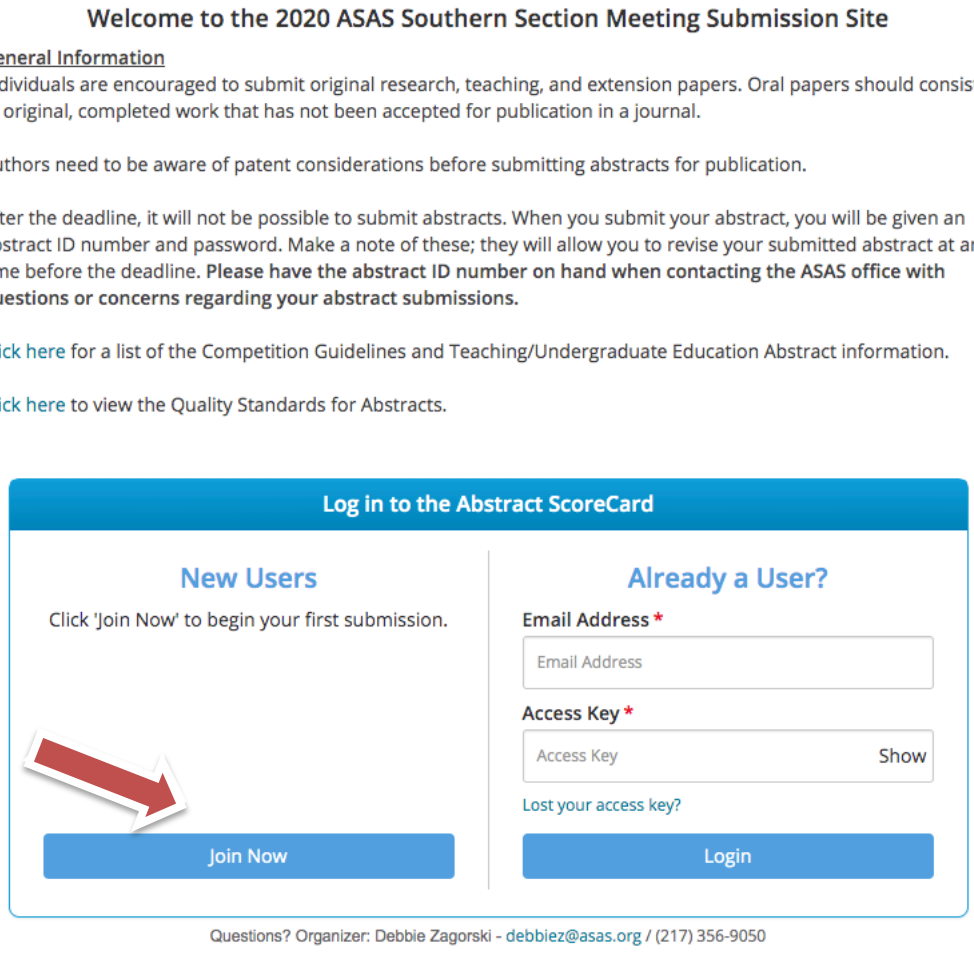
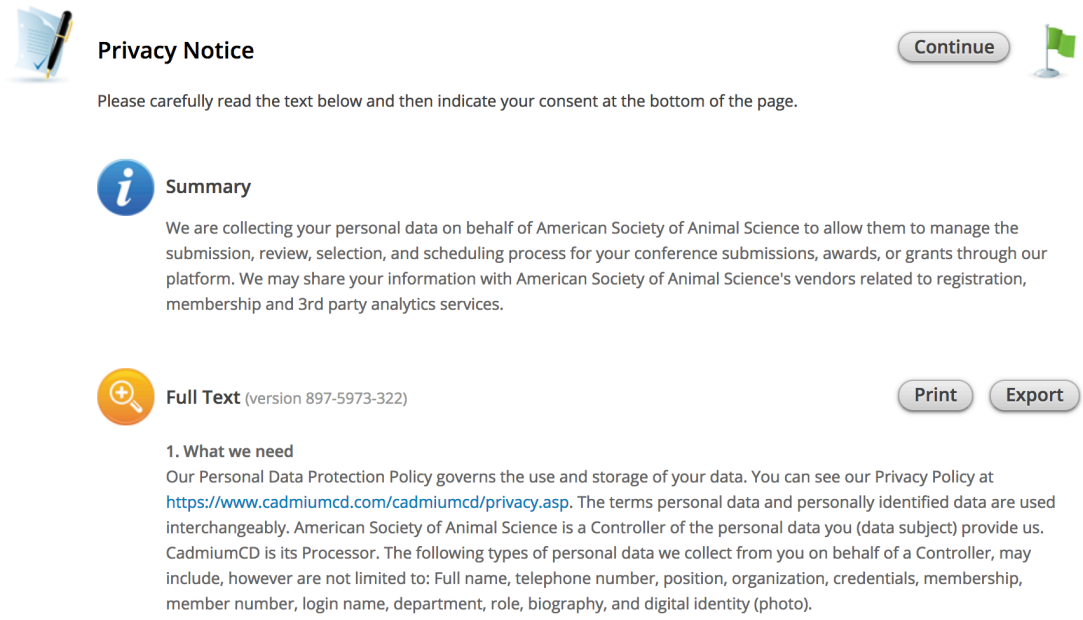
Abstract Submission Site Instructions

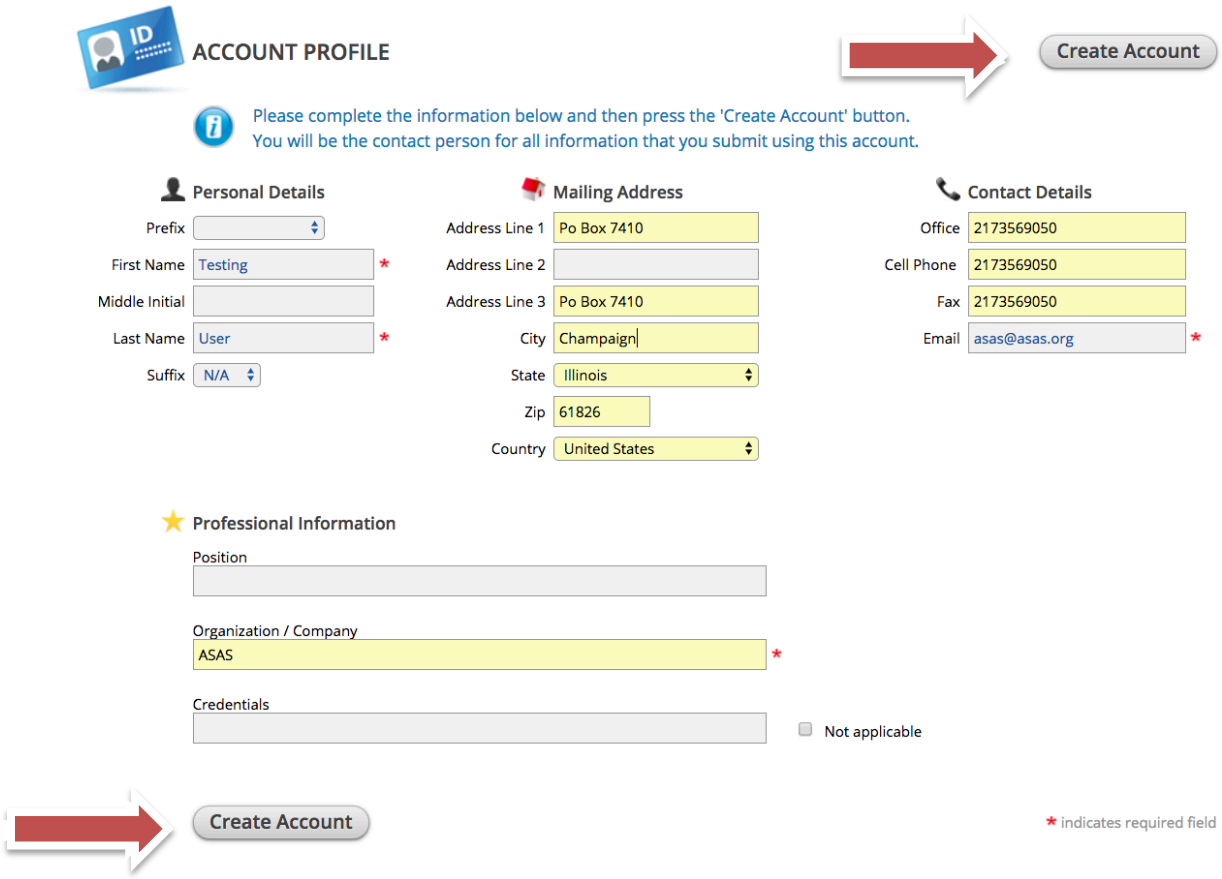
You will need to create a new account within the CadmiumCD system by clicking the "Join Now" button.



