper or Video has been previously presented, does it now include at least 50% new data?	<input type="checkbox"/>
Video Abstract Submitters Only:	
If selected for a Video Presentation, do you agree to allow IPEG to use your video for electronic educational purposes?	<input type="checkbox"/>
Video Abstract Submitters Only:	
If your video is selected for presentation, would you like to compete in the "Coolest Tricks and Extraordinary Procedures" award session?	<input type="checkbox"/>
*My presentation preference is:	<input type="checkbox"/>
<input type="button" value="« Back"/>	<input type="button" value="Next »"/>

Answer if the abstract has been previously presented, and if so, explain where and when it was previously presented. Please limit your response to 255 characters or less, or you can email abstracts@ipeg.org with your answer to this question.

If you are submitting a video, let us know if you agree to allow IPEG to use your video for electronic educational purposes and if you would like to compete in the “Coolest Tricks and Extraordinary Procedures” award session.

Click **Next** to add and edit the body of your Abstract Summary.

Part 5 – Submitting a New Abstract || Step 5 – Edit your Abstract Content

Once you have entered the basic information for your abstract, the abstract editor will now appear on screen. You will now be able to edit your abstract.

The screenshot displays the 'Abstract Submission: Body' editor. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. Below this, the editor title 'Abstract Submission: Body' is shown. The editor area contains a text box with the instruction 'Please enter up to 500 words.' and a note 'A maximum of 1 images allowed.' The toolbar, highlighted with a red box, includes icons for bold (B), italic (I), underline (U), list, image, table, link, superscript (x²), subscript (x₂), and unlink. At the bottom of the editor, there are '« Back' and 'Next »' buttons.

