## **Abstract Submission Site Instructions**

# **NOTE:** You will need to <u>create a new account</u> within the submission system by clicking the "Join Now" button.

\* indicates a required field

#### Welcome to the 2025 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.

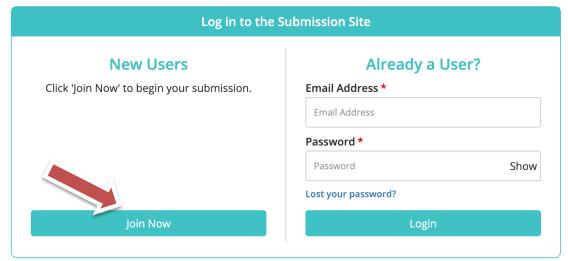
#### SUBMISSION DEADLINE: March 18, 2025

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 897-12356-1466)



Export

#### 1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <a href="https://www.cadmiumcD.com/cadmiumcd/privacy.asp">https://www.cadmiumcD.com/cadmiumcd/privacy.asp</a>. 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 <a href="mailto:privacy@cadmiumcd.com">privacy@cadmiumcd.com</a> 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 <a href="https://cadmiumCD.com/mydata">https://cadmiumCD.com/mydata</a>.

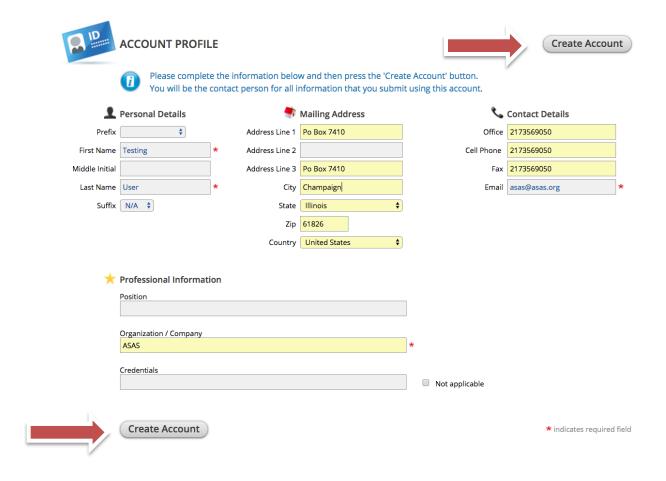
Enter your e-signature

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**

#### YOUR PROFILE



#### SUBMIT FEEDBACK

2023 Annual Meeting

July 16 - 20, 2023 (Sunday - Thursday) Albuquerque Convention Center Albuquerque, New Mexico United States

Contact the Event Organizer

Debbie Zagorski Affiliation: American Society o... Logins: 0 Log Out View / Edit Your Profile

We always welcome feedback, and we want to hear what you like and what can be improved.





ABSTRACT (You have 0 complete abstracts, 1 incomplete abstract, and 0 withdrawn abstracts)

