



### Overview of CadmiumCD Abstract Submission Site:

Abstract Text is limited to 300 words. Title and keywords are not included in this count. You will need to create a new account within the CadmiumCD System by clicking the "Join Now" button if you have not used the system for a previous ASAS meeting. If you have used the system before and do not remember your login, please click the Lost your access key?

#### Welcome to the 2019 Annual Meeting Submission Site

#### General Information

Members are encouraged to submit original research, teaching, and extension papers. Oral papers or posters should consist of original, completed work that has not been accepted for publication in a journal.

Authors need to be aware of patent considerations before submitting abstracts for publication.

After the deadline, it will not be possible to submit abstracts. When you submit your abstract, you will be given an abstract ID number and password. Make a note of these; they will allow you to revise your submitted abstract at any time before the deadline. Please have the abstract ID number on hand when contacting the ASAS office with questions or concerns regarding your abstract submissions.

Click here for a list of the Competition Guidelines.

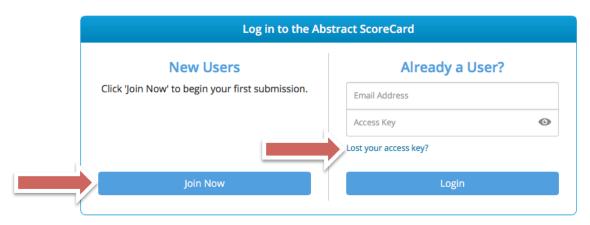
Click here to view the Quality Standards for Abstracts.

Click here to view information on the AnimalX talks for the Opening Session

#### **Submission Fees**

There is a required \$40 technology fee per abstract due upon submission. This fee helps mitigate the cost of e-Posters and the Virtual Meeting.

The system will not let you proceed to the confirmation step until an abstract is paid for.







## First time users need to complete the privacy information policy.



#### **Privacy Notice**





Please carefully read the text below and then indicate your consent at the bottom of the page.



#### Summary

We are collecting your personal data on behalf of American Society of Animal Science to allow them to manage the submission, review, selection, and scheduling process for your conference submissions, awards, or grants through our platform. We may share your information with American Society of Animal Science's vendors related to registration, membership and 3rd party analytics services.



Full Text (version 897-5973-322)



Export

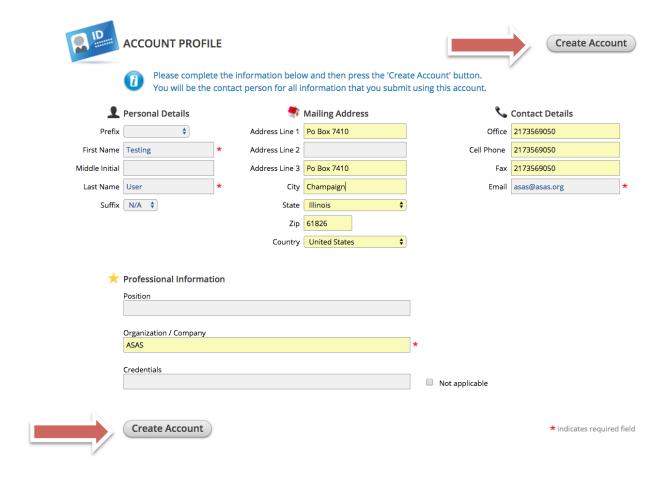
#### 1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <a href="https://www.cadmiumcd.com/cadmiumcd/privacy.asp">https://www.cadmiumcd.com/cadmiumcd/privacy.asp</a>. The terms personal data and personally identified data are used interchangeably. American Society of Animal Science is a Controller of the personal data you (data subject) provide us. CadmiumCD is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).





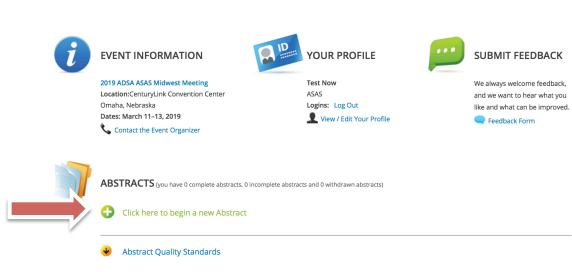
## Complete the information to set up your Account Profile and click one of the "Create Account" buttons.