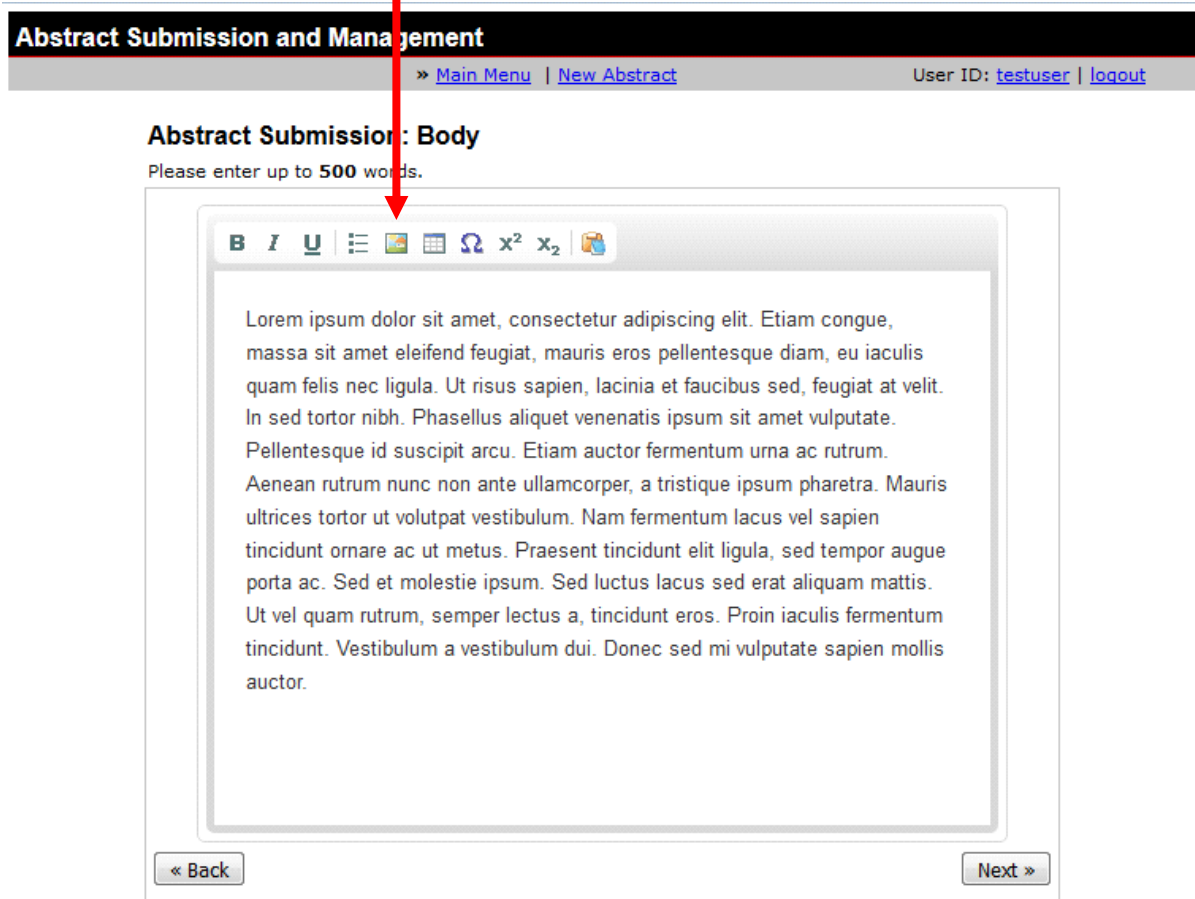
Entering Text

- You may enter abstract text simply by typing it in the abstract box.
- Alternatively, you may use the editor's copy & paste function
 - You may copy & paste from **MS Word** or paste as **Plain Text** by choosing the appropriate icon in the editor tool bar.

Please Note: Every written abstract submitted must adhere to a **500-word limitation** and every video abstract must adhere to a **150-word limitation**. This restriction will be strictly enforced via the online submission system.

Inserting an Image

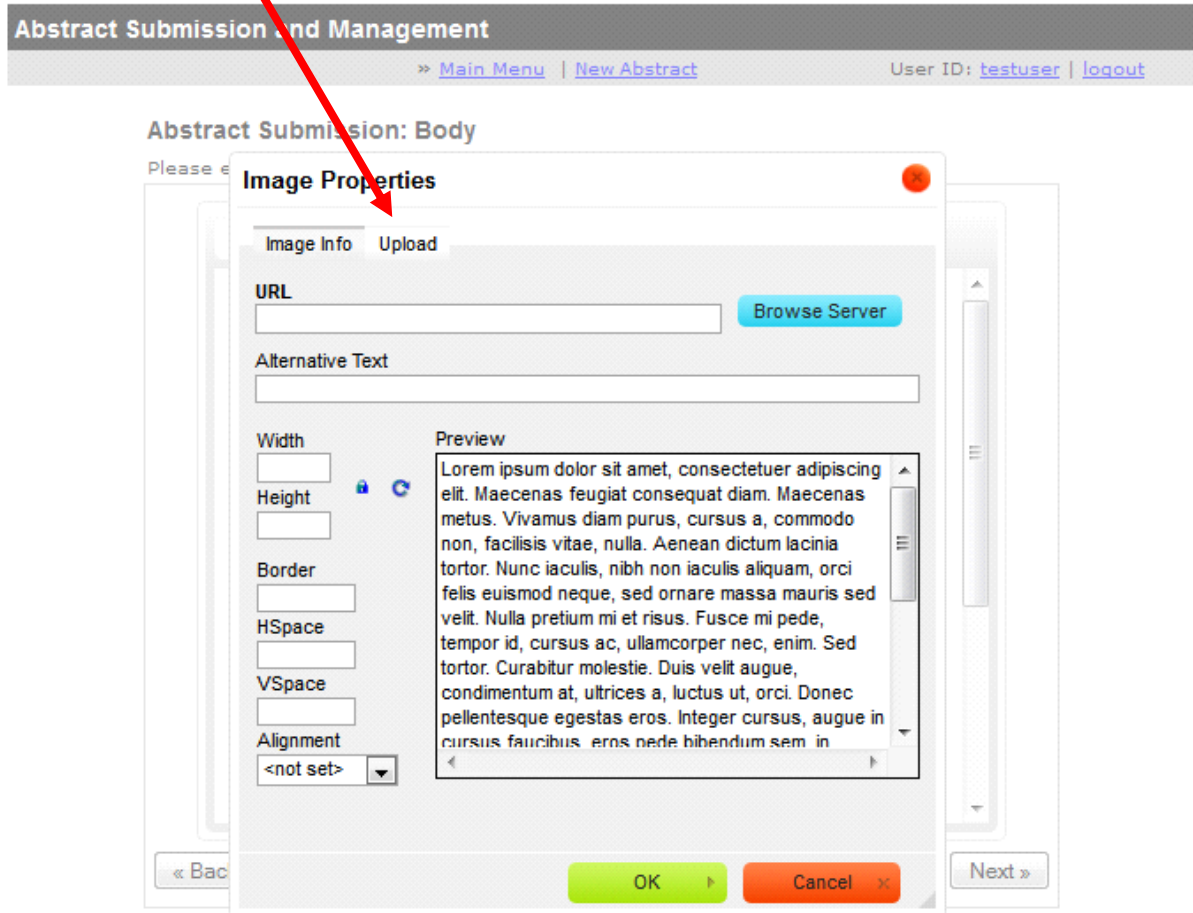
- Select the **Image icon** from the editor tool bar



