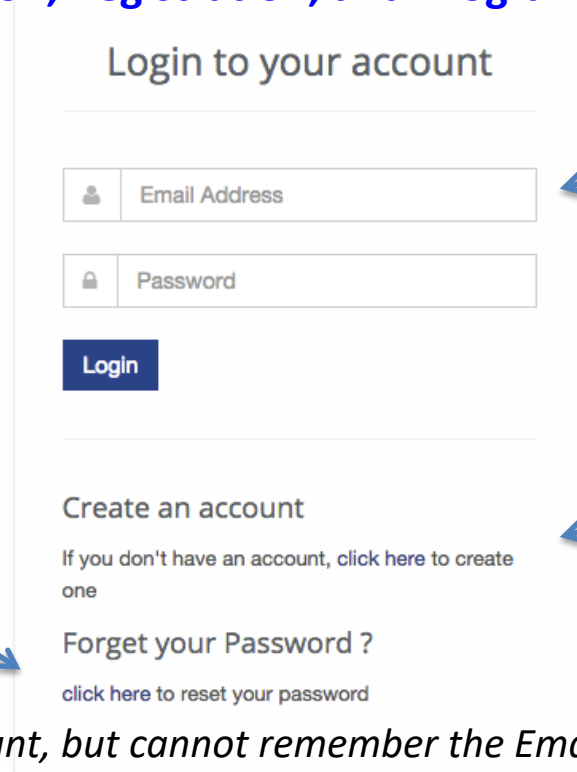


# Login Page

**IMPORTANT:** Google Chrome is the best web browser for submitting an abstract. If you are using another browser and experiencing problems, please let us know at [program@tts.org](mailto:program@tts.org)

## Congress Abstract Submission, Registration, and Program Management System



The screenshot shows a login page with the title "Login to your account". It contains two input fields: "Email Address" and "Password", each with a corresponding icon (a person and a lock). Below these fields is a blue "Login" button. Underneath the login section is a "Create an account" section with the text "If you don't have an account, click here to create one" and a "Forget your Password ?" link with the text "click here to reset your password".

Annotations with arrows point to the following elements:

- "Returning user login" points to the "Email Address" field.
- "Create a new account" points to the "Create an account" section.
- "Password retrieval (make sure to check your junk mail folder)" points to the "Forget your Password ?" link.

*If you already have a user account, but cannot remember the Email Address you used, please do NOT create a new account. Send us a request to [info@tts2022.org](mailto:info@tts2022.org)*

**www.tts2022.org** -  
**Abstract Submission – How to Guide**



*Committed to Access and Transparency*  
**TTS2022** | BUENOS AIRES  
September 10-14  
29<sup>th</sup> International Congress of The Transplantation Society

## Create a Profile

---

In order to create an account, you will need to complete the 3 Steps containing profile information.

**Step 1:** Account information – Name, Email, Password, Country and Membership information.

**Step 2:** Professional information – Profession, Credentials, Degrees, Gender, Areas of Interest.

**Step 3:** Contact information – Job Title, Department, Institution, Mailing Address, City, State, Country, Phone, Assistant Information.

**Review:** Once the 3 steps above are completed, you will have the chance to review the information and make any corrections within the dashboard.

# Your Dashboard

## Step 1 – Profile Modification

To make any modifications to your profile

## Step 2 – Validation

It is mandatory for student/trainee and Allied Health professional to provide proof of status



My Abstracts



My Profile



Change my Password



Student/Allied Health Prof.  
Validation



Alternate Billing Address

## Step 3 – Abstract Dashboard

Submit, modify or view your abstracts.

# Abstract Dashboard – Part 1

## Submit a new abstract

[Home](#) [Guidelines](#) [Topics](#) [Submitted Abstracts](#) [Incomplete Abstracts](#) [Accepted Abstracts](#) [Submit an Abstract](#)

### Submit a new abstract

Click the link above to submit a new abstract. While submitting you may click the "Step 1-10" links on the left side to jump to any of the steps during the process.

