



# ABSTRACT SUBMISSION GUIDELINES

Questions? Contact [info@aspneph.org](mailto:info@aspneph.org)

## SUBMISSION DEADLINES

Abstract submissions for Oral/Poster and Clinical Case Report Presentations are due by Friday, December 4, 2026 at 5:00 PM EST

## PRESENTATION FORMATS

### Oral Presentation

A limited number of abstracts will be selected for oral presentations. Presentations will be for 10 minutes followed by 5 minutes of questions and answers.

### Poster Presentation

Presentations are grouped thematically within the poster/exhibit hall. Poster Sessions allow abstract authors to discuss their research for 75 minutes.

### Clinical Case Report

Only Trainees are eligible to submit a case-based report for poster presentation and are limited to one submission per year. Descriptions should include one or more clinical cases, followed by a discussion of the novel aspects of the cases/treatments and how they fit into the context of the relevant literature. Prior to preparing and submitting a case-based submission, please obtain appropriate permission from the patient or patient's parent, legal guardian or surrogate decision maker as applicable.

## SUBMISSION GUIDELINES

**Abstract eligibility:** Abstracts previously presented at a meeting are eligible for submission. Previously published work (in any journal) is not eligible for submission for presentation.

**Abstract format:** The body of an abstract may not exceed 2500 characters, including spaces. Abstracts must be entered single-spaced with no indents or bullets. **Do not include the names of the authors or their institution's affiliations in the body of the abstract.** For best results, enter the abstract as plain text and use the formatting and special character tools available within the program.

**Abstract Character Limit:** The limit is 2500 characters, including spaces, but does not include author information or title. Character counts can vary by software application. The count in this submission system will be used to determine the 2500 character limit.

**Figures and Tables:** Submissions are limited to one figure or table. Published abstracts will not be reproduced in color, so any graphic must be legible and understandable when printed in black and white. Graphics cannot exceed 3.25 inches, or 8 cm in width, and must be submitted in .pdf format.

**Blinded review:** Abstract reviewers receive blinded abstracts for review. Please do not put author/presenter names or institution affiliations in the body of the abstract.

**Abstract confirmation:** A confirmation of your submission, including your abstract, will be sent to the email address used to create the abstract. Please review the abstract to ensure its accuracy. If you do not receive confirmation upon submission, please check your spam folder. If you still have not received a confirmation email, please contact [info@aspneph.org](mailto:info@aspneph.org). You can retrieve a copy of your submitted abstract by logging in and then select the "Resend Confirmation Email to Main Author" option.

**Abstract notification:** The main author of the submission will be notified of the Program Committee's decision by the week of January 15, 2027.

**Author Profile Information:** Changes made to an author's ASPN profile (such as their name, degrees, or email address) are not automatically reflected in their abstract profile within the abstract submission system, and vice versa. Any updates made to an author's information within the abstract system, including email address changes made by the submitter, are stored only in the abstract system and do not update the author's ASPN profile.

**Registration:** Presenters of accepted abstracts are required to register for and attend the meeting. If the main author is not able to attend, a registered co-author may present.

**Submission Fee:** There is a \$75 non-refundable fee per submission to be paid at the time of submission.

# ASPN 2027 ANNUAL MEETING ABSTRACT SUBMISSION INSTRUCTIONS

After logging in to the Abstract portal, you will have a dashboard that reflects your current submission status.



Submission

- [Dashboard](#)
- [Guidelines](#)
- [Call for Reviewers](#)

[Log out](#)



### Submission guidance

[Download guidelines](#)

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Last updated August 21, 2026

### Start a submission

No submission types are currently open.

All submission types

**Clinical Case Report**  
Opens Sep 1, 2026 12:00 PM · Closes Dec 4, 2026 5:00 PM

**Research Abstract**  
Opens Sep 1, 2026 12:00 PM · Closes Dec 4, 2026 5:00 PM

### In Progress

Review and continue submissions that are still in progress.

You have no submissions in progress yet. Start a new submission to see it listed here.

### Completed

Review submissions that you have finished.

You have no submissions marked as completed yet. Submit a submission to see it listed here.