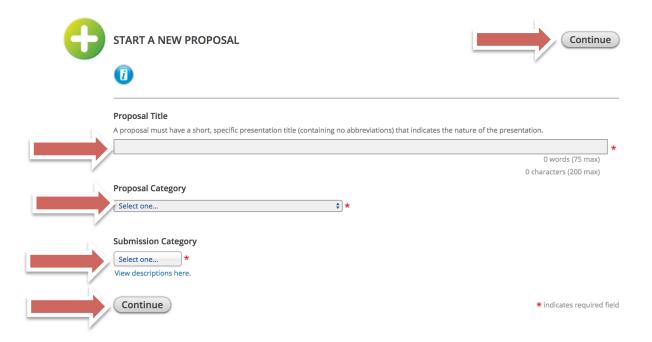
## Begin your abstract submission by clicking on "Click here to begin a new Abstract".







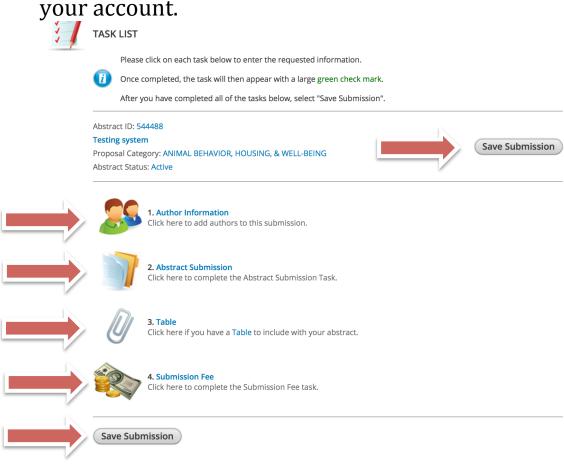
Enter your abstract title in the "Proposal Title" field, pick your "Proposal Category/Section", then pick your Submission Category. Now click one of the "Continue" buttons once your inofmation is complete.







Complete your Task List by clicking on the "Author Information", "Abstract Submission", "Table", and "Submission Fee", completing each section. Click one of the "Save Submission" buttons to save your current details. You will see a green check mark appear on each step once it is complete. You can return to the system later to finish any of these by logging back in with the link and login details emailed to you when you set up your account.

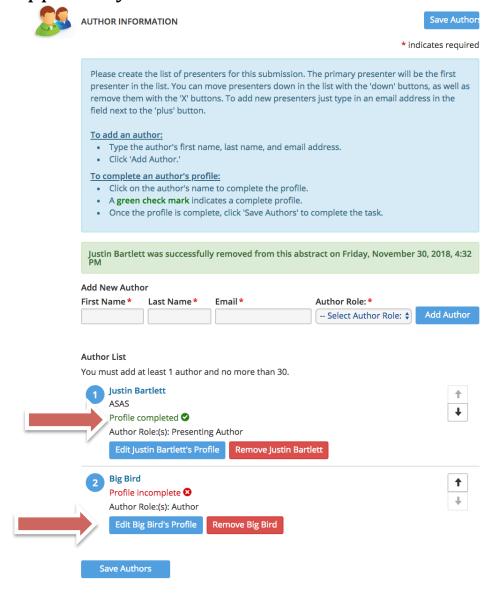






### **Author Information Step:**

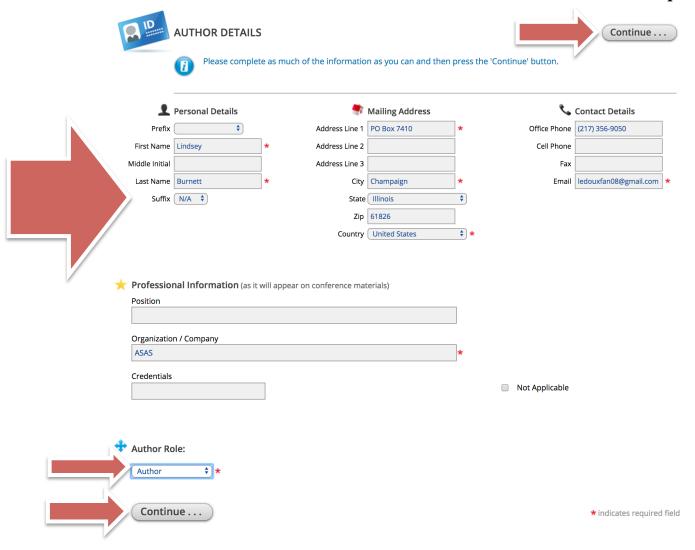
Add additional authors by entering their information and clicking the "Add Author" button. Once the basic information is entered, click on "Edit (author's name) profile button" to enter their complete details. The author details are complete once the green check mark appears by the author name.