### Submitted abstracts

View abstracts you have submitted for review and their acceptance status.

### Incomplete abstracts

View the list of your abstract submissions that have not yet been submitted for review.

### Accepted abstracts

View abstracts you have submitted that have been accepted

### Clone your abstract

This feature has been implemented to reduce submission times and improve accuracy.

All the abstract information, including authors and affiliations is duplicated to help eliminate and reduce redundant entries.

How to make a copy "clone" of an Abstract

Any abstract that has been submitted OR is incomplete may be duplicated by clicking the "Clone" icon in either the "Submitted Abstracts" or "Incomplete Abstracts" of your Abstract Dashboard. The copy of your abstract will appear at the bottom of your "Incomplete Abstracts" of your Abstract Dashboard with the term "draft copy" added to the front of the title

**www.tts2022.org** -  
**Abstract Submission – How to Guide**



*Committed to Access and Transparency*  
**TTS2022** | **BUENOS AIRES**  
September 10-14 ARGENTINA  
29<sup>th</sup> International Congress of The Transplantation Society

## Abstract Dashboard – Part 2: Submitted Abstracts Tab

For corrections once submitted. **Do not duplicate your abstract.** Send an email to [program@tts.org](mailto:program@tts.org) with the abstract ID and we will “unlock” your abstract for editing within the next 24 hours.

You may log in and out of the system as many times as necessary. Do not submit until you have thoroughly reviewed your submission.

Home

Guidelines

Topics

Submitted Abstracts

Incomplete Abstracts

Accepted Abstracts

Submit an Abstract

AID	Title	Preference	Presenter	Actions
510	Test for abstract submission "How to Guide"	Video Presentation	Catherin Parker	<div><div>Duplicate</div><div>View</div><div>Edit</div></div>

### Duplicate your abstract

This handy feature allows you to make a copy of your paper to avoid retyping your list of authors and affiliations on new submissions. Once clicked it will create a “Draft Copy” of the submitted paper.

### View your abstract

This feature will allow you to view, print or email a submitted paper.

## Abstract Dashboard – Part 3: Incomplete Abstracts Tab

You may log in and out of the system as many times as necessary. Do not submit until you have thoroughly reviewed your submission.

<a href="#">Home</a>	<a href="#">Guidelines</a>	<a href="#">Topics</a>	<a href="#">Submitted Abstracts</a>	<b><a href="#">Incomplete Abstracts</a></b>	<a href="#">Accepted Abstracts</a>	<a href="#">Submit an Abstract</a>
AID		Title	Preference	Presenter	Actions	
509		New abstract created on Thursday October 22, 2015			<a href="#">Duplicate</a>	<a href="#">Edit</a>

### Duplicate your abstract

This handy feature allows you to make a copy of your paper to avoid retyping your list of authors and affiliations on new submissions. Once clicked it will create a “Draft Copy” of the submitted paper.

### Edit your abstract

This feature will allow you to edit and submit your paper.

## Abstract Dashboard – Part 4: Accepted Abstracts Tab

Once all abstracts have been reviewed, if your abstract is accepted for Oral, and/or e-poster, it will appear on this tab for you to view.

[Home](#)[Guidelines](#)[Topics](#)[Submitted Abstracts](#)[Incomplete Abstracts](#)[Accepted Abstracts](#)[Submit an Abstract](#)

AID	Title	Preference	Presenter	Actions
510	Test for abstract submission "How to Guide"	Video Presentation	Catherin Parker	<a href="#">Duplicate</a> <a href="#">View</a>

[www.tts2022.org](http://www.tts2022.org) -

Abstract Submission – How to Guide



*Committed to Access and Transparency*

**TTS2022** | BUENOS AIRES  
September 10-14

29<sup>th</sup> International Congress of The Transplantation Society

# Abstract Submission – Part 1: Abstract Title

Once the first step is saved, you can jump directly to any specific step with the left navigation menu.