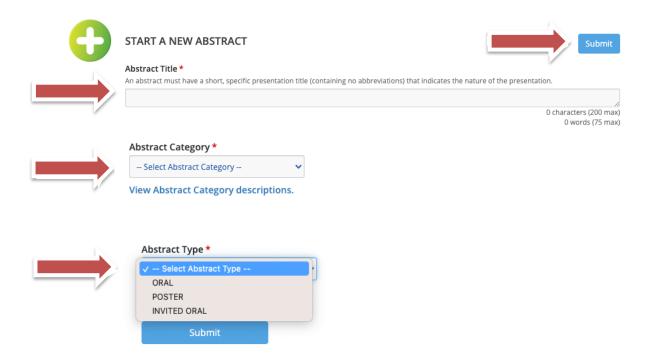




#### FREQUENTLY ASKED QUESTIONS

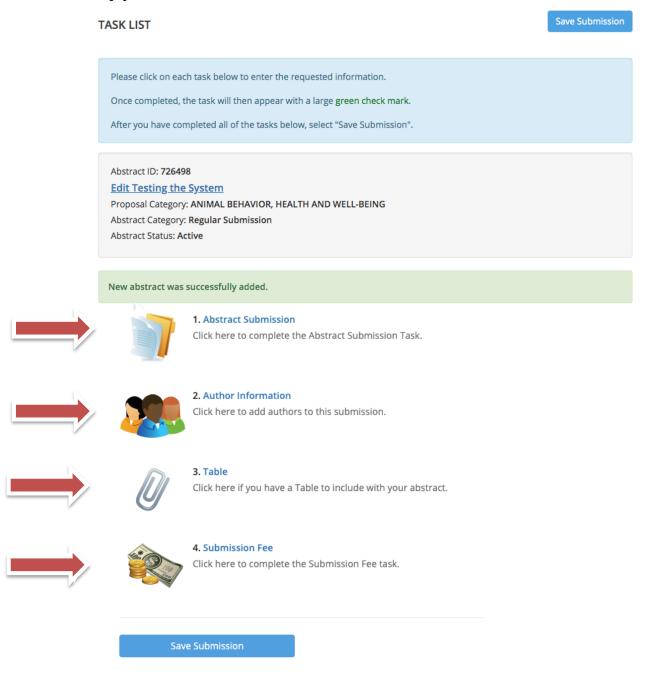
**Abstract Quality Standards (PDF)** Competition Guidelines (PDF) **Abstract Submission Instructions (PDF)** 

- 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.



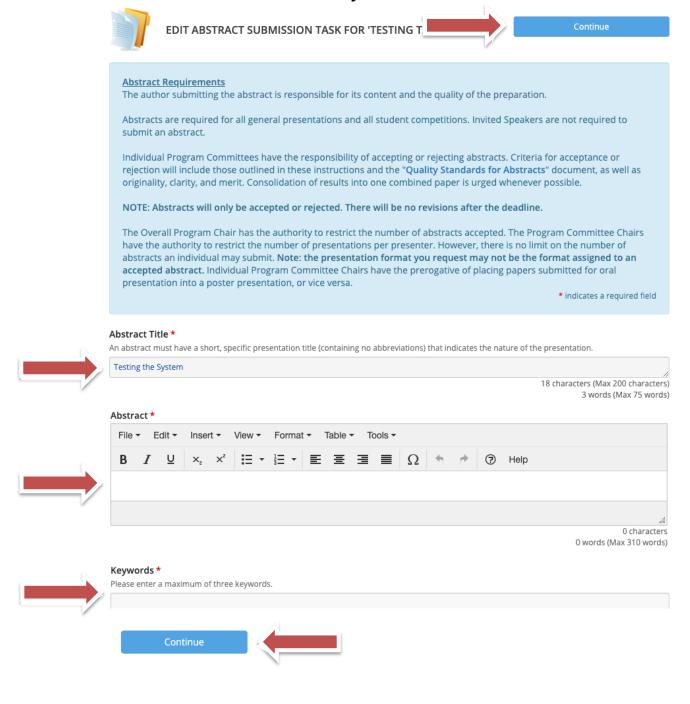
Click on each task and enter the requested information. A green check mark will appear by each task once it is complete.

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.



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

#### **Edit Testing the System**

Abstract ID: 1093962

Abstract Category: ANIMAL BEHAVIOR, HEALTH AND WELL-BEING

Abstract Type: ORAL
Abstract Status: Active

Abstract Submission task was successfully completed on Tuesday, July 27, 2021, 10:26 AM



### 1. Abstract Submission

Completed Tuesday, July 27, 2021, 10:26 AM Click here to complete the Abstract Submission Task.



#### 2. Author Information

Click here to add authors to this submission.



#### 3. Table

Click here if you have a Table to include with your abstract.



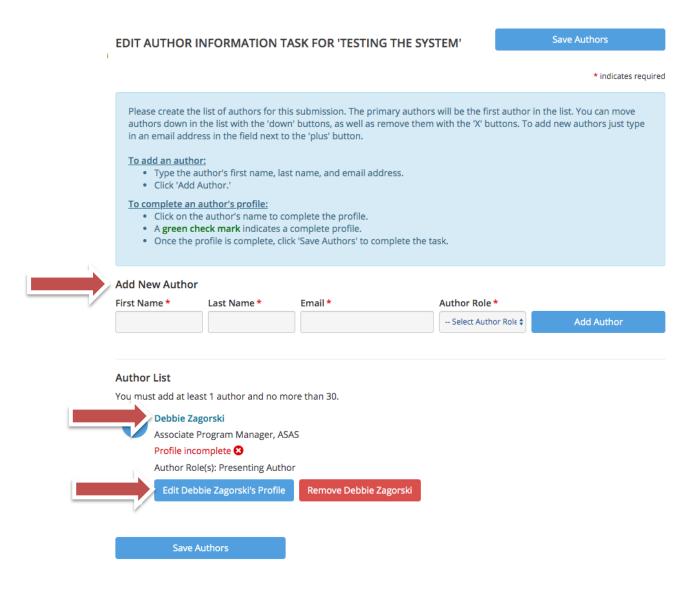
#### 4. Submission Fee

Click here to complete the Submission Fee task.