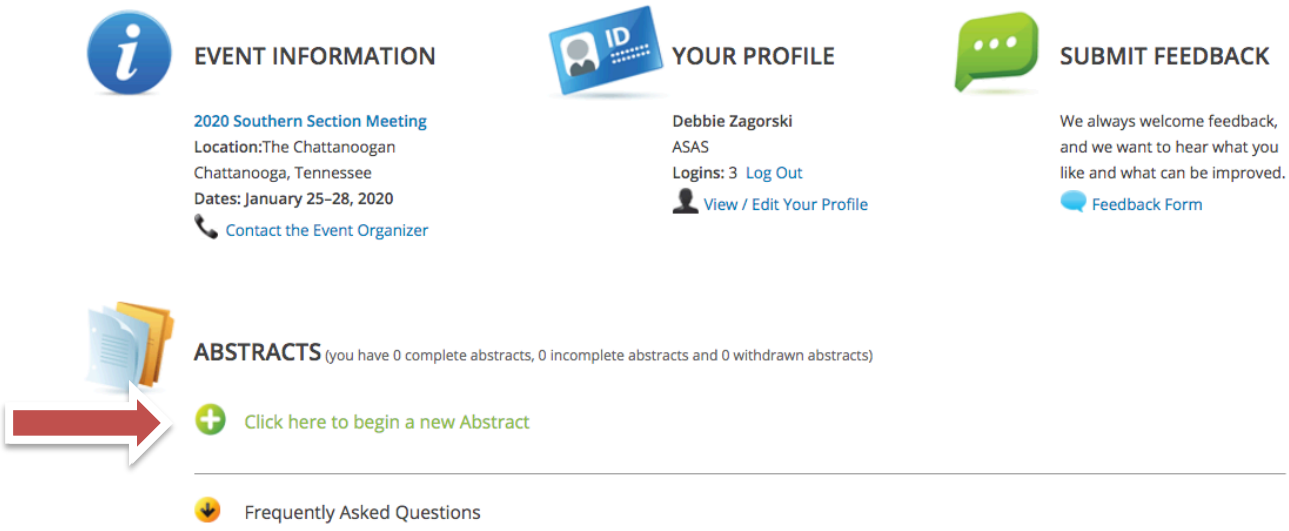
First time users need to complete the privacy information policy.



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

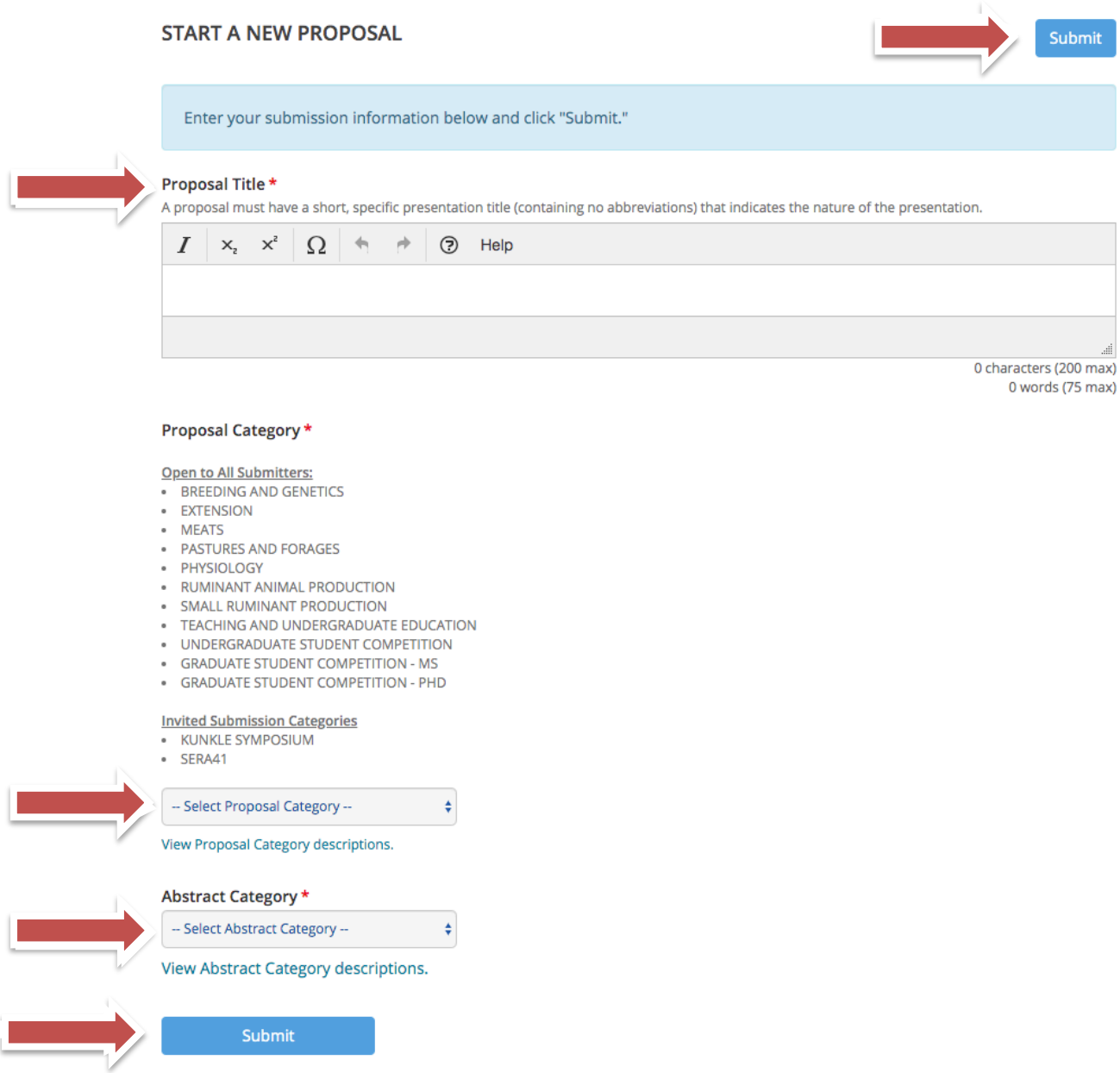


Begin your abstract submission by selecting "Click here to begin a new Abstract."



