

**Japanese Society of
Anesthesiologists**
Abstract submission system

User's guide for online forms

STEP.1

Log in to the submission system with your ID and password informed in advance.

■ Log-in site for Non-members

- Enter your login ID and password. Then, click the “Sign in” button.

The screenshot shows a web page for the Japanese Society of Anesthesiologists. On the left is a sidebar with a 'Sign in' link, 'Website / Meeting info' (including 'JSA Website'), and 'Contact' (with 'For inquiries:'). The main content area has a 'News & Topics' section with a notice about abstract submission dates (Nov 1st to Dec 2nd). Below this is a 'Sign in' section with a red box around the 'Your ID' and 'Password' input fields, a 'Sign in' button, and a 'Stay signed in' checkbox. A 'Forgot Your Sign-In ID / Password?' link is also present. Further down is a 'Create Your Account' section with a 'Create Your Account Now' button. At the bottom, there is a system requirements notice and a 'Page Up' link.

[Sign in](#)

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[JSA Website](#)

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For inquiries:

News & Topics

2020/11/02 Abstract submission is open : Nov. 1st (12:00PM(JST)~)
Abstract submission deadline : Dec. 2nd (~12:00PM(JST))

Sign in

If you have account, please sign in from here.

Your ID

Password Stay signed in

[Forgot Your Sign-In ID / Password ?](#)

Create Your Account

Creating account is required for the submission of your abstract.

This system is designed for the following computers only:
Windows with Internet Explorer 11 or later ver., Firefox 34 or later ver. Or Chrome latest ver.
Macintosh with Mac OS X Safari 9 or later ver. Or Firefox 34 or later ver.


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STEP.2

After sign-in to the system, click "Edit My Account" first to enter the required information.


- Editing of your account
In the first entry, click "Edit My Account" button first and enter all required fields.

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Hello! Taro Masui


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News & Topics

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Abstract submission deadline : Dec. 2nd (~12:00PM(JST))

My Account Information

Name	Taro Masui	Affiliation	Masui Hospital
E-mail address	ke-aoyama@mice-one.co.jp		

[Edit My Account](#)

Abstract Submission

Please submit your abstract by clicking the following button.

[Abstract Submission](#)

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STEP.3

Enter all required fields on the “Edit My Account” page for abstract submission.

- Editing of your account
Enter all the required fields and click “Next”


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Create an Account

Your Details

Please fill out the form below and click the "Next" button. * required fields

Name

Title* Prof. A/Prof. Dr. Mr. Mrs. Ms. Other

First/Given Name*

Last/Family Name*

Middle Initial

E-mail

E-mail address*

E-mail address (Re-enter)*

Affiliation

Affiliation (e.g. university, institution)*


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STEP.4

Enter all required fields on the “Edit My Account” page for abstract submission.

- Editing of your account
Check your information and click “Submit”


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[JSA Website](#)  —

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For inquiries:



Create an Account

Confirmation

Please confirm your information below.
Your account will not be created unless the "Submit" button is clicked.

Name

Title Dr.
 First/Given Name Taro
 Last/Family Name Masui
 Middle Initial

E-mail

E-mail address ke-aoyama@mice-one.co.jp

Affiliation

Affiliation (e.g. university, institution) Masui Hospital

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Submit


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STEP.5

If there is no problem, then it is completed.


- Editing of your account
Remind your ID and password.
You will get a confirmation E-mail from us.

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Contact

For inquiries:



Create an Account

Your account has been created.

Thank you for creating your account.
Please note your ID and password, as they will be needed when you sign in.

Your ID and Password

Your ID	JSA00015
Password	m9MNEJQ

Confirmation E-mail

A confirmation e-mail has been sent.
If you have any question, please contact the Secretariat.

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STEP.6


Enter "Abstract Submission"

By completed, "Abstract submission" button in "Top Page" is in active and you can click it.

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E-mail address	ke-aoyama@mice-one.co.jp		

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STEP.7


Move to the page to register your affiliations and co-authors.

A few affiliations (Max. 6 facilities) and co-authors (Max. 6 people) can be registered. From the second one, you can change the order by dragging the frame.

