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.
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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**News & Topics**

<table>
<thead>
<tr>
<th>Date</th>
<th>News</th>
</tr>
</thead>
</table>
| 2020/11/2 | Abstract submission is open: Nov. 1st (12:00PM(JST))~
|          | Abstract submission deadline: Dec. 2nd (~12:00PM(JST)) |

**My Account Information**

- Name: Taro Masui
- Affiliation: Masui Hospital
- Email address: ke-oyama@mice-one.co.jp

**Abstract Submission**

Please submit your abstract by clicking the following button.

**Abstract Submission**

Submitted abstract cannot be edited after Dec. 2nd (~12:00PM(JST))
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”
Screen to edit the account

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”
Screen to edit the account

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.
STEP.6
Enter “Abstract Submission”

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

Please submit your abstract by clicking the following button.

Submitted abstract cannot be edited after Dec. 2nd (~12:00PM(JST))
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.
STEP.8
Self-declaration of Conflict of interest, Code of ethical and whether there is a double presentation or not.

<table>
<thead>
<tr>
<th>Self-Declaration of Conflict of Interest of all authors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name / Affiliation</td>
</tr>
<tr>
<td>Head-author</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code of Ethics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose the option that corresponds to the type of study. Click <a href="#">here</a> for the list of ethical questions.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>(B) Medical research on animals, cells, or other subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>(B)E-1: Have you been using cultured cell (propely)?</td>
</tr>
<tr>
<td>Yes  No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Patients, personal information, accountability, and related matters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Has the content of the abstract ever been presented elsewhere, or will be presented elsewhere?</td>
</tr>
<tr>
<td>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</td>
</tr>
</tbody>
</table>

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.

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

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.
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.

<table>
<thead>
<tr>
<th>Entry No</th>
<th>Title</th>
<th>Date(JST)</th>
<th>PDF</th>
<th>Confirm</th>
<th>Edit</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
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<td>Test Title Enter 206</td>
<td>2020/11/27 18:22:31</td>
<td>PDF</td>
<td>Confirm</td>
<td>Edit</td>
<td>Withdraw</td>
</tr>
</tbody>
</table>

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.