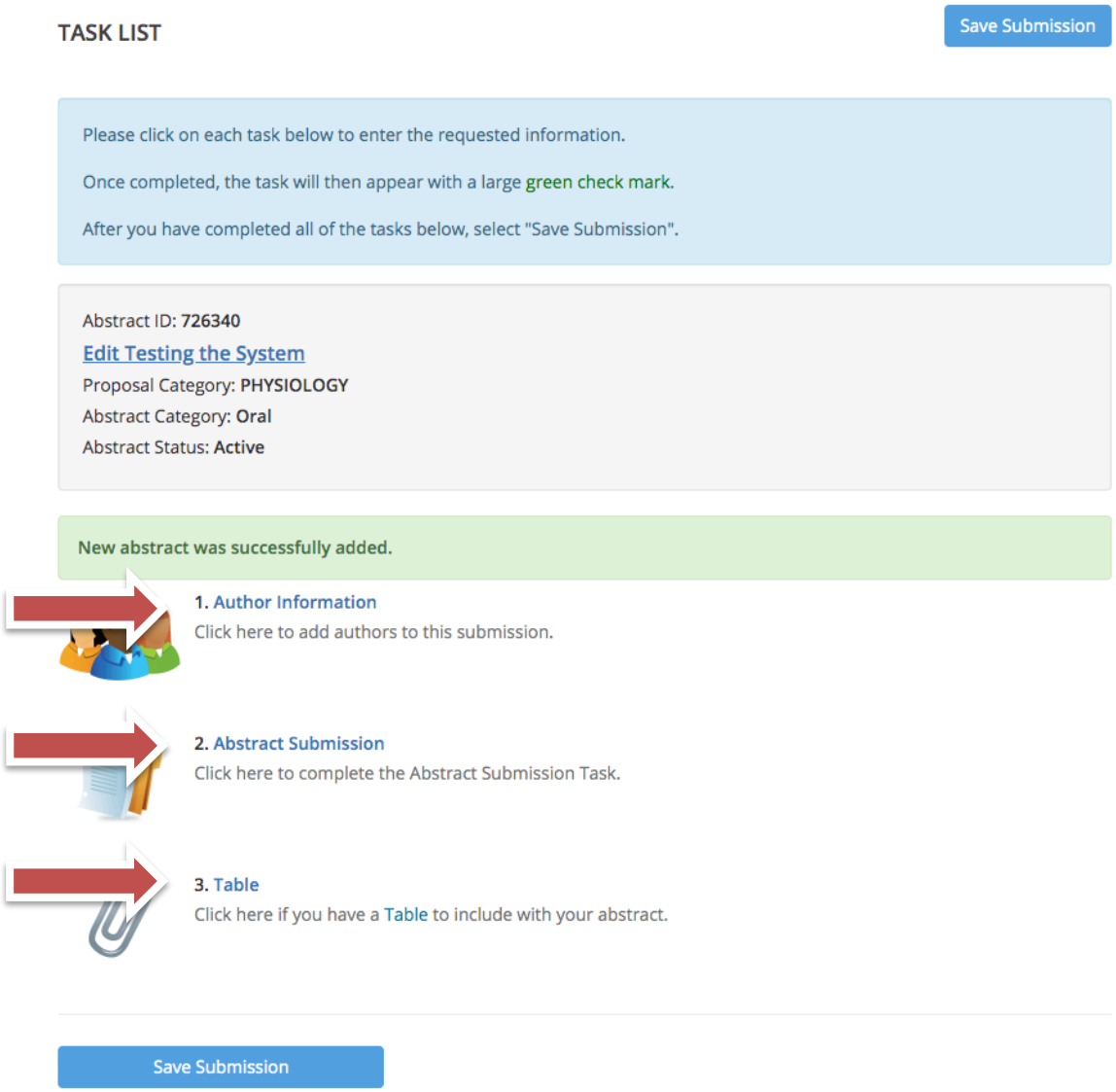
- Enter your abstract title in the “Proposal Title” field,
- pick your “Proposal Category” from the dropdown box
- and pick your “Abstract Category” from the dropdown box.

Click one of the “Submit” buttons once your information is complete.



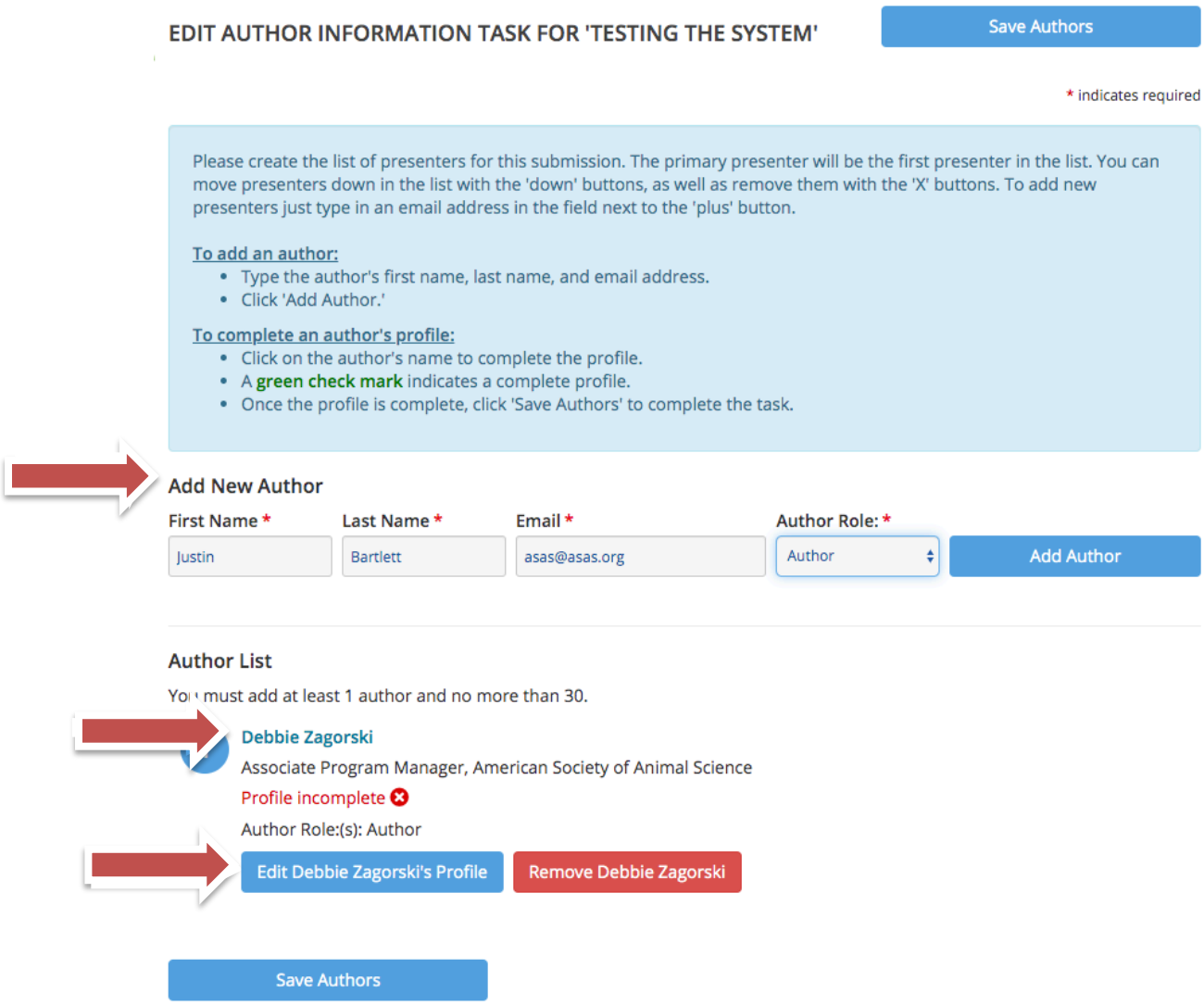
Click on each task (1. Author Information, 2. Abstract Submission and 3. Table) and enter the requested information. A green check mark will appear by each task once it is complete.

Note: You can return to the system later to finish any of the tasks by logging back in with the link and login details emailed to you when you set up your account.