## SUBMISSION STEPS

1. Review the guidelines if you have not already done so.
2. Log in to the [Abstract portal](#).
3. To Start a new submission, in the **Start a Submission** section, enter **Title of submission** and the **Submission type** (Options are Research Abstract or Clinical Case Report). Then select the **Begin new submission** button.
4. To add or edit your submission content, select your submission in the **In Progress** section and click the Continu button.
5. Add or edit Authors by selecting the Manage link in the Add/Edit Authors section.
6. Select Open in the Submission Info section and provide your submission content.
7. Before submitting review all your content and uploads for accuracy and adherence to the guidelines.
8. When ready to submit, from your Dashboard, scroll down and select the Pay & Submit button.
9. A confirmation of your submission, including your abstract, will be sent to the email address used to create the abstract.

*For more detailed information on the above submission steps, refer to the below Starting and Managing Submissions section.*

## NAVIGATING THE ABSTRACT PORTAL

### ABOUT RETURNING TO A PREVIOUS PAGE

Once you start clicking on the submission area features, you will always see a link/button that takes you back to where you came from. For example, you may see Return to Dashboard or Return to submission overview. Likewise, you can also select the back button on your browser. However, you should always save any changes you wish to save before going back to a previous page.

### SIDEBAR/SUBMISSION MENU OPTIONS

The submission menu is accessible from every page in the portal, whether it's hidden or showing you can quickly get back to the main dashboard and to an onscreen display of the guidelines.

- **Dashboard** – This will reflect the current status of your submission and you will be able to manage your submissions and pay once all submission requirements are met.
- **Guidelines** – This is an on-screen display of the Abstract Guidelines, as opposed to the downloadable feature located on the same page in the first section of the dashboard.

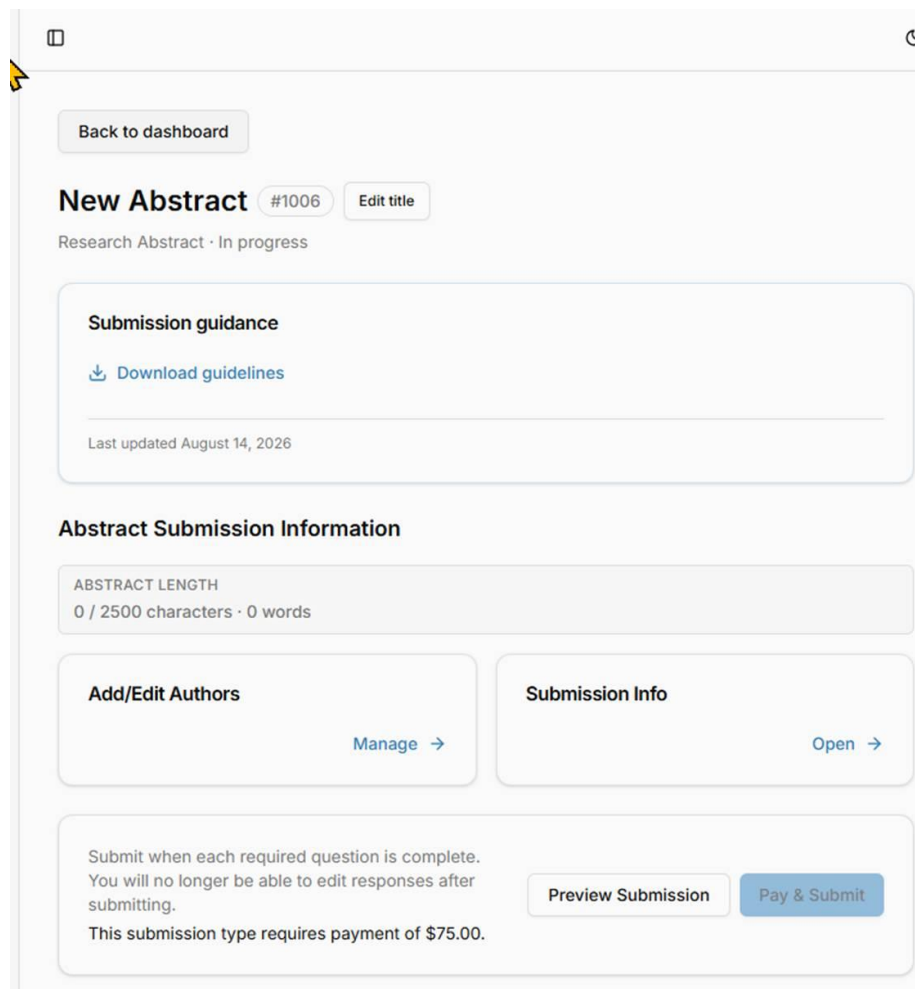
### MAIN SECTIONS OF THE DASHBOARD

- **Submission guidance** – Access to download guidelines.
- **Submission menu** – Left sidebar menu
- **Start a submission** – To create a new submission.
- **In Progress** – Where all your submission content is added and edited.
- **Completed** – Your submission will be displayed in this section after you have submitted and paid the fee.