The screenshot displays the 'Abstract Submission and Management' interface. At the top, there is a navigation bar with links for 'Main Menu' and 'New Abstract', and a user ID 'testuser' with a 'logout' link. Below this, the page title is 'Abstract Submission: Body' with a note: 'Please enter up to 500 words.' The main content area is a rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Bulleted List, Image, Table, Link, and Unlink. A red arrow points to the Image icon. The editor contains a paragraph of Lorem Ipsum text. At the bottom of the editor, there are 'Back' and 'Next' navigation buttons.

- The Image Properties box will now appear on screen.

- Select the **Upload** tab to upload your image.



- The file upload box will now appear on screen
- Select the **Browse** button and navigate your local hard drive to locate the desired image.
- Select the image and press the **Open** button
- You will return to the **Image Properties** screen
- Press the **Send it to the Server** button

- Your image will now appear in your abstract editor box along with your submitted text.



- Select **Next** to continue with the abstract submission

Please Note: We have provided support for 1 small image in this software. **Because images must be in JPG format and less than 1 mb in size and should be less than 900 pixels in width.**

Generating a Table within the Abstract Editor

- Select the **Table Icon** from the editor tool bar.



- The Table Properties screen will now appear.

- Fill in the table definitions as needed (rows, columns, header, summary, etc)

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract Submission: Body

Please enter up to **500** words. A maximum of **1** images allowed.

B I U [List Icon] [Image Icon] [Table Icon]

lacus vel sapien tincidunt
sed tempor augue porta
erat aliquam mattis. Ut
Proin iaculis fermentum
mi vulputate sapien mol




Table Properties [Close]

Rows	<input type="text" value="3"/>	Width	<input type="text" value="100%"/>
Columns	<input type="text" value="2"/>	Height	<input type="text"/>
Headers	<input type="text" value="None"/> [v]	Cell spacing	<input type="text" value="1"/>
Border size	<input type="text" value="1"/>	Cell padding	<input type="text" value="1"/>
Alignment	<input type="text" value="<not set>"/> [v]		
Caption	<input type="text"/>		
Summary	<input type="text"/>		

- Press **OK**
- A blank table will now appear in your abstract

Abstract Submission and Management

[» Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)


Abstract Submission: Body

Please enter up to **500** words.

A maximum of **1** images allowed.

B *I* U | x^2 x_2

pharetra. Mauris ultrices tortor ut volutpat vestibulum. Nam fermentum lacus vel sapien tincidunt ornare ac ut metus. Praesent tincidunt elit ligula, sed tempor augue porta ac. Sed et molestie ipsum. Sed luctus lacus sed erat aliquam mattis. Ut vel quam rutrum, semper lectus a, tincidunt eros. Proin iaculis fermentum tincidunt. Vestibulum a vestibulum dui. Donec sed mi vulputate sapien mollis auctor.



- Fill in the table with your desired data.
- Select **Next**

Including a Video

- If you are submitting a Video Abstract Summary, click on the link entitled “**Click here if you would like to include a video for this abstract**”


Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)


Abstract Submission: Final Review

TEST ABSTRACT [Test User](#) MD, IPEG

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam congue, massa sit amet eleifend feugiat, mauris eros pellentesque diam, eu iaculis quam felis nec ligula. Ut risus sapien, lacinia et faucibus sed, feugiat at velit. In sed tortor nibh. Phasellus aliquet venenatis ipsum sit amet vulputate. Pellentesque id suscipit arcu. Etiam auctor fermentum urna ac rutrum. Aenean rutrum nunc non ante ullamcorper, a tristique ipsum pharetra. Mauris ultrices tortor ut volutpat vestibulum. Nam fermentum lacus vel sapien tincidunt ornare ac ut metus. Praesent tincidunt elit ligula, sed tempor augue porta ac. Sed et molestie ipsum. Sed luctus lacus sed erat aliquam mattis. Ut vel quam rutrum, semper lectus a, tincidunt eros. Proin iaculis fermentum tincidunt. Vestibulum a vestibulum dui. Donec sed mi vulputate sapien mollis auctor.