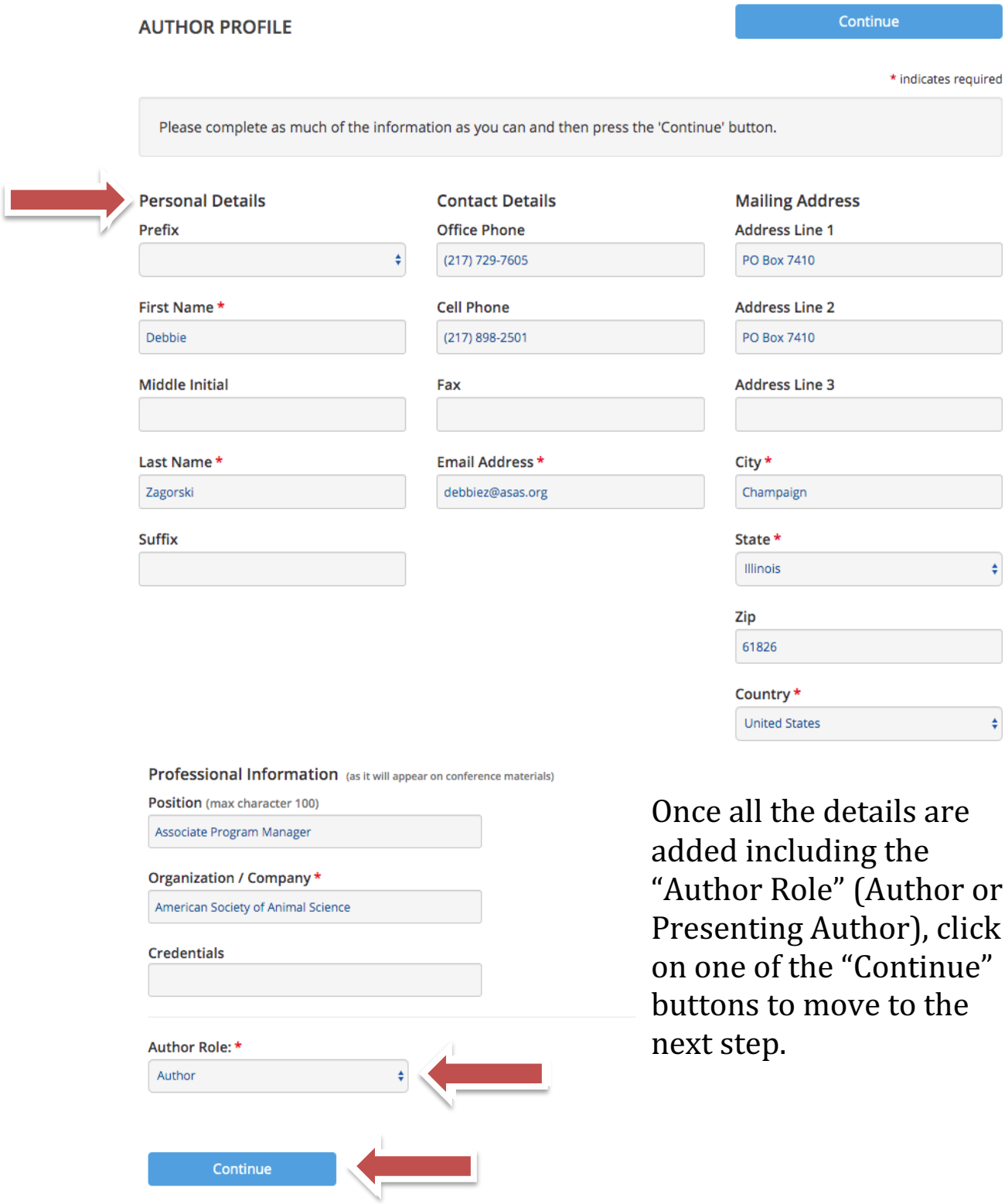


Author Information Task:

- Click on "1. Author Information."
- Add additional authors by entering their information and clicking the "Add Author" button.
- Click on the author name or "Edit Profile" button to add or edit details for the author.



Complete the Author Details for each author added.



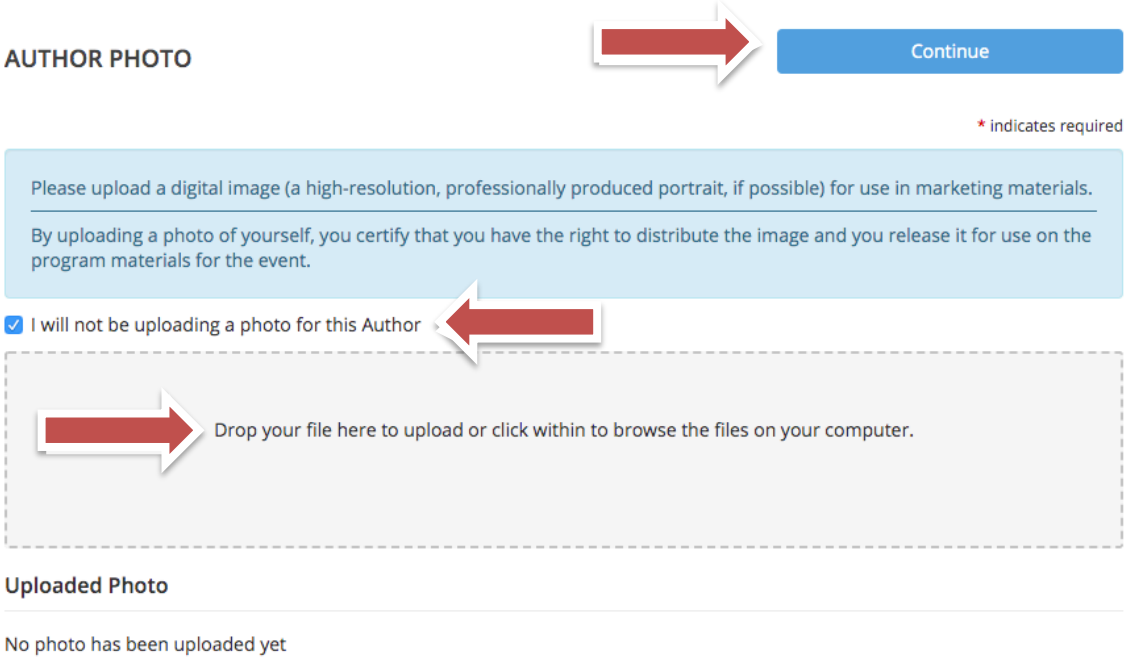
Once all the details are added including the "Author Role" (Author or Presenting Author), click on one of the "Continue" buttons to move to the next step.

Author Photo:

Add a headshot to be included in the Meeting App. Presenting Authors should have a photo. Additional Authors do not need to have a photo.