See image reference on page 1. (Connie, it might be better to add the image here too. Let me know what you think.

## MAIN SECTIONS OF EACH INDIVIDUAL SUBMISSION

- **Submission guidance** – Access to download guidelines.
- **Abstract Submission Information**
  - ❑ **Add/Edit Authors** – where you add/edit authors for the selected submission.
  - ❑ **Submission Info** – Where you edit the content for the selected submission.
- **Payment & Submit** - The \$75 fee is tied to the individual abstract. To pay the fee you would need to select the applicable submission title in the “**In Progress**” section of your dashboard and select the **Continue** button.



Back to dashboard

### New Abstract

#1006 Edit title

Research Abstract · In progress

#### Submission guidance

[Download guidelines](#)

Last updated August 14, 2026

#### Abstract Submission Information

ABSTRACT LENGTH  
0 / 2500 characters · 0 words

**Add/Edit Authors**  
[Manage](#) →

**Submission Info**  
[Open](#) →

Submit when each required question is complete.  
You will no longer be able to edit responses after submitting.  
This submission type requires payment of \$75.00.

[Preview Submission](#) [Pay & Submit](#)

## STARTING & MANAGING YOUR SUBMISSION(S) DETAILS

- **Submission Guidance** – This is a downloadable pdf of the Abstract Guidelines. If you want to see an onscreen version, select the left side menu Guidelines option.
- **Start a Submission** – To start a submission, enter a Title and use the drop down to select the submission type. The **Begin new submission** will then be selectable and you will be able to create your submission. Once Submission is created, it can't be deleted, but it can be edited. See additional details below about editing your submission.
- **In Progress** – This section is to review and edit your submission. You will be able to add authors, upload files, and add all your abstract information.

### In Progress

Review and continue submissions that are still in progress.

**My Abstract Title** #1004

Abstract

Updated Aug 11, 2026

Continue

To edit your abstract, start by selecting Continue

- **Editing a Submission (including a new submission just created)**

*If it is before the deadline and submission, you can edit.*

**If you have not yet submitted**, locate your abstract title under In Progress, select Continue and edit as needed the Title, Authors, and/or Submission Information.

**If you have submitted and paid**, you will find your abstract in the Completed section of the dashboard.

**Deleting a Submission**, you cannot delete a submission once created. If you wish to change it, you can edit what you have already added, including the title.

## Adding Authors

Select your abstract Continue button above.

Then select Manage under Abstract Submission Information

### Abstract Submission Information

Add/Edit Authors

Manage →

Submission Info

Complete

Open →

You can add authors and change the order of authors. You cannot remove the main author (the person who creates the submission)

[Back to submission overview](#)

**Submission guidance**

[Download guidelines](#)

Last updated August 10, 2026

**My Abstract Title**

Abstract · In progress

Total authors: 1      Author limit: No limit      Editing status: Open

**Submission authors**

Drag and drop to reorder authors. Add or edit authors as needed.

| Author                       | Email | Organization | Actions                           |
|------------------------------|-------|--------------|-----------------------------------|
| <div>⋮</div> <div>Main</div> |       |              | <div>Edit</div> <div>Remove</div> |

drag and drop name to change order

[Add Author](#)

When adding authors, you will need to provide the required information (red \*):

**Add author**

First name \*      Last name \*

Degrees      Email \*

Organization \*      Professional Status \*

Is this author the presenting author? \*

Career Level \*

Cancel      Create

## Adding and editing submission content

From the Dashboard, go to the In Progress section and select the abstract you wish to add or edit information.

Then select to Open the Submission Info.

**Abstract Submission Information**

|                                                     |                                                                        |
|-----------------------------------------------------|------------------------------------------------------------------------|
| <b>Add/Edit Authors</b><br><a href="#">Manage →</a> | <b>Submission Info</b> <span>Complete</span><br><a href="#">Open →</a> |
|-----------------------------------------------------|------------------------------------------------------------------------|

Once you open, you will see all the sections that are a part of the abstract submission type you selected when you created your submission.



[Back to submission overview](#)

**SUBMISSION INFO**  
**Abstract**

**Submission guidance**  
[Download guidelines](#)  
Last updated August 10, 2026

**Abstract title**  
REQUIRED  

Your title can be edited here as well as edited from the main dashboard.