IPEG
International Pediatric
Endosurgery Group

 [Click here if you would like to include a video for this abstract](#)

Terms and Conditions

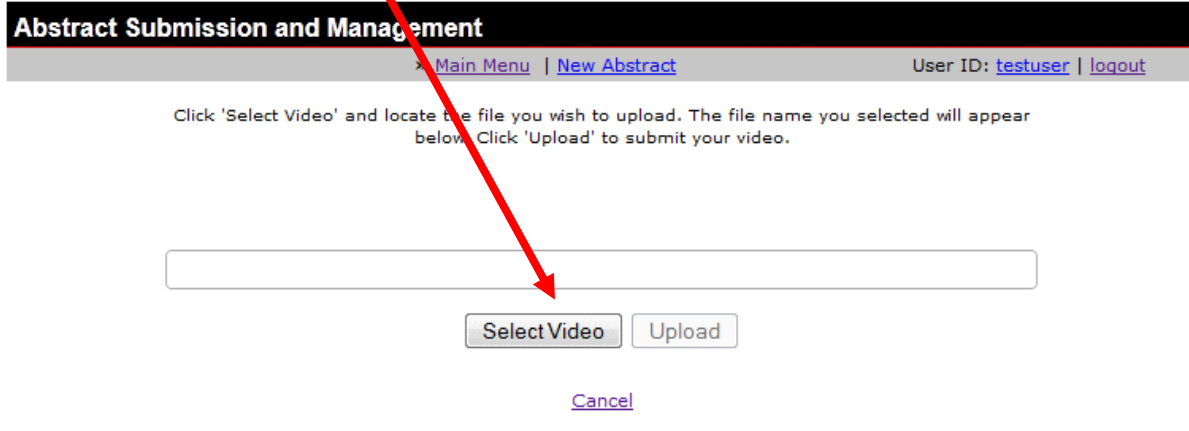
I certify that the information on these forms is correct and that this abstract is original work.

I certify that I have explicit approval and authority from any co-author(s) listed in this abstract to have their names included