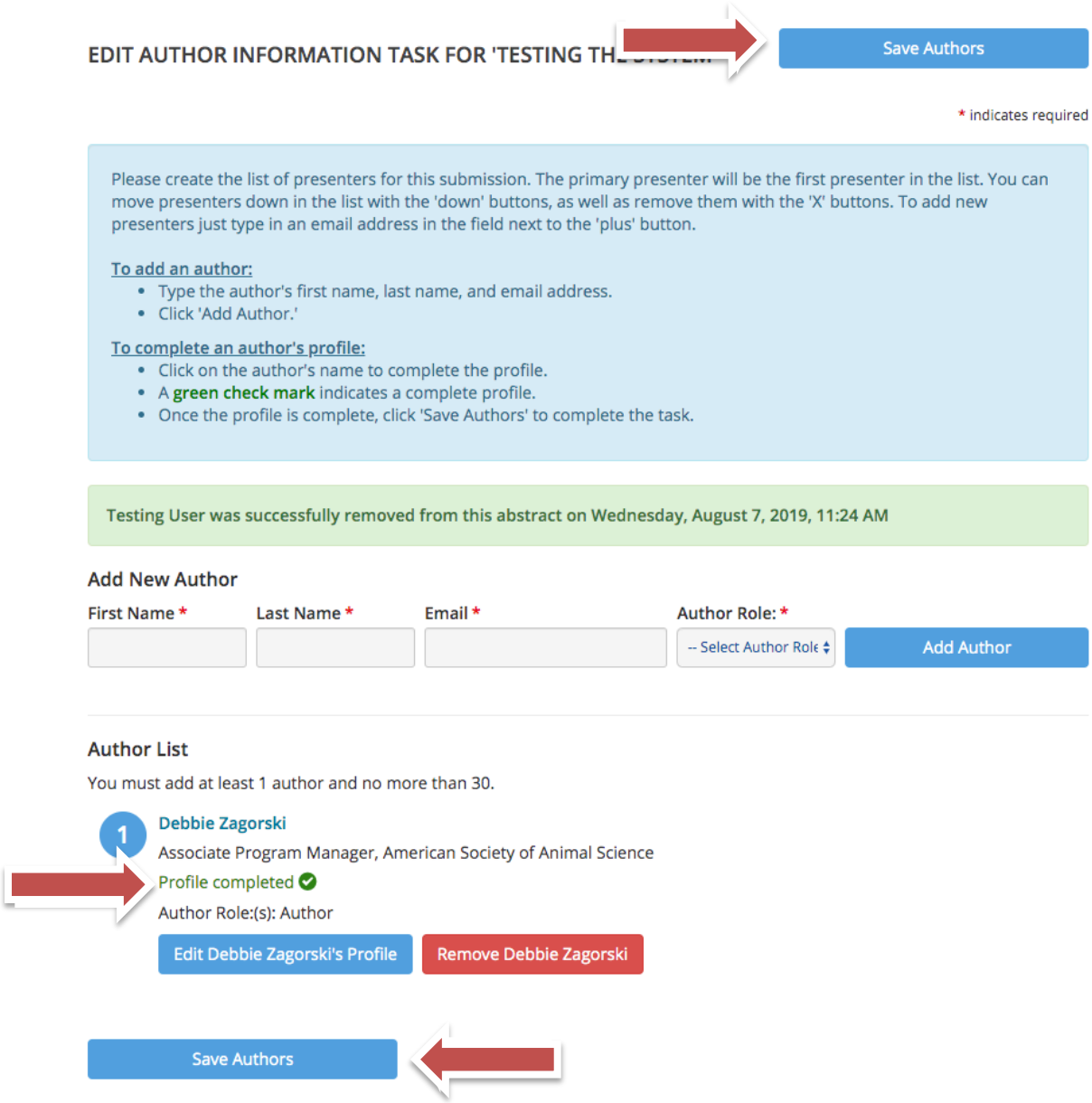
Note: The option "I will not be uploading a photo for this Author" is available to check.

Click on the "Continue" button to return to author list.



The author details are complete once the green check mark appears by the author name.

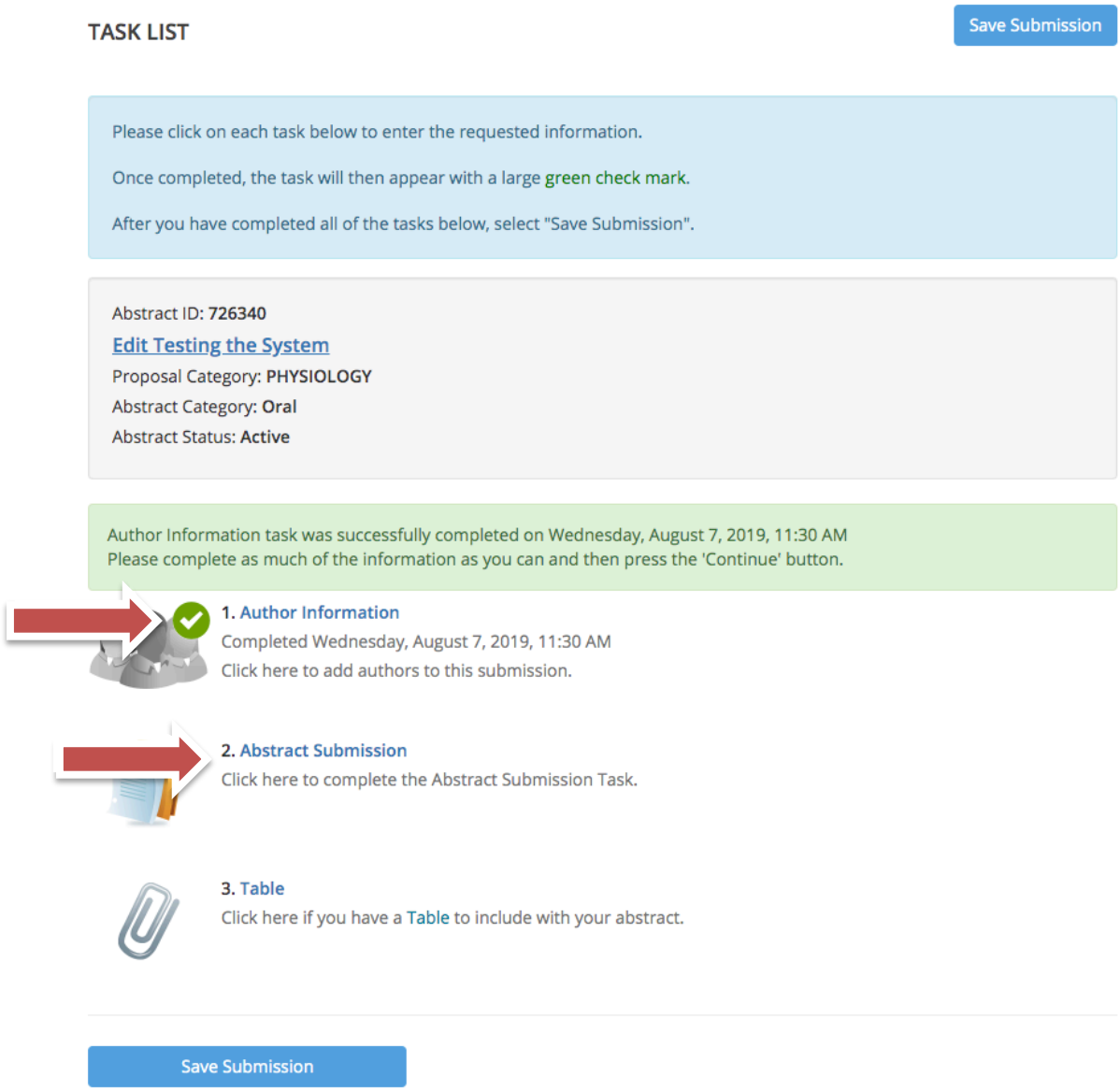
Once all authors have been added and the green check mark appears by each author, click on one of the “Save Authors” buttons to continue.



