



## [Abstract Submission Steps](#)

Visit ACVR Website: <https://acvr.org/dashboard/events/acvr-annual-scientific-meeting-reno-nv/>

A screenshot of the ACVR website. The header includes the ACVR logo and navigation links for 'FIND A SPECIALIST' and 'LOG IN'. The main content area features a 'SPECIAL EVENT' section with the title '2020 ACVR Virtual Meeting – Call for Abstracts!' in large red text. Below the title, it says 'Hosted by ACVR' and 'The 2020 ACVR Scientific Meeting is now accepting abstracts as part of this year's virtual format'. At the bottom, there is a 'Call for 2020 Abstracts' link and a 'DATE' field. A small box in the bottom right corner indicates 'Jamie's wifi Internet access'.

Select: Read more about abstract submission. Please read the information.

After reading the requirements then select: Submit an abstract

A screenshot of the 'Call for 2020 Abstracts' page. The title 'Call for 2020 Abstracts' is at the top left. Below it is a list of bullet points: 'Submissions are now being accepted.', 'The meeting, including all presentations/abstracts, will be virtual this year. The deadline for submissions of abstracts is August 1, 2020, 11:59 pm PDT. Acceptance notifications will be made in early August.', 'Read more about abstract submission before submitting.', and 'Submit an abstract'. A red arrow points to the 'Submit an abstract' link. On the right side, there is a 'DATE' field showing 'October 21 - October 24, 2020' and a 'REGISTRATION STATUS' field showing 'Closed'. At the bottom, there is a photograph of a conference room with people gathered around a large display board.



You will be taken to the abstract submission page – shown below

If you HAVE submitted via OpenWater previously, you can login with your credentials.

If you HAVE NOT submitted via OpenWater, you will need to Create a New Account.

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### Login or Create an Account

2020 ACVR Annual Meeting Abstract Submission

**Login**

Email Address \*

Password \*  [lost password?](#)

remember me

Login

**Create a New Account**

First Name \*

Last Name \*

Email Address \*

Create a Password \*

Retype Password \*

Back Register



Once signed in, you will be taken to the abstract submission eligibility rules. Please read & review the eligibility rules.

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## 2020 ACVR Annual Meeting Abstract Submission

Manage Collaborators

Eligibility Rules → Entry Information → Author Information → Abstract Details →

Learning Objectives → Additional Abstract Categories → Acknowledgement → Author Release

### Please review the eligibility rules:

Abstract online submission deadline: 11:59 pm (PDT) August 1, 2020.

Note: Emails from this site may go to your spam folder. Please whitelist if possible.

- Abstract online submission deadline: **11:59 pm (PDT) August 1, 2020.**
- The abstract must be submitted through the online system. Edits and updates may be performed at any time prior to clicking the Complete Submission button. Changes will not be permitted after submission is completed. Proofread your abstract to identify and correct any errors prior to submission. The abstract will appear **as submitted** in a future issue of Veterinary Radiology & Ultrasound and the 2020 Annual Scientific Conference Proceedings.
- For 2020, submission of an abstract provides a requirement that the primary author(s) present a recording of the abstract if it is accepted. Authors will be notified of abstract acceptance in early August. The allotted time for abstracts accepted for oral presentation will depend on the number of abstracts selected.
- Abstracts will be subject to blind peer review. The title, abstract, and figures should not contain author names, institution names, location, or identifying information.
- The American College of Veterinary Radiology requires that all abstracts submitted for scientific presentation at its annual scientific assembly be original work, not previously presented at other national or international radiological society meetings and not previously submitted for publication prior to the abstract submission deadline date. Exceptions will be considered by the Scientific Committee for abstracts presented in non-English languages or to other specialties. Abstracts presented elsewhere must be identified with the specific meeting and presentation date.

