ABSTRACT SUBMISSION GUIDE

Please make sure to read the “IFSO rules for abstract submission” and the “Guidelines and instructions” at the website www.ifso2023.org before starting the Abstract Submission process.

At the end of the page dedicated to the Abstract Guidelines, you can find the “Click here to send your Abstract” button.

1. Click on the button to start the process.
2. To access the Abstract Submission Form, click on the “Submit Abstract” button.
3. You will now find the **Abstract Submission Form**. Make sure to accept both the Abstract Privacy Policy and the Disclosure to proceed with the Abstract Submission.
4. Insert all your personal details in the “Submitter” section. Make sure to fill in all the mandatory fields and be aware that only the Submitter can still edit the Abstract after the Submission, until the Submission deadline.
5. In the “Authors as they appear in the abstract” section, you can insert all the details of the author(s). If the Submitter corresponds to one of the authors, do not forget to click on the red button to repeat his/her details in the list of the authors of the Abstract. Do not forget to select the author who will be presenting the abstract by clicking on the corresponding "Presenting Author" check box.
6. By clicking on the button “Add an author” you can add the details of all the co-author(s). The details of the author(s) will be merged on your abstract automatically, following the order that you chose.
7. In the section “Format, Topic and Title of the Abstract” you can choose:
- the Presentation Type, which can be oral, e-poster or video;
- the Topic;
- the Title, which can be up to 20 words in lower case.
8. On the section “Attached file” you can finally upload your Abstract Word File. Remember that the File should be without Names, Affiliations and Title. Click on the “Next” button to visualize the summary of all Abstract details, text excluded.
9. After you have checked the Abstract Summary, you can complete the process by clicking on the button “Submit Abstract”.
10. If you previously chose to submit a “Video” as type of presentation, do not forget to upload the Video in this section. Remember that the Video should be anonymous to guarantee the blind review and must be uploaded at this step otherwise the Abstract will not be accepted.
Click on the “End” button to save and complete the process, or on the “Send another abstract” button to continue the process.
11. You will now receive an email of confirmation, with an Username and a PIN which are required to edit and check the status of the abstract(s) that you have submitted, until the deadline.
12. Insert in the “Check Abstract Status” box the Username and PIN that you have previously received via email to edit or to check your Abstract(s) status.
13. By clicking on “Edit” you can either modify the details of the Author(s) or upload a new Word File.
14. By clicking on “View” you can visualize and print a preview of the Abstract.
15. By clicking on “Download Abstract” you can visualize the Abstract as a PDF file, which corresponds to the version that will be published online in the Annual Meeting Supplement of Obesity Surgery*. We strongly suggest you to download the Abstract to check the correctness of all typed information. The congress secretariat is not responsible for any mistyped information. After the acceptance, no changes can be done anymore.

*After the acceptance of your Abstract by the Scientific Committee.
PRESENTING AUTHOR REGISTRATION
Once the Abstract will be accepted, the Presenting Author must register by May 31, 2023. Otherwise the Abstract will not be included in the Scientific Program and in the publication.
To facilitate the registration, the Presenting Author must enter on the Abstract Collection Page with the Username and PIN received by the Submitter. The personal details of the Presenting Author will be already recorded and the Author can go on with the payment of the registration.