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Abstract Submission

[Affiliation / Author](#) >> [Conflict of Interest](#) >> [Category / Title / Abstract](#) >> [Confirmation](#) >> [Completion](#)

Registration (1) - Affiliation(s) / Author(s)

Affiliation(s)

Up to 6 affiliations can be registered. (incl. the Head-author's affiliation)
Please select number of affiliations.
You can drag each affiliation to change the order.

Number of Affiliations :

1. Affiliation [Edit](#)

Author(s)

Up to 6 authors (incl. the Head-author) can be registered.
Please select number of authors.
You can drag each author to change the order.

Number of Authors :

	Last/Family Name	First/Given Name	Middle Initial
1. Head-author	<input type="text" value="Masui"/>	<input type="text" value="Taro"/>	<input type="text"/>

Masui Hospital

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STEP.8

Self-declaration of Conflict of interest, Code of ethical and whether there is a double presentation or not.

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Abstract Submission

Affiliation / Author >>
 Conflict of Interest >>
 Category / Title / Abstract >>
 Confirmation >>
 Completion

Self-Declaration of Conflict of Interest of all authors

Please declare whether there are [conflicts of interest](#) among affiliated businessinvolved in the research and representative speakers including coauthors and coresearchers.
If there is any, please select "Yes" in [the sheet of Disclosure of Conflict of Interest](#) and declare the details at the below blank field.

	Name / Affiliation	Applicability	Name of company, etc., if applicable
1. Head-author	Taro Masui Masui Hospital	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input style="width: 100%;" type="text"/>

Code of Ethics

Please choose the option that best corresponds to the type of study.
Click [here](#) for the list of ethical questions.

(A) Medical research on humans
 (B) Medical research on animals, cells, or other subjects
 (C) Case report
 (D) Cadaver study
 (E) Study not apply to the categories above A-D

(B) Medical research on animals, cells, or other subjects

(B)E-1: Have you been using cultured cell (progeny) ?

Yes No

Patents, personal information, accountability, and related matters

1: Has the content of the abstract ever been presented elsewhere, or will be presented elsewhere ?

No. It has never been presented elsewhere or it won't be presented elsewhere.
 Yes. It has been presented elsewhere before or it will be presented elsewhere.

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- About the conflict of interest
All co-authors registered at previous screen are displayed. Declare whether there is conflict of interest or not in each speaker.

- About the code of ethics
Choose the option that corresponds to the type of study from A to E and the subsequent ethical questions.

- About a double presentation
Declare whether the content of the abstract has been or will be presented elsewhere.

STEP.9

The last page to enter the title and texts of the abstract.

Abstract Submission

Affiliation / Author >> Conflict of Interest >> **Category / Title / Abstract** >> Confirmation >> Completion

Registration (2) - Category / Title / Abstract

Category (mandatory)

Category:

Subcategory:

Title (mandatory)

Title should be within 200 characters. (Including space)
You can style your text by HTML tag below.

Test Title Enter 200

Number of letters: 20

Figure

If you have a figure to upload, please click the "Add Figure" button.
File format must be one of JPG, GIF, and PNG.
File size is limited to 5 MB or less.

Add Figure

Abstract (mandatory)

Abstract should be within 1,600 characters at least 100 characters. (Including space)
You can style your text by highlighting it and clicking the style buttons below.
You can also copy your styled text from MS Word and paste it.

Style >

Palette >

Abstract should be within 1,600 characters at least 100 characters. (Including space)
You can style your text by highlighting it and clicking the style buttons below.
You can also copy your styled text from MS Word and paste it.

Number of letters: 226

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- Enter the required information of the theme and title and upload the figures if any.

- Abstract text
You can paste a formatted document created in Word.

STEP.10

After entered all items , check the registered details on the confirmation page. If there is no problem, then all your registration is completed.

