


How to Submit an Abstract

1. From the abstract submission site select "Submit an Abstract".



ASRM 2024
Denver, Colorado
October 19-23, 2024

Abstract Submission Site for
ASRM 2024 Scientific Congress & Expo, Denver, CO
October 19 - 23, 2024

Standard abstract submission deadline: **Wednesday, April 24, 2024 at 5:00 pm Eastern Time**
Video abstract submission deadline: **Wednesday, April 24, 2024 at 5:00 pm Eastern Time**

ABSTRACT PREPARATION GUIDELINES AND INSTRUCTIONS

Abstract Submissions are not opening until
Wednesday, February 14, 2024

Video Abstract Submissions are not opening until
Wednesday, February 14, 2024

[Submit an Abstract](#) [Submit Video Abstract](#)


View, Resume, Edit or Withdraw a Submission:

If you have already initiated a submission
[you can access it here.](#)

For assistance submitting abstracts online
[contact Technical Support](#)

For other questions, see [Terms & Conditions of Use](#)

2. You will be redirected to the ASRM login. Please enter your ASRM username and password. If you do not remember your information or if you need to register for an ASRM account use the appropriate links below the login fields.



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Reproductive Medicine

Impacting Reproductive
Care Worldwide

Please login to continue.

Username:

Password:

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I would like to reset my password. [Click here.](#)
I would like to update my Username. [Click here.](#)
I forgot my password. [Click here to reset.](#)

I would like to register for a new account. [Click here to register.](#)

Remember my login information for 90 days. ☐

3. Enter in your title, select your preferred presentation type, and select the study type from the list provided. Select “Save and Continue” at the bottom of the page to proceed.

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Category/Subcategory(ies) Author Abstract Text Questionnaire Awards CV Upload Disclosures Review and Submit

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Abstract Title

In 200 characters or less, provide a title for your abstract. Do not identify individuals or affiliating institution in the title or abstract body. Doing so will result in the abstract being disqualified. Abbreviations used in abstracts must be defined. Abbreviations are permitted in titles if they immediately follow the term being abbreviated and are enclosed in parentheses.

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Submitter's Email

carmstead@asrm.org

Preferred Presentation Type

☐ Either Oral or Poster

☐ Poster Only

Study Type

Save and Continue

4. On the next page, Category/Subcategory(ies), select the category that best describes your abstract. After you select the best category, you may select up to three subcategories. Please only select categories that are representative of your research. A full list of categories and subcategories can be found [HERE](#). Select “Save and Continue” at the bottom of the page to proceed.

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Title Category/Subcategory(ies) Author Abstract Text Questionnaire Awards CV Upload Disclosures Review and Submit

Select Category - Subcategory(ies)

Choose the abstract's main category. You may select up to 3 subcategories under the main category. While abstracts may touch on several of the areas listed, please select the main focus of the abstract.

For a listing of Categories and Subcategory(ies) [click here](#).

Advance Practice Provider

☒ General ☐ Wellness

☐ Professional Development

ART

Benign Gynecological Disease

Business of Medicine

Complex Family Planning

5. Next, you will need to select your authors. Search for the authors in the search box first. If they are not listed, you may use the “New Person” function to enter in their information. Make sure to verify all authors and their information before proceeding. Select “Save to Continue” to the next step. **Please note: it is the submitters responsibility to ensure email addresses added for co-authors are the same email address that is used for the co-authors’ ASRM accounts.** All authors must be added at the time of submission.

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Title Category/Subcategory(ies) **Author** Abstract Text Questionnaire Awards CV Upload Disclosures Review and Submit

Add, Edit and Remove People Associated with this Abstract.

Attention Submitters: Please verify with each author their name and email address as it appears on their individual ASRM account. Failure to link the correct author account may delay the abstract submission process.

Please search for and select someone from below. → Next Step: Abstract Text [Continue](#)

[Add Author](#)

[New Person](#)

• Under Presenting Author Minimum of 1. You have 0, which is 1 too few.

[Show Role Requirements](#)

6. All authors must be added at the time of submission. **Authors cannot be added or removed after the abstract submission closes.** Once all authors and their roles are accurate, please select continue.

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Title Category/Subcategory(ies) Author **Abstract Text** Questionnaire Awards CV Upload Disclosures Review and Submit

Add, Edit and Remove People Associated with this Abstract.

Attention Submitters: Please verify with each author their name and email address as it appears on their individual ASRM account. Failure to link the correct author account may delay the abstract submission process.