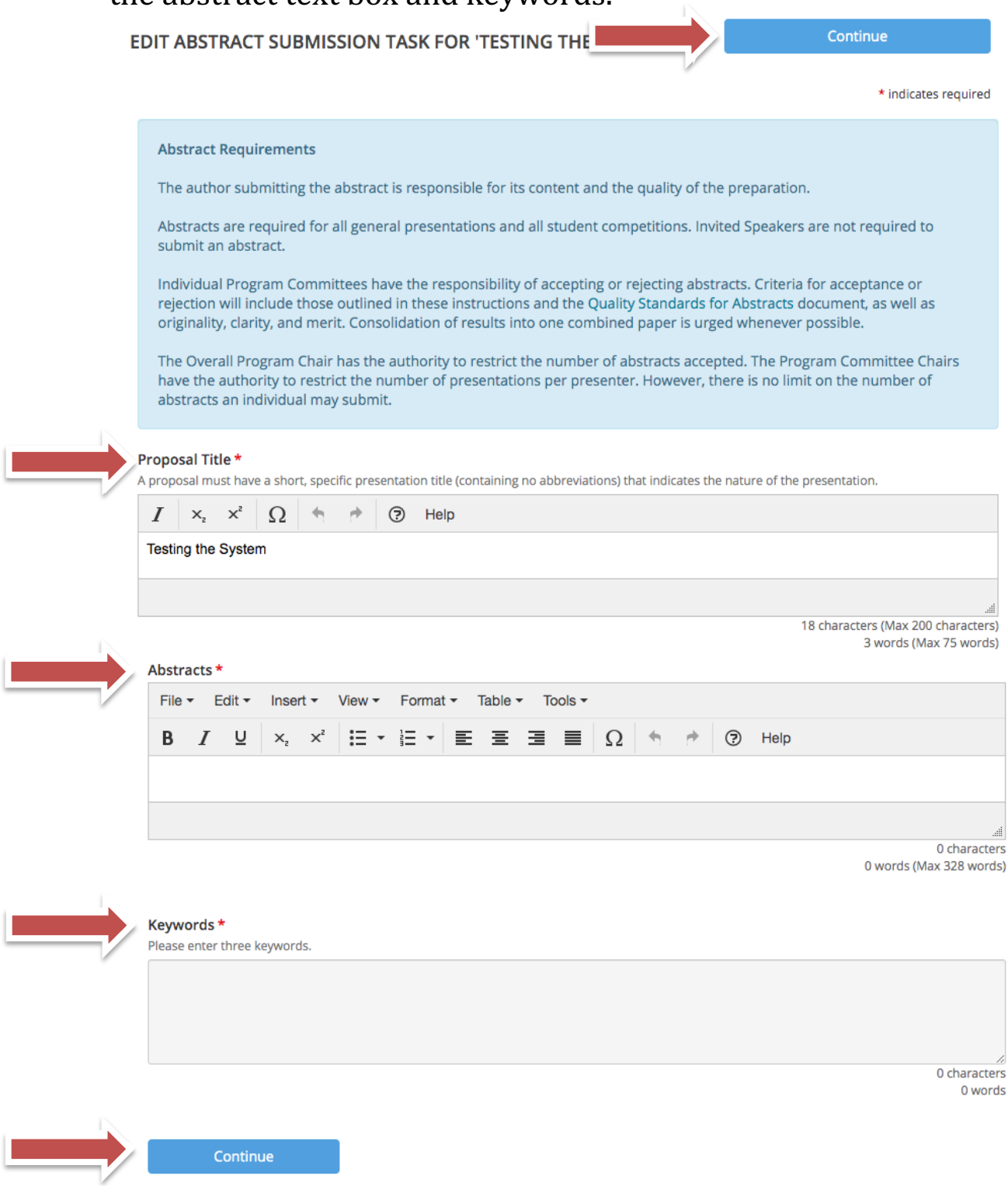
Abstract Submission:

Click on “2. Abstract Submission” to enter your abstract details.

Note: The Author Information now has a green check mark indicating that all of the author information has been completed on the previous task.

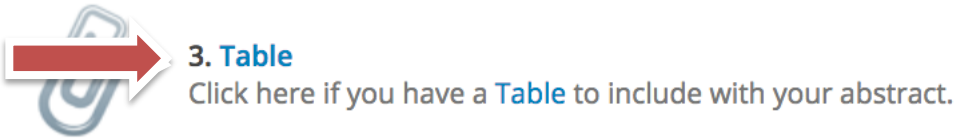


Abstract text is limited to 300 words. Title and keywords are not included in the count. Update the title if needed, complete the abstract text box and keywords.



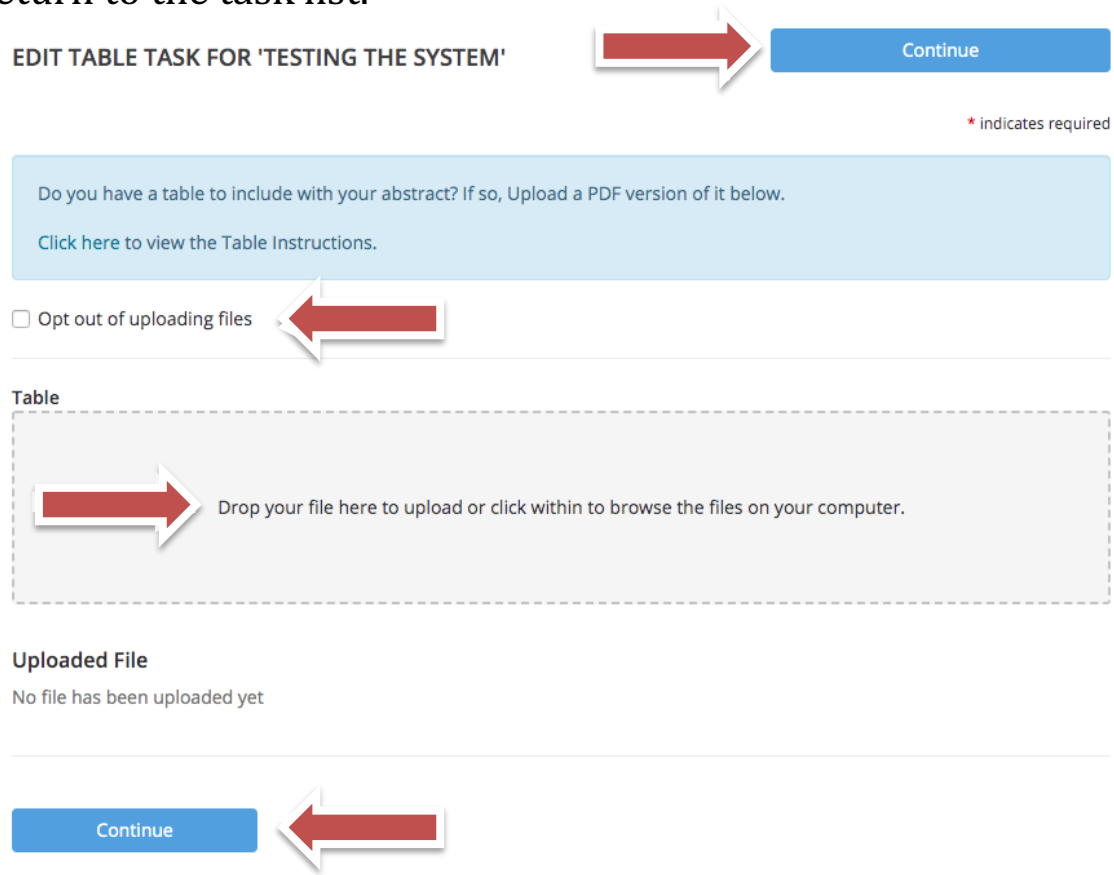
Please refer to the instructions and Quality Standards for Abstracts document when preparing your submission. Once completed, click on one of the "Continue" buttons to return to the task list.

Table: Click on "3. Table"



