

Form Submission Instructions

To submit a presentation request for the annual meeting, you will have to fill out two forms. The first is a PDF called Abstract Form 2012. Start by downloading this document to your computer. This should be done automatically upon clicking the link, but in the case it opens in your browser window, you can click the small disk icon on the lower right hand corner of the PDF. Alternatively, you can right-click on the Abstract Form 2012 link and select "Save target as..." to download the form directly. Once it's saved, open the document and fill out the form.

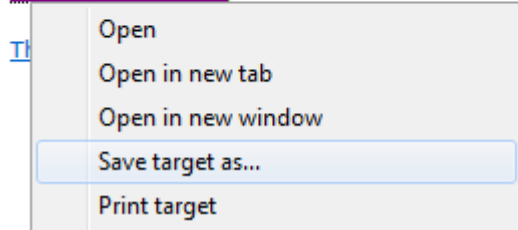
Once you've filled out the form, click the submit button at the lower right-hand corner of your screen.

This area has been created for the convenient Society forms and documents.

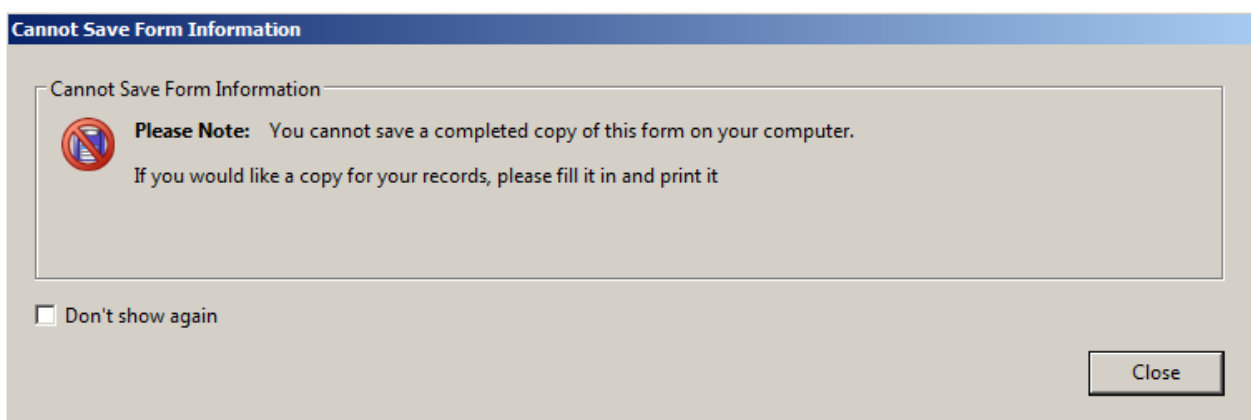
[Scientific Abstract Form Submission Instructions](#)

[Abstract Text 2012](#)

[Abstract Form 2012](#)