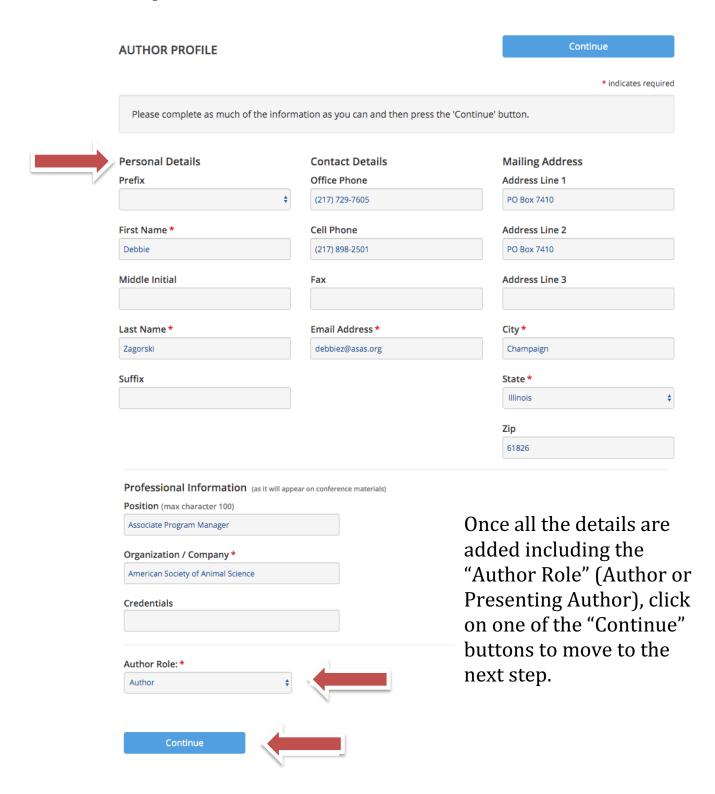
Save Submission

## **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.

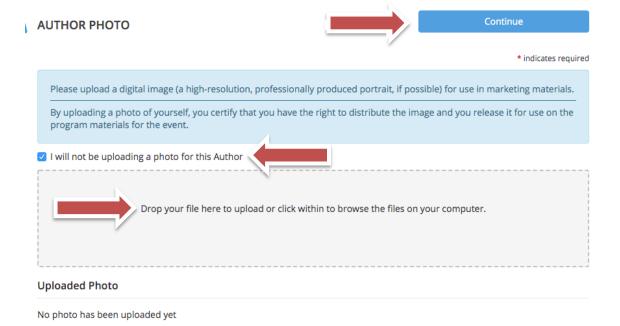


## **Author Photo:**

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.

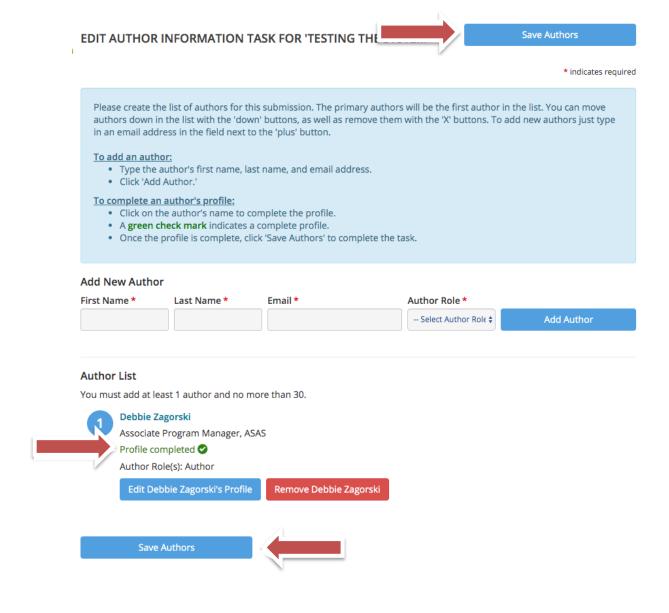
NOTE: The option "I will not be uploading a photo for this Author" is available to check.