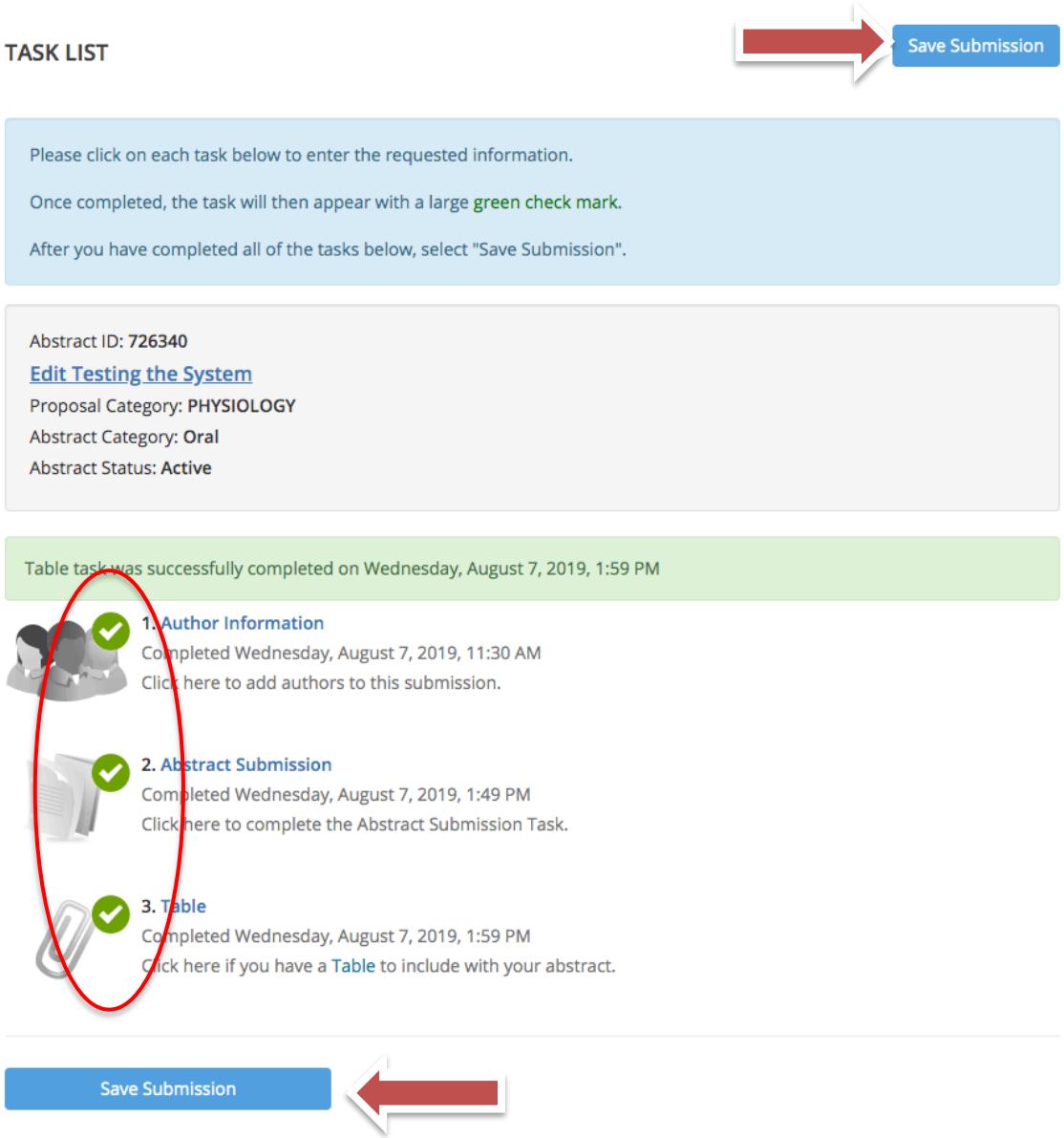
Upload a table if you have one for the abstract or mark the check box "Opt out of uploading files" if you do not have one.

Once completed, click on one of the "Continue" buttons to return to the task list.



All three tasks should be marked with a green check mark, which means you have completed the necessary information in each task.

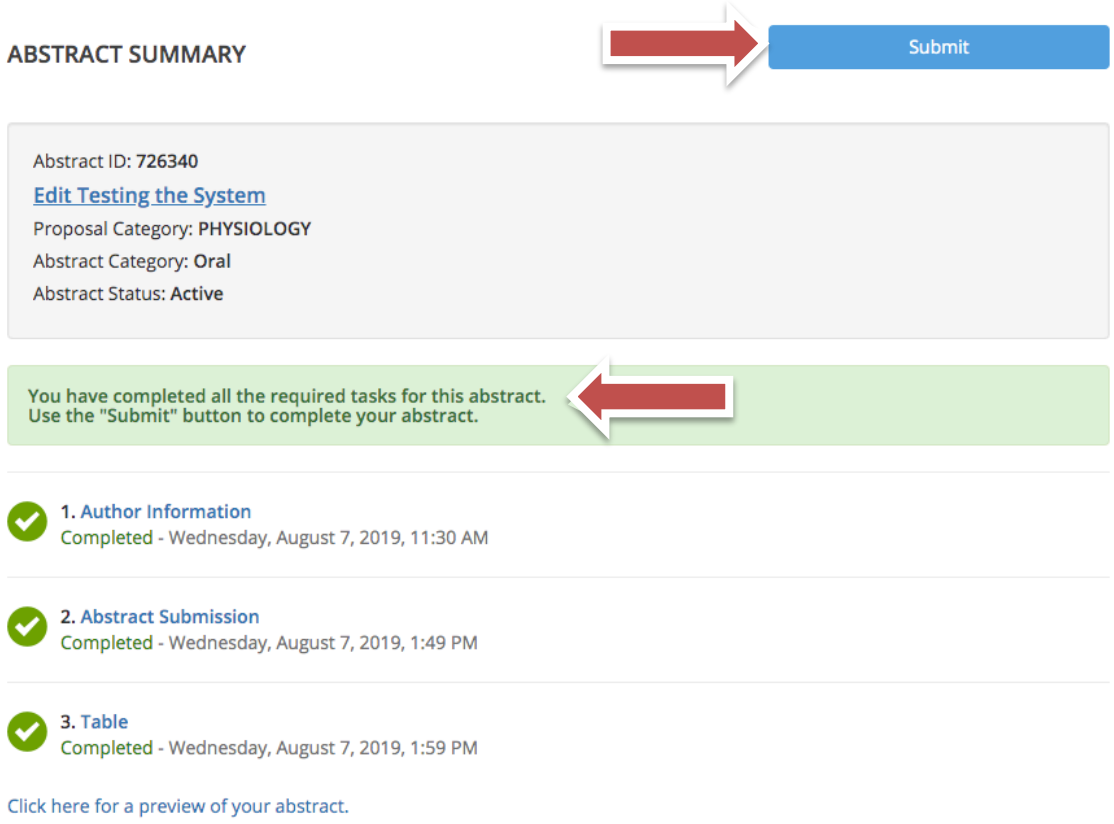
Click on one of the “Save Submission” buttons.



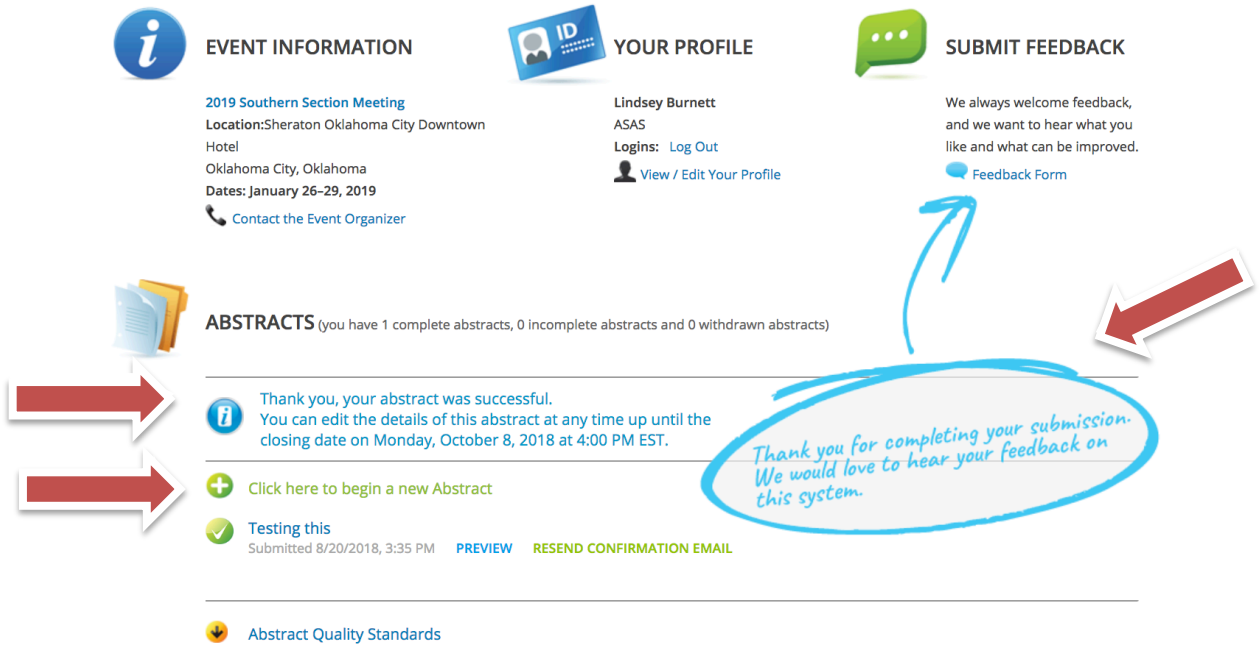
Abstract Summary:

The Abstract Summary page confirms you have completed all the required tasks.