At the end of the eligibility information, please select your “Area/ Society”

You also will have to acknowledge that you have read and understand the eligibility rules by checking the box. Then press “Save and Next.”

should be organized as described under long abstracts. Do not include any formatting in the text (bold, italics, underline) or paragraph structure.

### Abstract Categories

- There will only be one category for this year's 2020 virtual meeting: **Scientific Presentations**. Posters and Educational Exhibits will not be accepted.

#### Scientific Presentation

Scientific presentations are hypothesis-driven research, with completed or initial results presented in oral format.

- Abstract**  
A short and long abstract will be required as outlined above.
- Presentations**  
Authors will be required to register for the meeting. Details regarding length of the **VIDEO-RECORDED** presentation will be communicated after acceptance. Abstracts will be published in Veterinary Radiology and Ultrasound.

The abstract being submitted relates to the following Area/Society (check all that apply) \*

- CT/MRI
- Ultrasound
- Nuclear Medicine
- Large Animal
- Zoological/Exotics/Wildlife

\*

- I acknowledge that I have read and understand the eligibility rules as stated above

Save Save and Next

OpenWater Awards Management Software



**Entry Information:**

Please enter your contact information and once complete, press "Save and Next."

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**Name: \***

First Name  Last Name

**Email Address: \***

**Phone Number: \***

[Prev](#) [Save](#) [Save and Next](#)



**Author Information:**

Select: Add Author

You will need to add yourself and all of your co-authors here.

Unfortunately, you will need to enter all authors TWICE during the submission process – once on this page and once on the Collaborators page. We will provide instructions for adding authors on the Collaborators page later in these instructions. Please select “Add Author” at the bottom of the screen.

Welcome Jill Senior

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### 2020 ACVR Annual Meeting Abstract Submission

Manage Collaborators

Eligibility Rules → Entry Information → Author Information → Abstract Details →  
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#### Author List

Please create the list of authors for this submission.

You must have 1 presenting author for this abstract.

You can add a maximum of 9 co-authors for this abstract.

**Please note:** the submitting author must be the presenting author.

Authors List

Authors	Action
No Authors have been added. Click on Add Author below.	
<input type="button" value="Add Author"/>	

Prev Save Save and Next

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Authors	Action
No Authors have been added. Click on Add Author below.	
<b>First Name:</b> *	<input type="text"/>
<b>Last Name:</b> *	<input type="text"/>
<b>Credentials:</b> *	<input type="text"/>
<b>Institution / Company / Organization :</b> *	<input type="text"/>
<b>Position:</b> *	<input type="text"/>
<b>Email:</b> *	<input type="text"/>
<b>Role:</b> *	<input type="text" value="Select"/>
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

Prev Save Save and Next



Please enter your information and your role: Presenting Author or Co-Author, then press “Add.”

Please select “Add another Author” to add any more Authors or Co-Authors then press “Add.” Continue with this until ALL Authors and Co-Authors are added.

Below is an example of what your Author and Co-Author list should look like after adding your authors. Once you are done adding authors, press “Save and Next.”

- My Profile
- Change Password
- Admin Panel
- Log Out

Please create the list of authors for this submission.

You must have 1 presenting author for this abstract.

You can add a maximum of 9 co-authors for this abstract.

**Please note:** the submitting author must be the presenting author.

\*

Authors List

Authors	Action
 Jill Senior, CMP ACVR Presenting Author	<a href="#">Edit</a>   <a href="#">Remove</a>
 John Doe, DVM ACVR Co-Author	<a href="#">Edit</a>   <a href="#">Remove</a>

[Add another Author](#)

[Prev](#) [Save](#) [Save and Next](#)

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## Abstract Details:

Please complete the Abstract detail information and then press "Save and Next."

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  - Complete (1)
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#### Abstract Short Title: \*

Please enter a short title for your abstract. This title is limited to 20 words including spaces and will be used in electronic and print publications. Common abbreviations may be used sparingly.