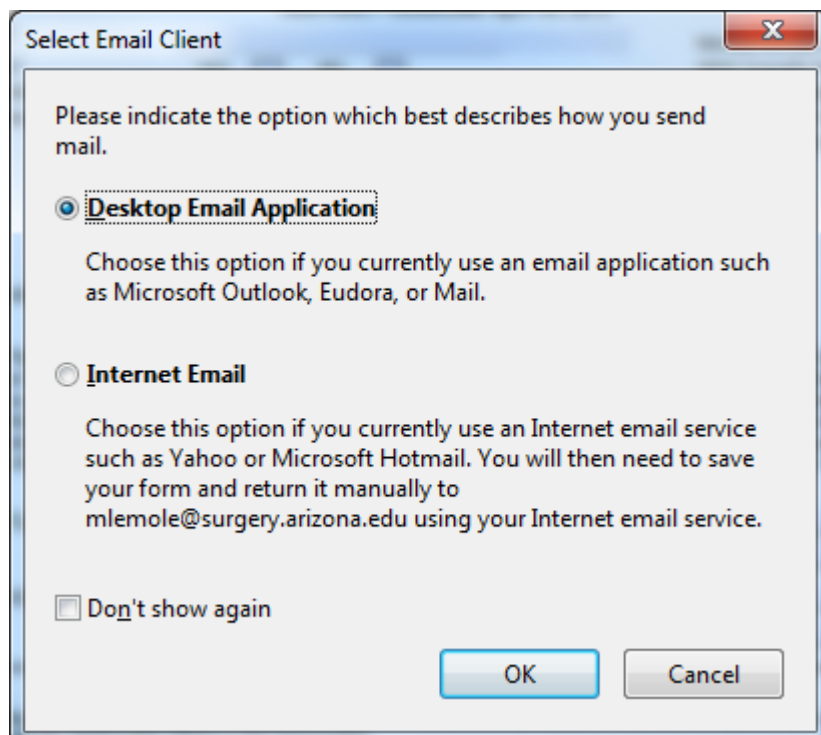


If you see a popup like this:



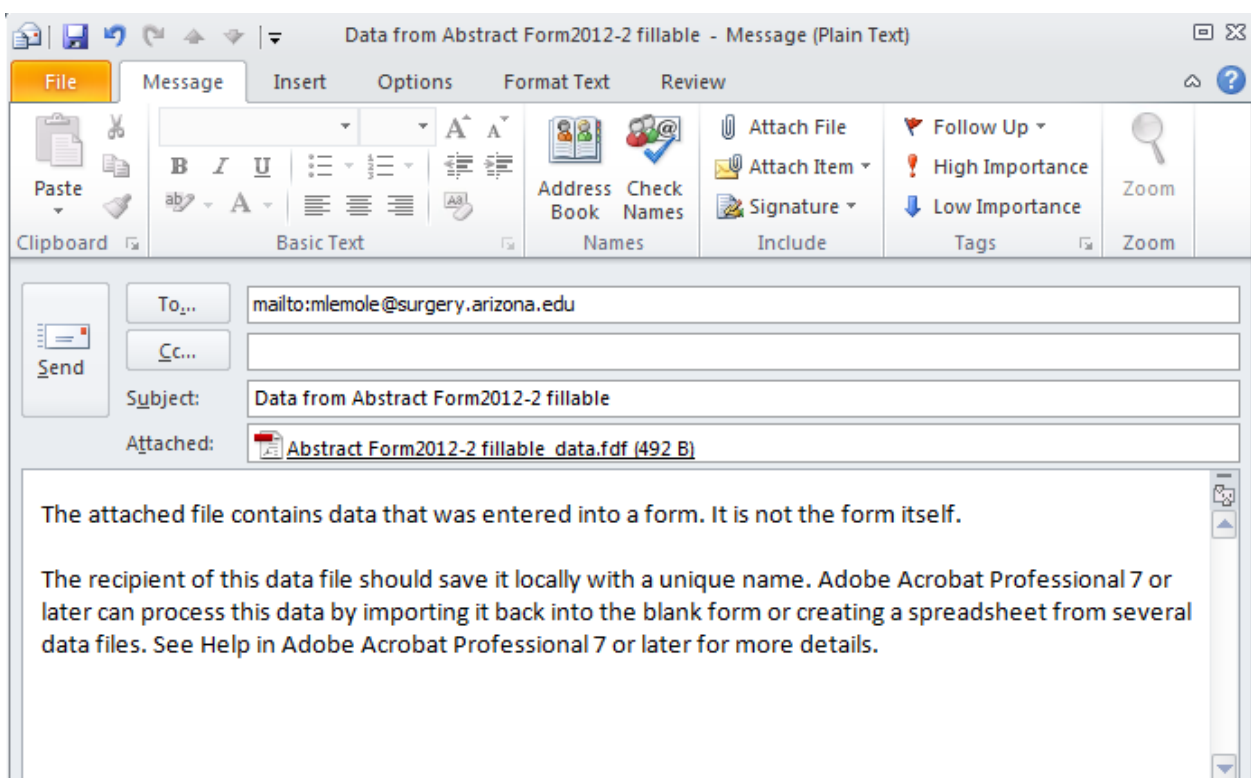
...just click Close. This message is to let you know that you don't have the full version of Adobe Acrobat, and you won't be able to save an altered PDF. But since you won't be changing the actual document there's nothing to worry about.