Guidelines	<div><b>Title</b></div> <ol style="list-style-type: none"><li>1. Maximum 400 Characters including spaces</li><li>2. Enter the title as you were writing a sentence, Only CAPITALIZE the first letter of the sentence and proper nouns, nothing else! i.e. The most important topic on the planet involving the submission of an abstract</li><li>3. No punctuation at the end of the sentence UNLESS it is a question mark (?) or exclamation point (!)</li><li>4. No symbols are permitted, write out the name of the symbol (i.e. Save beta, alpha, etc.). You will be allowed to use symbols for the abstract body.</li></ol> <div><b>Title</b></div> <div><b>Type your title in this box.</b> <b>Maximum 400 characters.</b> <b>No symbols permitted. Spell them out (i.e. beta, alpha, etc.)</b></div> <div>400 characters left</div> <div><div>SAVE AND NEXT STEP</div><div><div>SAVE</div><div>SAVE AND CLOSE</div><div>RESET</div></div></div>
<b>Title</b>	
Topic / Preference	
Authors	
Affiliations	
Link authors to affiliations	
Study Groups	
Acknowledgements	
Figures	
References	
Abstract body	



# Abstract Submission – Part 2: Abstract Topic/Preference

Topic / Preference

SKIP

Topic

Please select a topic

Abstract Presentation Preference

Select a preference

BACK ONE STEP

SAVE AND NEXT STEP

SAVE

SAVE AND CLOSE

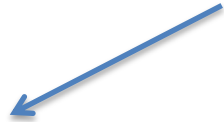
1. Select a topic from the drop-down menu

2. Select your preferred presentation format from the drop-down menu

At this stage, you can either save and continue to next step or save and close to complete later.

# Abstract Submission – Part 3.1: Abstract Authors / Presenter

Please read the instructions below. We suggest avoiding the use of too many authors.



There is no limit to the number of co-authors per abstract, although we strongly recommend the use of a Study Group Name for abstracts with a high number of co-authors. A person can be listed as a co-author if he/she meets ALL the following criteria:

- made substantial contributions to concept and design, acquisition of data, or analysis and interpretation of data,
- drafted the abstract or revised it for intellectual content
- approved the final version to be submitted after scientific and intellectual review.

To re-order your authors, simply drag and drop using the marquee tool located to the left of the author. You will link your authors to their affiliations on the "Link Authors to Affiliations" step.

Abstract has been saved



## Current Authors

SKIP

	Name	Country	Actions
⬮	Catherin Parker	Canada	✖

You cannot delete the presenter. Select a different presenter if you would like to delete the author.

The submitter is automatically inserted as the author



## Abstract Submission – Part 3.2: Abstract Authors / Presenter

We strongly recommend the presenter be the submitting / corresponding author

**Add an author**

<b>First Name</b>	<b>Initial</b>	<b>Last Name</b>	<b>Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Country**

**ADD AUTHOR**

Use suffix only for special info added to names: Jr. Sr. II. III.

**Adding Authors**  
Fill in author information and click “add author”. Repeat for each new author.

**Presenter**

**Presenter**

**Select Presenter.** If the presenter is not the submitting author, he/she MUST create a user account in order for us to attach the abstract to the presentation (if abstract accepted).

# Abstract Submission – Part 4: Authors Affiliations

**IMPORTANT – AUTHORS ARE LINKED TO AFFILIATIONS ON NEXT STEP**

## Re-Ordering Affiliations

Use the marquee tool to drag and drop in the correct order.



Current Affiliations						SKIP
	Department / Division	Institution / Company	City	State / Province	Country	Actions
⬆	PCO	The Transplantation Society	Montreal	Québec	Canada	✖
⬆	Technologies	The Transplantation Society	Montreal	Québec	Canada	✖
⬆	Sponsorship	The Transplantation Society	Lisbon		Portugal	✖

You can preview the author's list and go back one step to add authors or change orders



Current Authors	
<u>Catherin Parker</u> , <u>Robert Colarusso</u> and <u>Frank Lindo Verissimo Jr.</u>	

## Adding Affiliations

Fill in author's affiliation and click "Add Affiliation". Repeat for each new affiliation.