Word count: 0 / 20 (1 min)

#### Abstract Submission Category: \*

Please choose one category for your abstract

#### Has this presentation been presented at another conference or event? \*

#### Please enter your long title: \*

The long title will be used for judging. It should succinctly describe the content of the abstract.

Word count: 0 / 30 (1 min)

#### Please enter the text for your short abstract: \*

A short abstract (250 words) for the Proceedings. This should summarize the contents of the long abstract. Please include teaching points and an outline of the contents of the presentation.

Word count: 0 / 250 (1 min)

#### Please enter the text for your short abstract: \*

A short abstract (250 words) for the Proceedings. This should summarize the contents of the long abstract. Please include teaching points and an outline of the contents of the presentation.

Word count: 0 / 250 (1 min)

#### Please enter the text for your long abstract: \*

Abstracts should be organized according to the following structure:

- Introduction/Purpose
- Methods
- Results
- Discussion/Conclusion For each section heading, begin a new paragraph and use a semicolon. For example:  
Introduction: Begin text.... The last sentence of the conclusions should include a short sentence stating the scientific or clinical relevance of the presented work.

Word count: 0 / 1000 (1 min)



## Teaching Objectives:

Please complete the Teaching Objectives information and then press “Save and Next.”

<ul style="list-style-type: none"><li>Home</li><li>Change Program</li><li>My Applications<ul style="list-style-type: none"><li>All (2)</li><li>Incomplete (1)</li><li>Complete (1)</li></ul></li><li>My Judging Assignments</li><li>My Profile</li><li>Change Password</li><li>Admin Panel</li><li>Log Out</li></ul>	<h3>2020 ACVR Annual Meeting Abstract Submission</h3> <p><a href="#">Eligibility Rules</a> → <a href="#">Entry Information</a> → <a href="#">Author Information</a> → <a href="#">Abstract Details</a> →</p> <p><a href="#">Learning Objectives</a> → <a href="#">Additional Abstract Categories</a> → <a href="#">Acknowledgement</a> → <a href="#">Author Release</a></p> <p><b>Teaching Objective 1: *</b> Complete the sentence, 'Upon completion, participant will be able to...!' Use action words to begin this teaching objective, such as list, describe, define, demonstrate, conduct, etc.</p> <p>Word count: 0 / 30 (1 min)</p> <div style="border: 1px solid #ccc; height: 80px;"></div> <p><b>Teaching Objective 2: *</b> Complete the sentence, 'Upon completion, participant will be able to...!' Use action words to begin this teaching objective, such as list, describe, define, demonstrate, conduct, etc.</p> <p>Word count: 0 / 30 (1 min)</p> <div style="border: 1px solid #ccc; height: 80px;"></div> <p><b>Teaching Objective 3: *</b> Complete the sentence, 'Upon completion, participant will be able to...!' Use action words to begin this teaching objective, such as list, describe, define, demonstrate, conduct, etc.</p> <p>Word count: 0 / 30 (1 min)</p> <div style="border: 1px solid #ccc; height: 80px;"></div>	<p>Manage Collaborators</p>
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## **Additional Abstract Categories:**

Please complete the Additional Abstract Categories and then press “Save and Next.”

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Specialty: \*

Select

Body Area: \*

Select

Organ: \*

Select

Species \*

Select

Prev Save Save and Next

## **Acknowledgement:**

Please read, review, and acknowledge the statement for the abstracts. Please check the box and then press “Save and Next.”

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Please review and acknowledge the statement below

\*

I attest that any animal studies undertaken as part of the work described in this abstract were in compliance with the regulations for the ethical use of animals of our institution(s) and with generally accepted guidelines governing such work.

Prev Save Save and Next



**Author Release:**

**Please read, select “Add Author Release” (at the bottom of the page), complete your information, sign your name, check the box, and press “Add.”**

**Read below before proceeding.**

You will again add your Co-Authors, but as Collaborators. They will need to complete the Author Release as well. Adding them as Collaborators allows them to sign the release form.