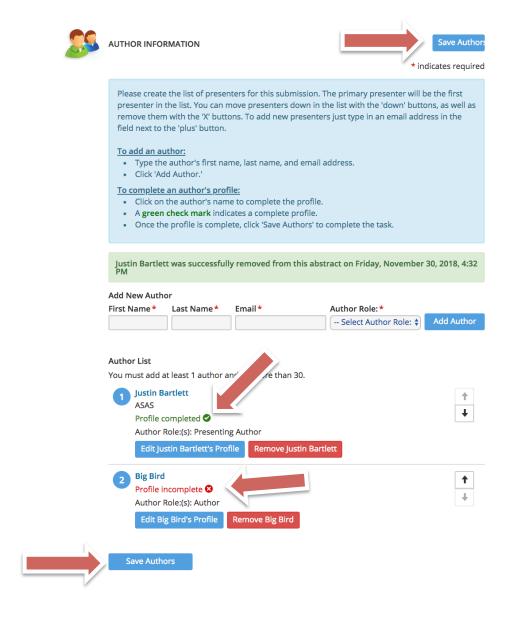
Complete the Author Details for each author you add. Once all the details are added for an author, including if they are an "author" or the "Presenting Author", click one of the "Continue" buttons to move to the Photo Step.







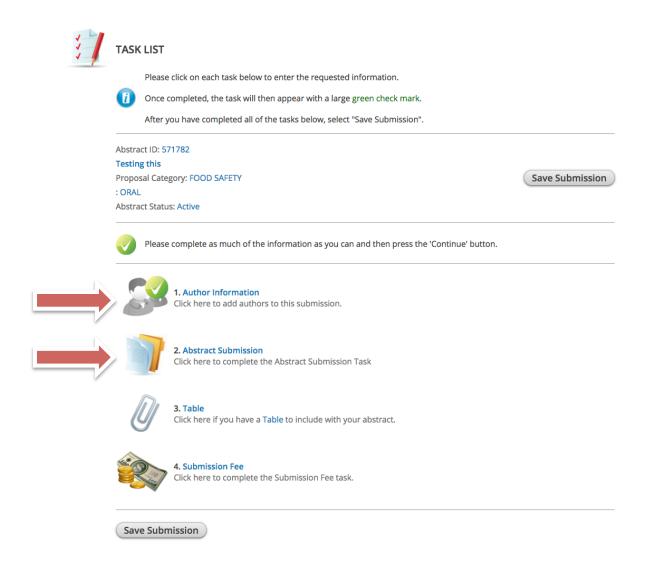
The red X will turn to a green check mark once all information is added for a speaker. Once all authors have been added and the green check mark appears by each author, click one of the "Save Authors" buttons to continue.







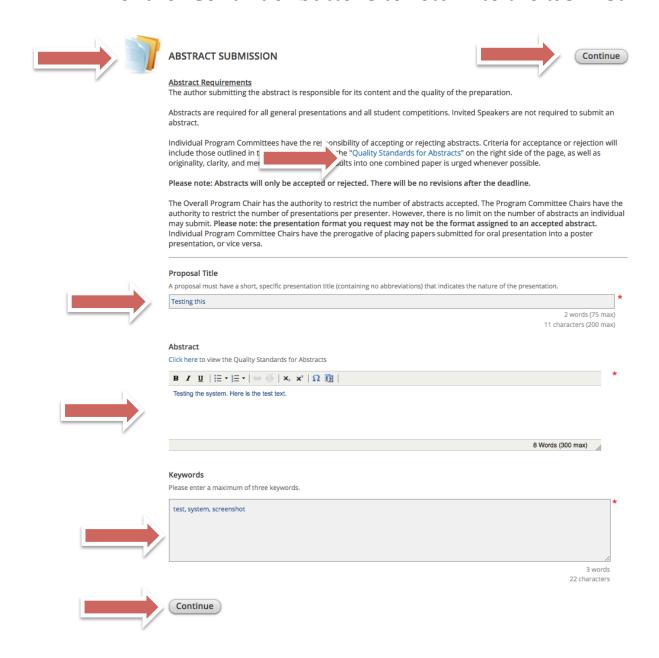
Now click on "Abstract Submission" to enter your abstract details. You will also notice the Author Information now has a green check mark if you completed all author information on the previous step.