A pop-up window will ask you for your email client. If you use an email program like Microsoft Outlook on your computer, select [Desktop Email Application](#). If you send email through a web browser like Internet Explorer or Safari, select the [Internet Email](#) option.



Desktop Email

If using a mail program like Microsoft Outlook, select Desktop Email Application and click ok. This will automatically open up a new email message with the form attached as an FDF (Form Data Format).

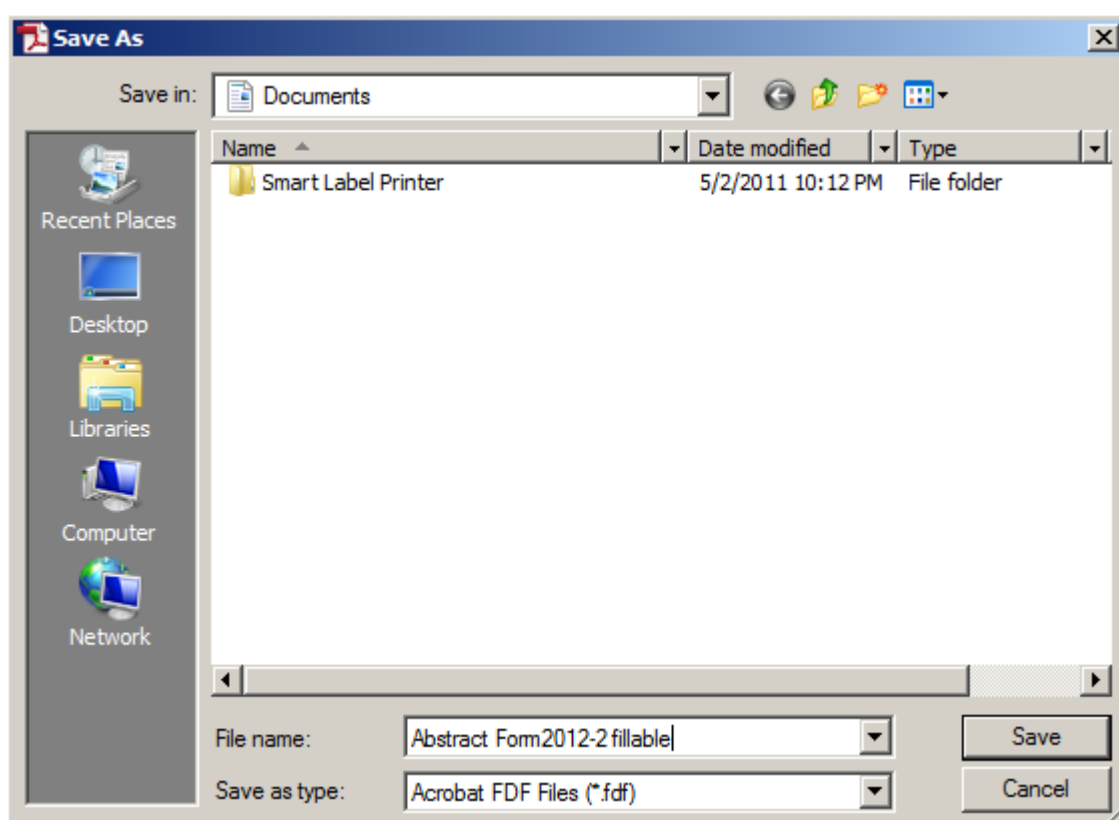


All you need to do is attach the Abstract Form 2012 document you completed earlier, hit Send, and you're done!