Role	Presenting Author	Priority	Order	Person	Edit	Delete
Presenting Author	<input checked="" type="radio"/>	1	1	Callie Armstead, MA : American Society for Reproductive Medicine	Edit	Delete
Author	<input type="radio"/>	2	2	Courtney Norris, N/A : American Society for Reproductive Medicine, Education Department	Edit	Delete
Author	<input type="radio"/>	3	3	Regina Dooley, BS : ASRM, Education	Edit	Delete

[Add Author](#) [Show Role Requirements](#) → Next Step: Abstract Text [Continue](#)

7. Please read all instructions carefully. Abstracts must adhere to all guidelines and instructions listed in order to be considered. Abstracts must contain the required headers and not exceed the allowable character total. Images are not allowed. Tables will decrease the total allowable characters as indicated in the instructions.

9. The following page is for optional awards. Please review the awards and the eligibility requirements before applying. **Abstract award eligibility and information is found [HERE](#).** If you do not wish to apply for any award select “No” to proceed. If you wish to apply for awards, you will be asked several questions to determine eligibility. Answer the questions as they pertain to your submitted abstract.



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✓ Title ✓ Category/Subcategory(ies) ✓ Author ✓ Abstract Text ✓ Questionnaire ➔ Awards ✓ CV Upload ➔ Disclosures ➔ Review and Submit

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Awards

ASRM offers numerous abstract and traveling scholar awards. For more information regarding all award opportunities and eligibility please click [HERE](#). Please note: all awardees must attend the ASRM 2024 Scientific Congress and Expo and be present for all award specific activities.

Are you applying for an award?

☒ Yes, and I am the presenting author who will attend the 2024 Scientific Congress and I attest that I meet the award eligibility requirements.

☐ No

Based on your answers, awards will appear that you may be eligible for. Only select the awards that you wish to apply. Ensure you meet all eligibility requirements and complete separate applications when necessary. An example of a potential outcome is shown. Select “Save and Continue” to proceed after making your selection(s).

Awards

ASRM offers numerous abstract and traveling scholar awards. For more information regarding all award opportunities and eligibility please click [HERE](#). Please note: all awardees must attend the ASRM 2024 Scientific Congress and Expo and be present for all award specific activities.

Are you applying for an award?

☒ Yes, and I am the presenting author who will attend the 2024 Scientific Congress and I attest that I meet the award eligibility requirements.

☐ No

I am a nurse or advanced practice provider.

☐ Yes

☒ No

Are you a trainee? (Trainees may include students, residents, fellows, graduate students, or postdoctoral fellows).

☒ Yes

☐ No

Please select the category you have chosen for your abstract submission:

☐ Benign Gynecological Disease- Endometriosis & Adenomyosis

☐ Business of Medicine or Professional Development

☐ Reproductive Urology

☐ Surgery

☒ All Other Categories

Resident In-Training Award

☐ I wish to apply for the Resident In-Training Award. I attest that I meet all requirements for this award.

In-Training Awards for Research

☒ I wish to apply for the In-Training Award for Research. I attest that I meet all requirements for this award.

Save and Continue

10. The presenting author's CV/biosketch is required if applying for an award. Upload the presenting author's CV if it is not already in the system.



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CV Upload

The **Presenting Author** is required to upload a CV. Click on the hyperlink in the "CV" column to add or edit a CV.

Person	Role	Resume
Callie Armstead, MA	Presenting Author	Received

Next Step: **Submit Disclosures**

11. You will need to complete your disclosure in the next step. **All authors must complete their disclosure by the submission deadline, otherwise the abstract will be considered incomplete.** If you have completed a disclosure previously, please edit the disclosure and verify all information is correct and make any changes needed. If authors have outdated disclosures, you will be able to email them a reminder from this screen as a button will appear in the column as shown below.



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Disclosures for all authors need to be completed prior to moving on to the next step in the submission.

PERSONS WITH DISCLOSURES

Name	Role	Conflict	Signature	Email Reminder
Regina Dooley, BS	Author	No	Last signed by Regina Dooley on Thursday, November 30, 2023	
Courtney Norris, N/A	Author	No	Last signed by Courtney D Norris on Thursday, November 2, 2023	
Callie Armstead, MA	Presenting Author	No	Last signed by Callie Armstead, MA on Wednesday, November 1, 2023	Send Reminder

Review and Submit

12. The final step is to review and submit. Review your abstract a final time and make sure your contact information is correct. Once all necessary edits have been made, select "Conclude Submission" at the bottom of the page. You will receive an email after your submission. **Note: No changes can be made after the abstract submission deadline.**

FINAL STEPS

1. Check spelling and contact information.
2. Make necessary corrections:
 - Click any value in the Abstract Control Panel you want to change (e.g., Title, Category/Subcategory(ies)).
 - Edit the information and click the submit button.
 - If you add another author now, this submission will be considered incomplete and will not be eligible for consideration unless or until that author has filled out a disclosure form.
3. Click **here** to print this page now.

Conclude Submission