Update the title if needed and complete the abstract text box and keywords, please refer to the instructions and Quality Standards for Abstracts document when preparing your submission. Once completed, click one of the "Continue" buttons to return to the task list.







You will now upload a table, if you have one, for the abstract or mark the check box if you do not have one. Click on Table



#### 3. Table

Click here if you have a Table to include with your abstract.

Click on Choose File to upload your table or click *I have* nothing to upload for this submission if you do not have a table. Hit Submit File(s)

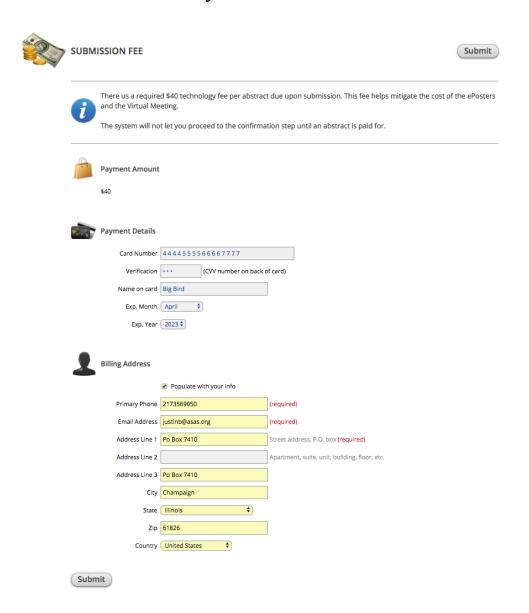






Now move to the Submission Fee. Click on the "Submission Fee" to enter payment details. There is a \$40 technology fee per abstract due upon submission. This fee helps mitigate the cost of the ePosters and the Virtual Meeting.

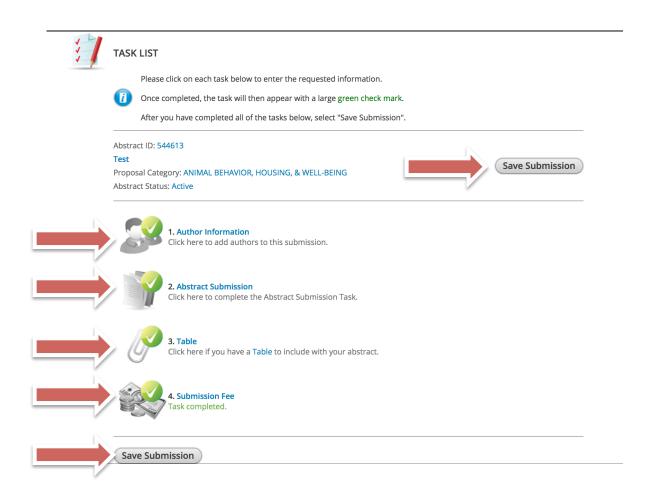
Complete the payment details and click the "Submit" button to return to your task list.







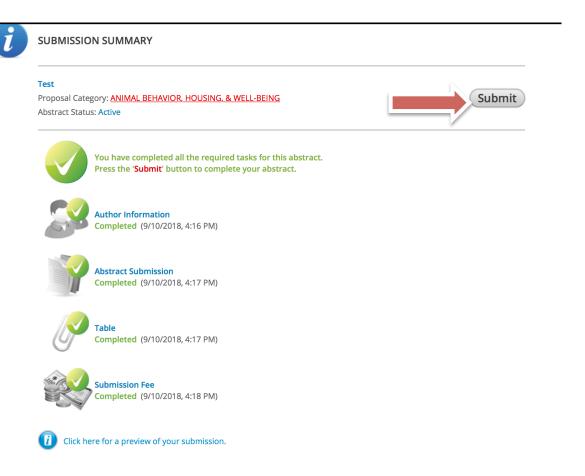
You should now have all four tasks marked with a green check mark, which means you can submit the abstract by clicking on one of the "Save Submission" buttons.