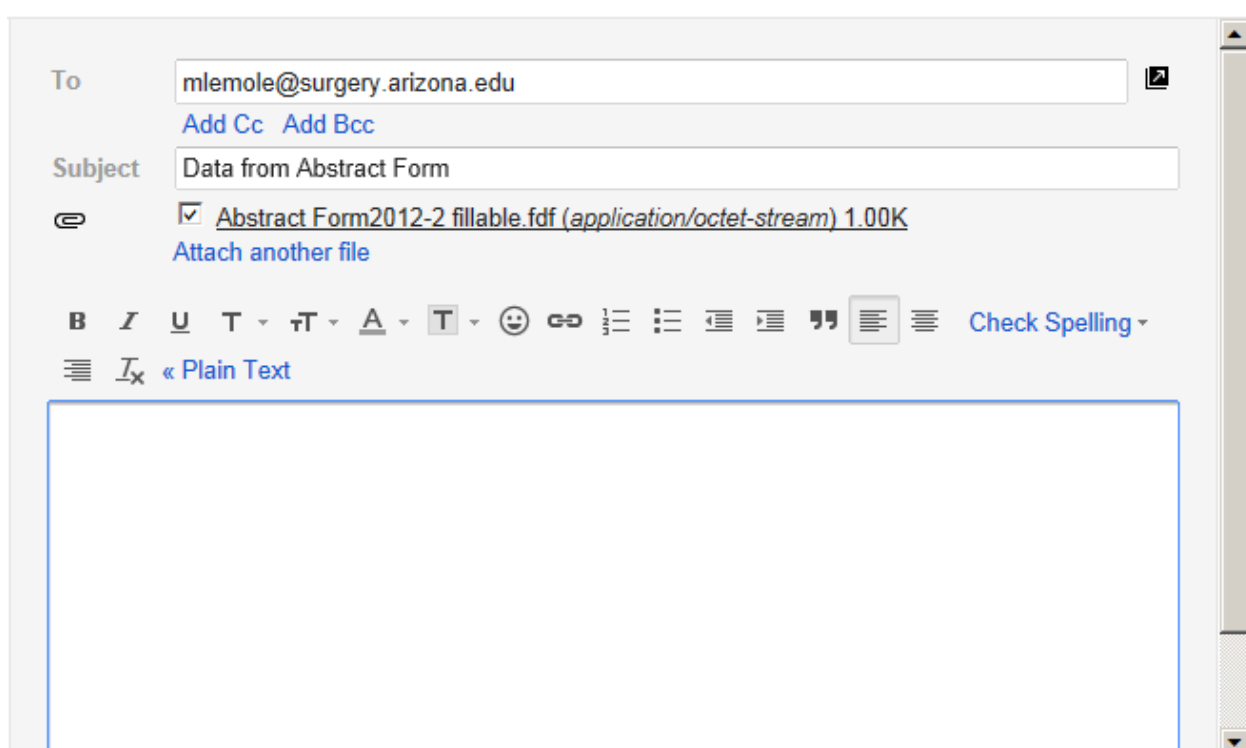
Depending on the type of desktop email application you have, and other factors like your computer's operating system, you might have some trouble sending the form this way. If you're unable to use your desktop email application, please follow the instructions for Internet Email below.

Internet Email

With Internet Email selected, you have to save the abstract form to your computer as an FDF.



Once the file is saved, open up your browser and login to your webmail. Create a new email message addressed to mlemole@surgery.arizona.edu and attach the FDF and the Abstract Form 2012.



Don't send it yet! The second form you must complete is the Abstract Text 2012, a Microsoft Word document that contains the detailed text of your presentation. Click on the link to download the Abstract Text 2012 to your computer, fill it out, and save it again.

[The word document requires Microsoft Word to view and edit. If you don't have Microsoft Word, you can use another program called OpenOffice to open the document. Go to www.openoffice.org and follow the download and installation instructions.]

Once you've filled out the Abstract Text 2012, save the file and attach it to your email message. Once both forms are attached, send the email and you're done!