At the top of this page please press the gray “Manage Collaborators” button. (See Screen below) Please select “Add Collaborator” and provide the required details and press “Save.” Do this for all of the Collaborators. Once you are finished adding the Collaborators, select “Back to Submission.” (See Screens below)

Please notify your Co-Authors that they need to sign the Author Release page. They will receive an email with instructions on how to complete this step, but **please ask them to check their junk/spam folder if they do not see the email in their inbox.** The email subject will be **“You have been added as a Collaborator to Help with 2020 ACVR Annual Meeting Abstract Submission.”**



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Your Co-Authors will need to complete the Author Release as well. At the top of this page please click the gray "Manage Collaborators" button. Please provide the required details and notify your Co-Authors of this necessary step. They will receive an email asking them to complete this step, but please be sure they check their junk/spam folder if they do not see the email in their inbox. The email subject will be "You have been added as a Collaborator to Help with 2020 ACVR Annual Meeting Abstract Submission."

**Please be aware that your abstract will not be marked as complete until all of the Co-Authors Releases are completed and submitted. Once the Co-Authors' Releases are submitted, you will need to review the application submission and then press on the "Save and Complete" button.**

Thank you for your abstract submission to the ACVR 2020 Annual Scientific Conference Proceedings. In the event your abstract is accepted, we hereby request permission to include your abstract in the ACVR 2020 Annual Scientific Conference Proceedings.

We request perpetual rights to use the work you submit in the formats listed above. The copyright and right to reuse the content (including artwork) remains with you. This permission includes all artwork submitted for scanning and all digital artwork, either sent separately or embedded in the digital file of the manuscript or any other digital file. If I am a resident and chosen to present during the competition, I grant permission to ACVR to video record my presentation. In addition, you are releasing the abstract for publication in Veterinary Radiology & Ultrasound after the ACVR annual conference (Scientific Presentations and Scientific Exhibits only).

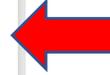
We require the signature of the copyright holder to the work, including the artwork (such as illustrations, photos, etc.). For the abstract, the signatures of each author is mandatory. If the copyright has been signed over to another party such as a publisher, we need their signature as well. For any artwork submitted with the paper, if the copyright is not held by any of the authors of the paper, please forward a list of this artwork and include the signature of the person or persons who do hold copyright to it to [ACVR Staff](#). Your abstract may appear in any or all of the following formats: print publication, CD-ROM, and online.

Please electronically sign below to indicate your agreement to our use of this material as specified in this form.

Release Form List	Action
No Release Form List have been added. Click on Add Author Release below.	

Add Author Release

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## Manage Collaborators

### 2020 ACVR Annual Meeting Abstract Submission - Senior, Jill

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

Add Collaborator

Back to Submission

Search:

Name	Email	Primary	Last Logged In	Action
Senior, Jill	jsenior@pamedsoc.org	Yes	6/15/2020 09:11 PM	



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Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

First Name \*

Last Name \*

Email \*

Save

Cancel



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### 2020 ACVR Annual Meeting Abstract Submission - Senior, Jill

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.

Add Collaborator

Back to Submission

Search:

Name	Email	Primary	Last Logged In	Action
Senior, Jill	jsenior@pamedsoc.org	Yes	6/15/2020 09:11 PM	
Senior, Jill	jill.l.senior@gmail.com	No	Never	<a href="#">Make Primary</a>   <a href="#">Remove Access</a>