Add an Affiliation			
Department	Institution		
<input type="text"/>	<input type="text"/>		
City	Country	Region	
<input type="text"/>	Please select a country ▾	Please select a country ▾	
ADD AFFILIATION			

# Abstract Submission – Part 5: Link Authors to Affiliations

**Author / Affiliations** SKIP

Affiliations

1. PCO, The Transplantation Society, Montreal, Québec, Canada

2. Technologies, The Transplantation Society, Montreal, Québec, Canada

3. Sponsorship, The Transplantation Society, Lisbon, Portugal

Check off all boxes that correspond the author with his/her affiliations

Author	1	2	3
Catherin Parker	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Colarusso	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frank Lindo Verissimo Jr.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

UPDATE PREVIEW

Check the boxes that correspond to each author

Click on “Update Preview” to preview the final listing of authors with affiliations.

**Preview**

Catherin Parker<sup>1</sup>, Robert Colarusso<sup>2</sup>, Frank Lindo Verissimo Jr.<sup>1,3</sup>

BACK ONE STEP

SAVE AND NEXT STEP

SAVE

SAVE AND CLOSE

To change order or add affiliations and/or authors, click on “Back One Step”

## Abstract Submission – Part 6: Study Groups

If the work submitted was on behalf of or a contribution made by a study group, please enter them below (i.e. The One Study).

Current Study Groups		SKIP
	Name	Actions
⬇	The One Study	×
⬇	Declaration of Istanbul DICG	×

Preview  
of groups  
added



Add a Study Group
<b>Name</b> <input type="text"/>
<b>ADD STUDY GROUP</b>

Enter group  
name and  
click on “Add  
Study Group”



## Abstract Submission – Part 7: Acknowledgements

Acknowledgements of funding and support should be written out in full and are required to contain our funding reference number.

Contributors who are not authors may be listed here (i.e. we would like to thank Dr. X for his editorial support during the preparation of this abstract).

**Current Acknowledgements** SKIP

	Name	Actions
+	Research supported by The Transplantation Society	<span>×</span>

**Add a Acknowledgement**

Name

ADD ACKNOWLEDGEMENT

**One entry per acknowledgement**


## Abstract Submission – Part 8: Figures

**Important – On the abstract body step, you will need to specify their placement**

**Current Figures (Max: 2)** SKIP

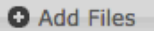
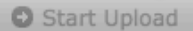
#	File Name	Actions
Figure 1	10436319_10152386304103577_6445455710630071691_n.jpg	

**Upload Figures (.jpg / .gif / .png) (1 Remaining)**

 **Select files**  
Add files to the upload queue and click the start button.

1. Click the “Add Files” button or “Drag” files in the following formats only: .jpg / .gif / .png (Maximum 3 / 2 MB max per file).

2. Once you have selected all your files, click the “Start Upload” button.

  0% 0 kb



# Abstract Submission – Part 9: Body

Body (Maximum 2500 characters - approx. 350 words) SKIP

← → **B** *I* U ~~S~~  $x_2$   $x^2$   $I_x$

Type in this box. Use the palette above to format your text and insert special characters. Do not add extra space in the body or after each paragraph.

Characters: 0, Words: 0

**SAVE AND PREVIEW**

**Figures**

You may insert the figure(s) anywhere in the body of your abstract by **clicking** the Figure button(s) below.

**Add Figure 1**

**References**

You may insert the reference(s) anywhere in the body of your abstract by **clicking** the button(s) below.

**Add Reference 1**

To specify the location of a figure, place the cursor in the spot you wish it to appear and click the Add Figure button.

Do not try to drag and drop the button.

Character Count:  
Maximum 3,000 characters  
including spaces.

# Abstract Submission – Part 10: Terms

## Terms

### Organ Trafficking and Tourism Ethics Compliance

**Please note that no abstracts will be accepted which report transplants in which organs from executed people have been used.**

To be eligible to submit an abstract, you must disclose that the authors/ scientists have not violated any aspect of The Transplantation Society Ethics statements and that this research conforms with the ethical statements noted.