Click on the "Continue" button to return to author list.

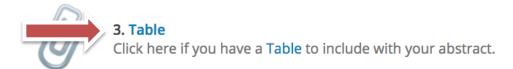


The author details are complete once the green check mark appears by the author name.

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.

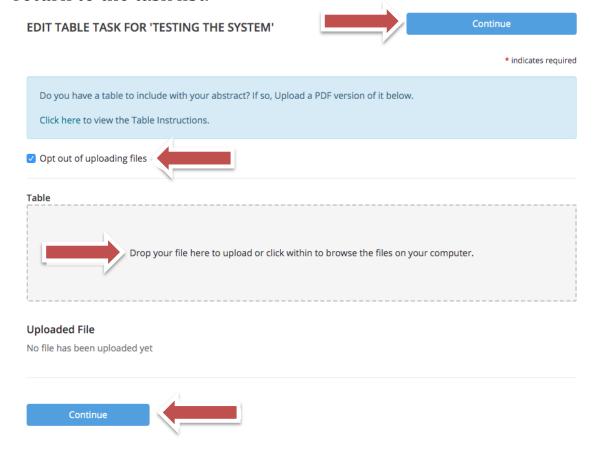


## Table Task: Click on 3. Table



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.

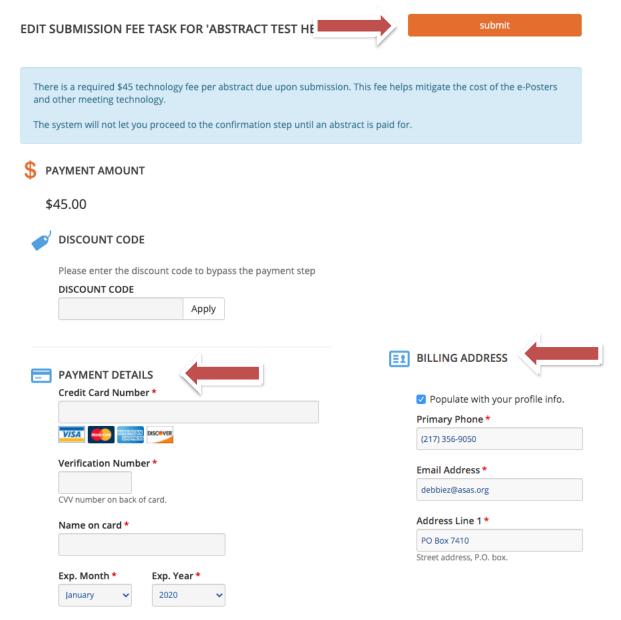
Once completed, click on one of the "Continue" buttons to return to the task list.



## **Submission Fee Task:** Click on 4. Submission Fee

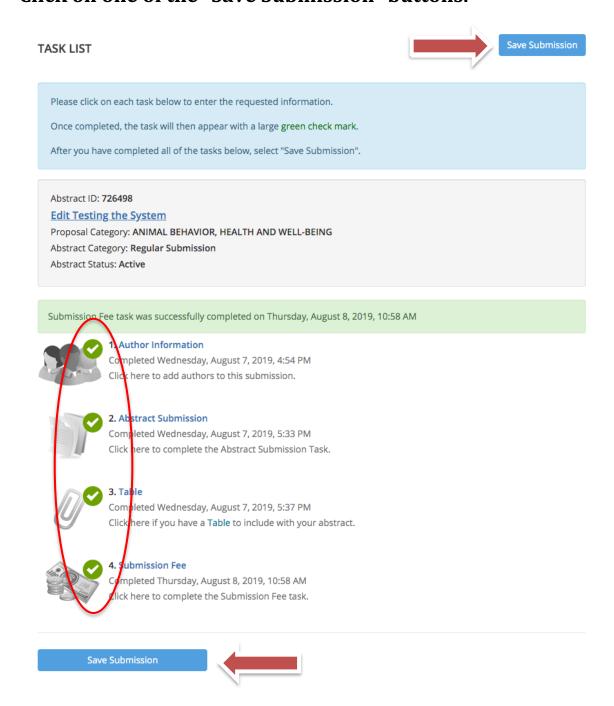


There is a \$45 technology fee per abstract due upon submission. This fee helps mitigate the cost of the e-Posters and other meeting technology. Enter the payment details and click on one of the "Submit" buttons to return to the task list.