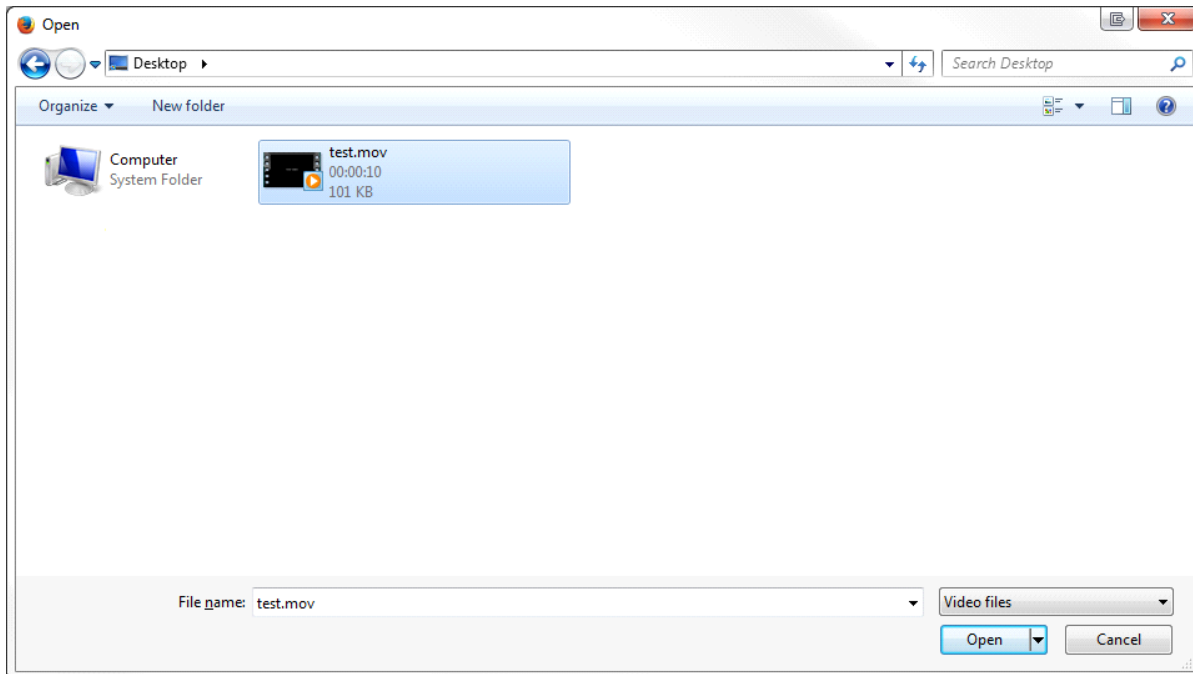
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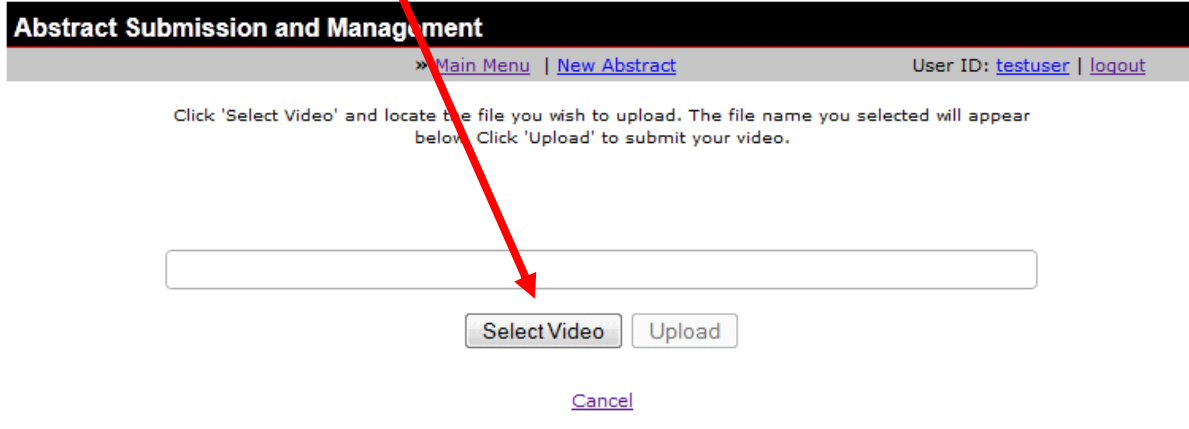
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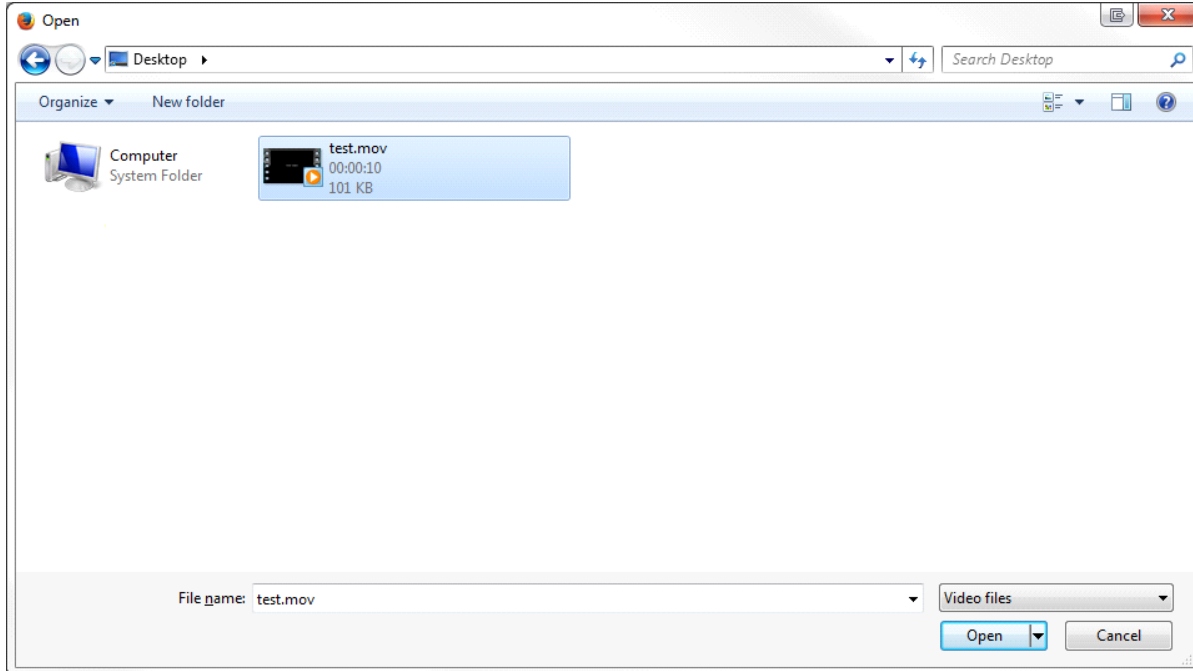
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Please Note: Once you have successfully created an abstract that conforms to our specifications, you are presented the above screen and are given the opportunity to review the abstract. If you need to make changes, use the **Back button located at the bottom of the screen** to go back. Do not use the built-in browser back button, as this may cause problems.