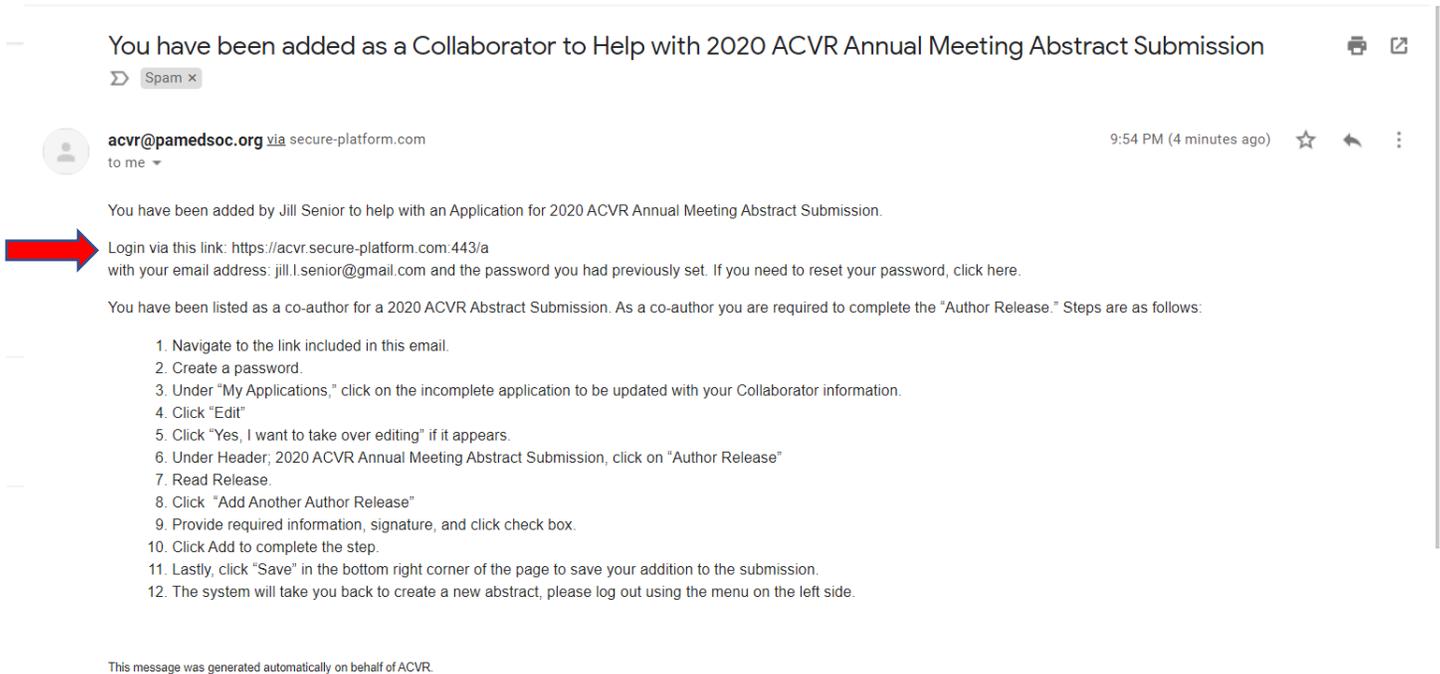
Please press "Save" at the bottom of the screen

Please be aware that your abstract will not be marked as complete until all of the Co-Authors' Releases are completed and submitted. Once the Co-Authors' Releases are submitted, you will need to review the application submission and then press on the "Save and Complete" button.



## **Co-Authors: Author Release Steps**

Below is the email that you should receive once you have been added to the abstract



1. Navigate to the link included in your email. Copy the Login link and paste to your browser.
2. Create a password.
3. Under "My Applications," click on the incomplete application to be updated with your Collaborator information.
4. Click "Edit"
5. Click "Yes, I want to take over editing" if it appears.
6. Under Header, 2020 ACVR Annual Meeting Abstract Submission, click on "Author Release"
7. Read Release.
8. Click "Add Another Author Release"
9. Provide required information, signature, and click check box.
10. Click Add to complete the step.
11. Lastly, click "Save" in the bottom right corner of the page to save your addition to the submission.
12. The system will take you back to create a new abstract, please log out using the menu on the left side.