Abstract Submission

Affiliation / Author >> Conflict of Interest >> Category / Title / Abstract >> **Confirmation** >> Completion

Confirmation

Self Declaration of Conflict of Interest of all authors

	Name / Affiliation	Applicability	Name of company, etc., if applicable
1.Head-author	Taro Masui Masui Hospital	No	

Code of Ethics

Option that best corresponds to the type of study
(B) Medical research on animals, cells, or other subjects

(B) Medical research on animals, cells, or other subjects

(B)E-1. Have you been using cultured cell (progeny) ?
Yes

Patents, personal information, accountability, and related matters

1. The content of the submitted abstract has not been and will not be presented elsewhere.
No. It has never been presented elsewhere or it won't be presented elsewhere.

Category

Category: A_Circulation(Basic Research)
Subcategory: 102_Monitoring for renal function

Title

Test Title Enter 200

Figure

Abstract

Abstract should be within 1,600 characters at least 100 characters. (including space)
You can style your text by highlighting it and clicking the style buttons below.
You can also copy your styled text from MS Word and paste it.

PDF

[Open the PDF file and check your entry](#)

I have confirmed that the entry in this page and PDF file were correct.

* Checkbox is valid after confirmation of the PDF.

Modifications in the abstract after the deadline

After the deadline for applications, any change or modification in the abstract is unacceptable.

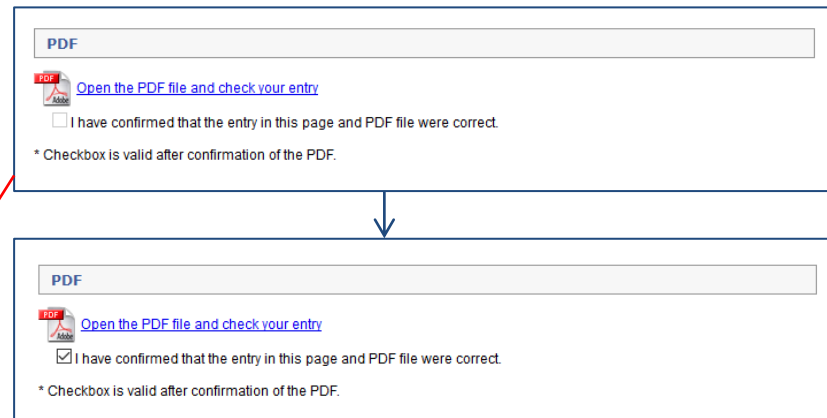
Understood.

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● Operation on the confirmation page

On the confirmation page, all information entered up to the previous page is displayed so you can check the detail of the content. Then, convert it to PDF file before submission, since it is controlled not to complete the registration unless the PDF file is created.






● Check the PDF file

At the registration, Click “Open the PDF file and check your entry” to convert it to PDF file so that the abstract can be registered by clicking the checkbox.

STEP.11

After entered all items , check the registered details on the confirmation page. If there is no problem, then all your registration is completed.

<p> Top</p> <p>Hello! Taro Masui</p> <p>Sign out</p>	<p>Abstract Submission</p> <p>Affiliation / Author >> Conflict of Interest >> Category / Title / Abstract >> Confirmation >> Completion</p> <p>Abstract Submission Completed</p> <p>Your abstract submission has been completed. To modify your abstract, please go to the TOP page.</p> <p>Confirmation E-mail</p> <p>Please contact the secretariat in case you do not receive the confirmation e-mail 30min after your submission.</p> <p>Go to Top</p> <p style="text-align: right;">▲ Page Up</p>
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<p>Contact</p> <p>For inquiries:</p> <p></p>	


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STEP.12

After completion of the registration , the submitted abstract is displayed on the “My Page”, you can confirm or modify the contents of the page.

- The registered abstract information

The registered abstract is displayed on the “My Page”. You can confirm, modify or delete the contents of the PDF file from the link. After deadline of the submission, the modification / deletion link is hidden and you can check only the PDF file.

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My Account Information

Name	Taro Masui	Affiliation	Masui Hospital
E-mail address	ke-aoyama@mice-one.co.jp		

Abstract Submission

A list of the abstract(s) you have submitted is shown below.

Entry No	Title	Date(JST)	PDF	Confirm	Edit	Withdraw
100028	Test Title Enter 200	2020/10/27 18:22:31	PDF	Confirm	Edit	Withdraw

Please submit your abstract by clicking the following button.

[Abstract Submission](#)

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