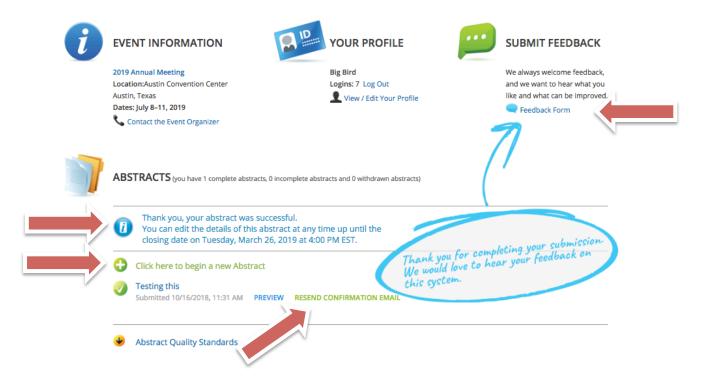
You will receive the Submission Summary page next, which will confirm you have completed all the required tasks and can click the "Submit" button.







You will reach the confirmation page indicating that your submission was successful. This page also includes links to submit a new abstract, access your submitted abstract and a link to resend your confirmation email.



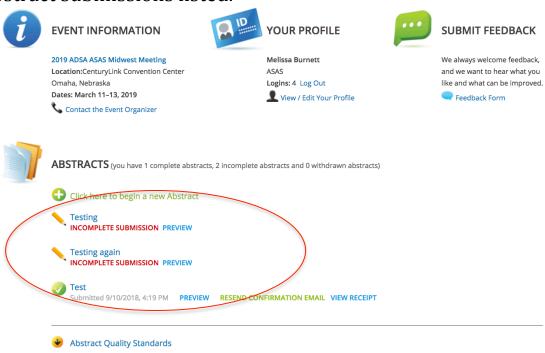
You have successfully submitted your abstract in the CadmiumCD system for the 2019 ASAS-CSAS Annual Meeting and Trade Show.





# How to withdraw an incomplete abstract in the CadmiumCD System.

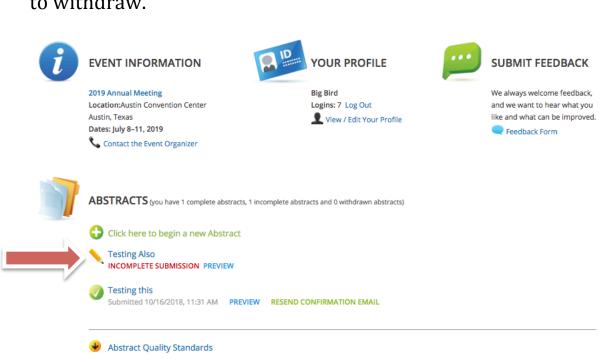
Login to your account with your username (email address) and your Access Key. You will reach the landing page with your abstract submissions listed.







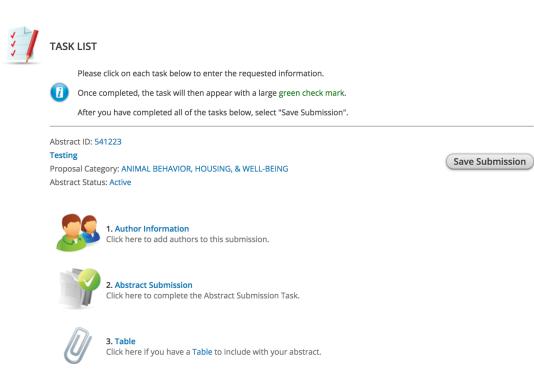
Click on the title of the incomplete submission you would like to withdraw.







This will open the abstract for editing. Verify it is the correct one you would like to withdraw.

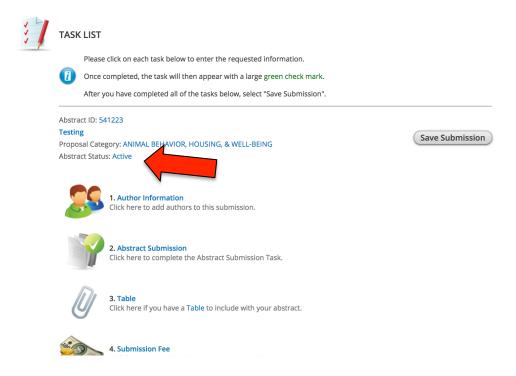


4. Submission Fee





### Click on the Abstract Status to change from Active to Withdraw



Scroll to the bottom of the page and use the dropdown menu to change the status to Withdraw from Active and click the "Update Abstract" button. Only do this on incomplete abstracts, please contact the ASAS Office to make withdraw a complete submission before the abstract deadline.



You will receive a confirmation of the withdraw and see the abstract listed as Withdrawn submission of the next page.