Scientific studies and clinical activities should be performed in keeping with the ethical principles delineated in the following policy documents:

- the Declaration of Istanbul (DOI) ethics' statement - <https://www.declarationofistanbul.org/the-declaration>
- the ethical statement on human research subject, Helsinki Declaration of The World Medical Association. <https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>
- the International Xenotransplantation Association Ethics Committee Position Paper on The Ethics of Xenotransplantation (Xenotransplantation 10:194-203, 2003) For research involving human subjects -The Helsinki. <http://nuffieldbioethics.org/wp-content/uploads/xenotransplantation.pdf>
- The Transplantation Society (TTS) ethics statement [https://tts.org/index.php?option=com\\_content&view=article&id=715&Itemid=299](https://tts.org/index.php?option=com_content&view=article&id=715&Itemid=299)
- Institutional Ethical Review for human and/or animal research as appropriate

The ISODP 2021 Scientific Program Committee may enquire further information on the ethical aspects when evaluating the abstracts.

By clicking "I agree with the terms above" you are confirming that you agree and are in compliance with all the policy documents listed above.

☒ I agree with the terms above

Read carefully and check the box to agree to the terms.

In case you do not agree please note that your abstract will not be accepted.

Further ethical review can be requested if needed.

[www.tts2022.org](http://www.tts2022.org) -

Abstract Submission – How to Guide



Committed to Access and Transparency

**TTS2022** | BUENOS AIRES  
September 10-14 ARGENTINA  
29<sup>th</sup> International Congress of The Transplantation Society

# Abstract Submission – Part 11: Preview

Preview		
<b>Terms:</b>	You accepted the terms	✓
<b>Topic:</b>	All Topics	✓
<b>Preference:</b>	Video Presentation	✓
<b>Title:</b>	Test for abstract submission "How to Guide"	✓
<b>Affiliations:</b>	1. PCO, The Transplantation Society, Montreal, Québec, Canada 2. Technologies, The Transplantation Society, Montreal, Québec, Canada 3. Sponsorship, The Transplantation Society, Lisbon, Portugal	✓
<b>Authors:</b>	Catherin Parker <sup>1</sup> Robert Colarusso <sup>2</sup> Frank Lindo Verissimo Jr. <sup>1,3</sup>	✓
<b>Disclosures:</b>	Your disclosures are missing or incomplete	✗
<b>Presenter:</b>	Catherin Parker — Canada	✓
<b>Body:</b>	test test test	✓
<b>Video:</b>		
<b>Study Groups:</b>	1. The One Study 2. Declaration of Istanbul DICG	
<b>Acknowledgements:</b>	1. Research supported by The Transplantation Society	
<b>References:</b>	1. test	

Red dot means that the step is incomplete. Click on the wrench to jump to that step

When your abstract is completed, this button will turn green and allow you to submit it.

BACK ONE STEP

PLEASE CORRECT THE ERRORS BEFORE SUBMITTING

[www.tts2022.org](http://www.tts2022.org) -  
Abstract Submission – How to Guide



Committed to Access and Transparency  
**TTS2022** | BUENOS AIRES  
September 10-14 ARGENTINA  
29<sup>th</sup> International Congress of The Transplantation Society