All four tasks should be marked with a green check mark, which means you have completed the necessary information in each task.

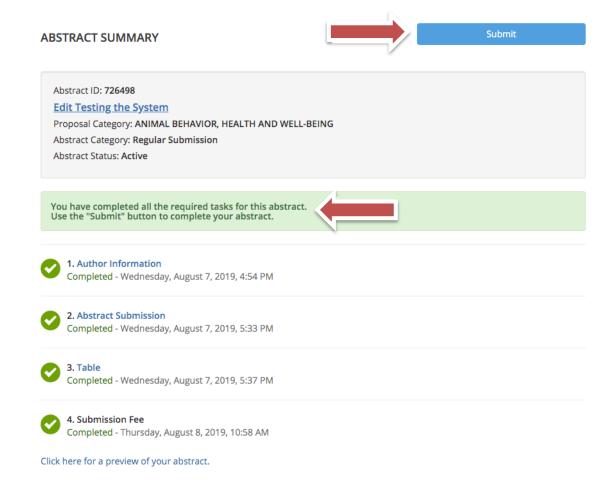
## Click on one of the "Save Submission" buttons.



## **Abstract Summary:**

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

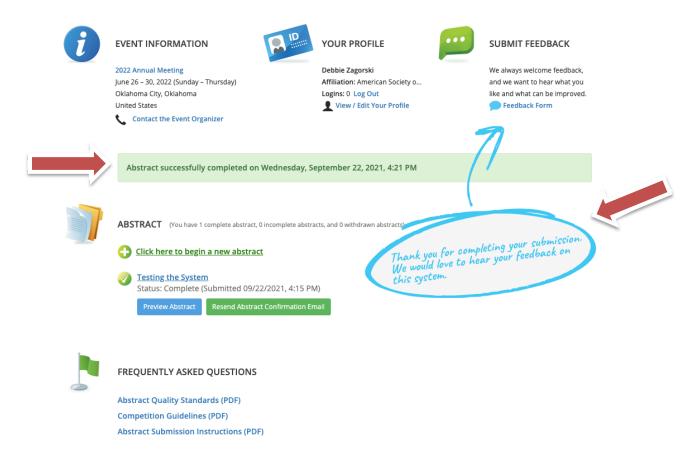
## Click on the "Submit" button to finalize your submission.



## **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.

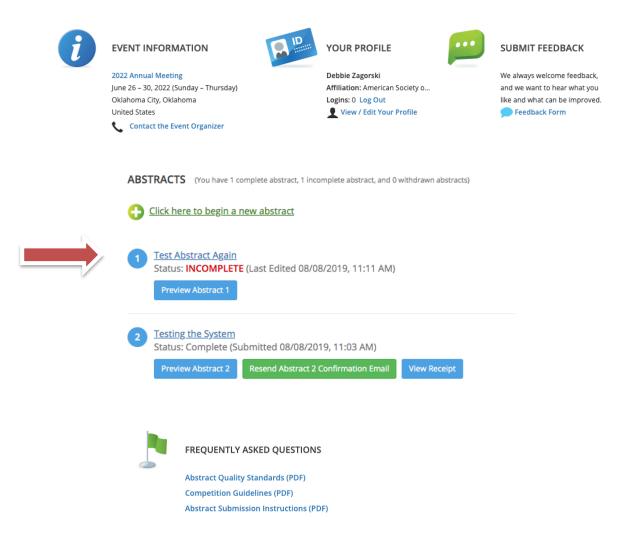


NOTE: You must see this "Confirmation Page" to have successfully submitted your abstract for the 2025 ASAS-CSAS Annual Meeting!

## 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

TASK LIST Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".



Abstract ID: 726864

#### Edit Test Abstract Again

Proposal Category: RUMINANT NUTRITION
Abstract Category: Regular Submission
Abstract Status: Active



#### 1. Author Information

Completed Thursday, August 8, 2019, 11:20 AM Click here to add authors to this submission.



#### 2. Abstract Submission

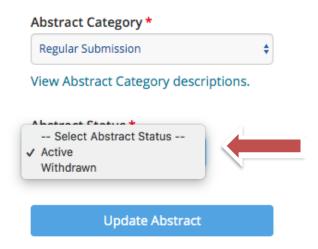
Completed Thursday, August 8, 2019, 11:21 AM Click here to complete the Abstract Submission Task.



#### 3. Table

Click here if you have a **Table** to include with your 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.