If you are ready to submit your abstract for consideration, then please read the Terms and Conditions in the box below your abstract. You must indicate your agreement to the Terms and Conditions by clicking the “**I agree to the terms and conditions listed above**” box.

Click the **Submit** button to submit this abstract for review. You will get a confirmation email as a receipt and see the [Confirmation Screen](#) in your browser.

If your abstract contains an image or table please confirm the placement and presentation of the object before continuing.

An onscreen confirmation screen will appear once you have successfully submitted your abstract.

Please Note: If you see the screen below, you have successfully submitted your abstract. **ALSO note the Abstract ID (6-digit number) for your submission; this will be the unique identifier for your submission.** Click **Logout** if you are finished, **Main Menu** if you wish to continue managing your abstracts or **New Abstract** to begin entering a new abstract.

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Thank you for submitting abstract 110024 to IPEG. You may make changes to this abstract up until the submission deadline. Updates as to the status of this abstract will be sent to the contact name you identified.

Please click the Main Menu link above to return to your abstract management page.

Part 6a – Abstract Management – The Main Menu

Now that you have entered one or more abstracts, the main menu will show the abstracts in the system and their status. The next time you log in or click **Main Menu** after starting or completing an abstract, your screen will look something like this:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstracts

Display:

ID	Title	Status	Approval
110024	TEST ABSTRACT	Pending	

Total Records: 1 Display: 1 - 1

Every abstract authored by this account will be displayed even if it has not been finished. The **Status** column explains the status of each abstract. To receive an explanation of status codes, click on the underlined word **Status** at the top of that column. A new window will open and display the status definitions:

Abstract Text Definitions

In Process: Abstract has not yet been completed

Pending: Abstract complete, awaiting review

In Review: Abstract is being scored by reviewers

Reviewed: Reviewer has submitted his/her results

Done: Abstract review process has been completed. Notification of acceptance will be sent shortly.

Use the pull down menu at the upper right to limit the view of abstracts by status. Click an abstract title to edit or delete it as long as it is prior to the submission deadline.

Part 6b – Abstracts that will be considered for presentation

Once the submission deadline passes, only abstracts marked as PENDING will go to the review stage.

Abstract Text Definitions

In Process: Abstract has not yet been completed

Pending: Abstract complete, awaiting review

In Review: Abstract is being scored by reviewers

Reviewed: Reviewer has submitted his/her results

Done: Abstract review process has been completed. Notification of acceptance will be sent shortly.

Abstracts marked IN PROCESS as of the submission deadline will NOT be reviewed. Please make sure that you complete all of your abstracts before the submission deadline. Contact the [IPEG Office](#) if you have questions.

Part 6c – Abstract Management – Editing an Abstract

You may edit your abstract at any time prior to the submission deadline by clicking on the abstract title from the main menu. You will see the following screen:

Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#)

User ID: [testuser](#) | [logout](#)

Abstract: Edit

ID: 110024

<< Previous | Next >>

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Session/Program: N/A

Status: Pending
Approval:

Started: 10/07/2020
Completed: 10/07/2020

Cancel Edit

Delete Abstract

Edit »

Click the “**EDIT**” button to begin editing the abstract. Editing is exactly the same process as entering an abstract, except all of the information you entered previously will be there. Refer to [Part 5](#) for instructions on using the data entry screens.

Part 6d – Abstract Management – Deleting an Abstract

If you wish to delete an abstract (remove it from consideration or delete an abstract with errors) you do so by logging in and clicking on the abstract to be deleted. You will see the same screen from [Part 6b](#) above.

To delete, click the “**Delete Abstract**” button in the bottom center of the screen. You will see a new screen asking you to confirm deletion:



Abstract Submission and Management

» [Main Menu](#) | [New Abstract](#) User ID: [testuser](#) | [logout](#)

Abstract: Edit ID: 110024 << Previous | Next >>

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Session/Program: N/A
Status: Pending
Approval:

Started: 10/07/2020
Completed: 10/07/2020

Click "Yes" to CONFIRM delete. Click "No" to CANCEL delete.

If you wish to continue and permanently delete this abstract, click “Yes” or click “No” to keep this abstract.