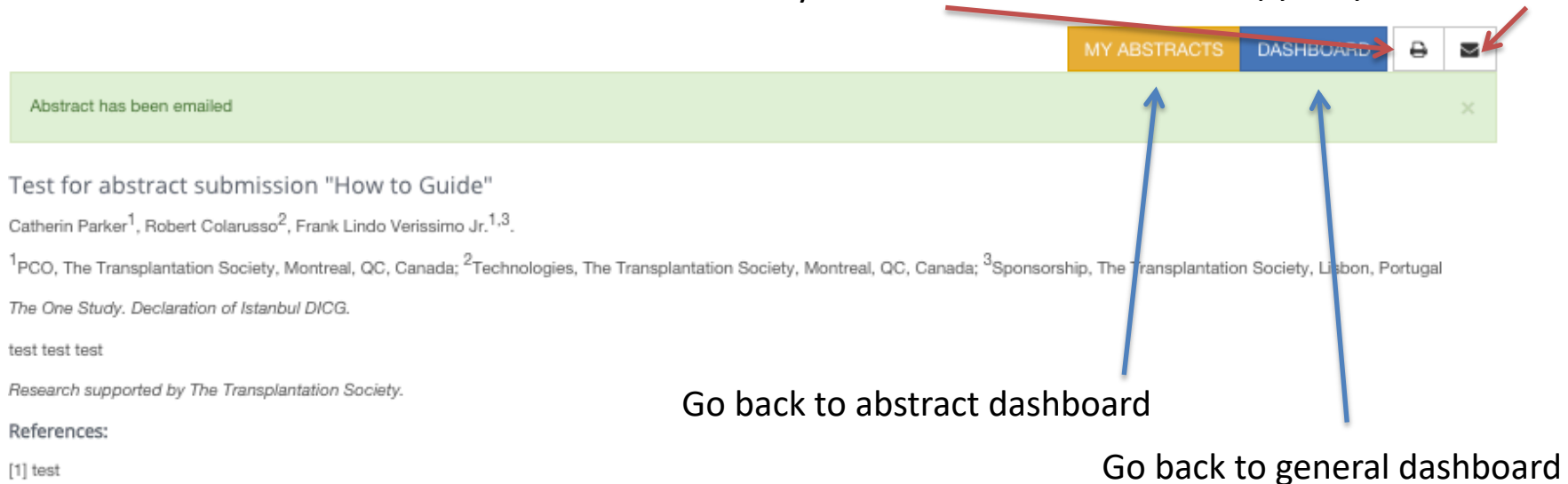
## Abstract Submission – Part 12: Confirmation

**IMPORTANT:** do not click the final submit button unless you have thoroughly reviewed your paper.

**For corrections once submitted. Do not duplicate your abstract.** Send an email to [program@tts.org](mailto:program@tts.org) with the abstract ID, we will “unlock” your abstract for editing within the next 24 hours.

Print your abstract

Email a copy of your abstract



The screenshot shows a confirmation page for abstract submission. At the top, there are two buttons: "MY ABSTRACTS" (orange) and "DASHBOARD" (blue). To the right of these buttons are two icons: a printer icon and an envelope icon. A red arrow points from the text "Print your abstract" to the printer icon, and another red arrow points from "Email a copy of your abstract" to the envelope icon. Below the buttons, a green banner displays the message "Abstract has been emailed". Two blue arrows point from the text "Go back to abstract dashboard" to the "MY ABSTRACTS" button, and another two blue arrows point from "Go back to general dashboard" to the "DASHBOARD" button. The main content area contains the following text:

Test for abstract submission "How to Guide"  
Catherin Parker<sup>1</sup>, Robert Colarusso<sup>2</sup>, Frank Lindo Verissimo Jr.<sup>1,3</sup>.  
<sup>1</sup>PCO, The Transplantation Society, Montreal, QC, Canada; <sup>2</sup>Technologies, The Transplantation Society, Montreal, QC, Canada; <sup>3</sup>Sponsorship, The Transplantation Society, Lisbon, Portugal  
*The One Study. Declaration of Istanbul DICG.*  
test test test  
*Research supported by The Transplantation Society.*  
References:  
[1] test

[www.tts2022.org](http://www.tts2022.org) -

Abstract Submission – How to Guide



Committed to Access and Transparency  
**TTS2022** | BUENOS AIRES  
29<sup>th</sup> International Congress of The Transplantation Society  
September 10-14  
ARGENTINA

## Abstract Submission

---

For additional questions or instructions on the Abstract submission process, please send your queries by email to [program@tts.org](mailto:program@tts.org).

To reset your password or other logistic information, please send your queries to [info@tts2022.org](mailto:info@tts2022.org)