Click on the “Submit” button to finalize your submission.



The confirmation page indicates 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.

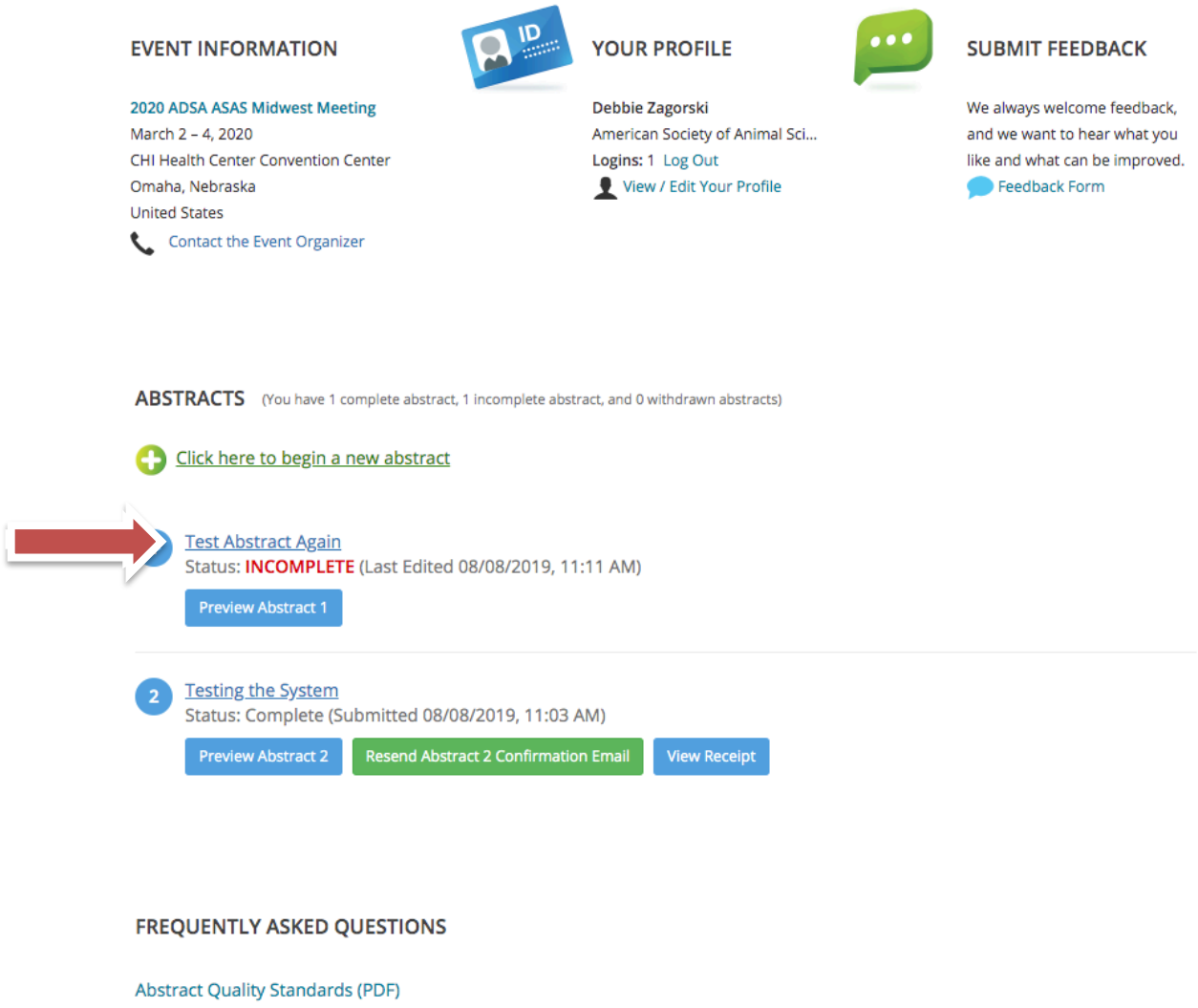


You have successfully submitted your abstract in the CadmiumCD system for the 2020 Southern Section Meeting!

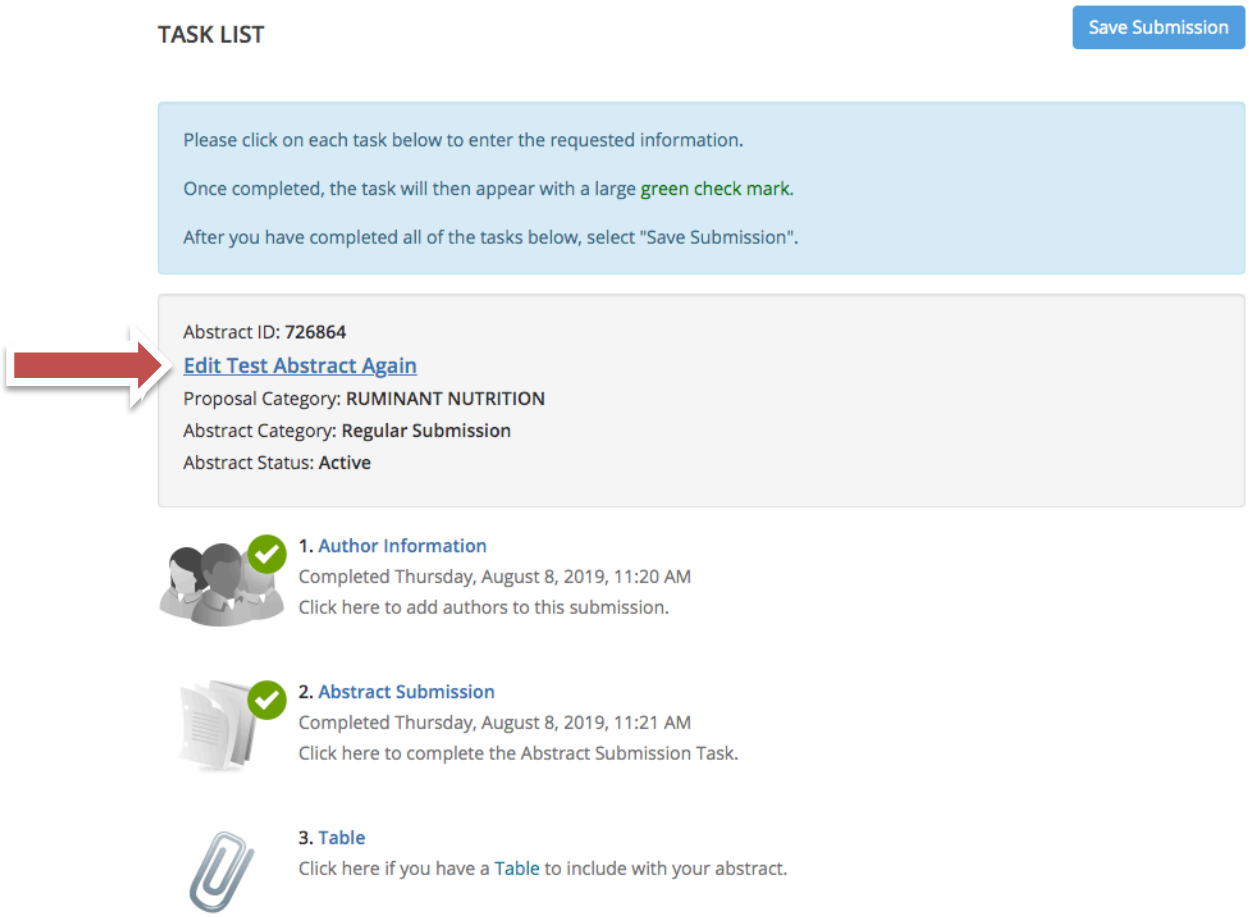
How to Withdraw an Incomplete Abstract

Note: Only do this on incomplete abstracts. Please contact the ASAS Office before the abstract deadline to request withdraw of a complete submission.

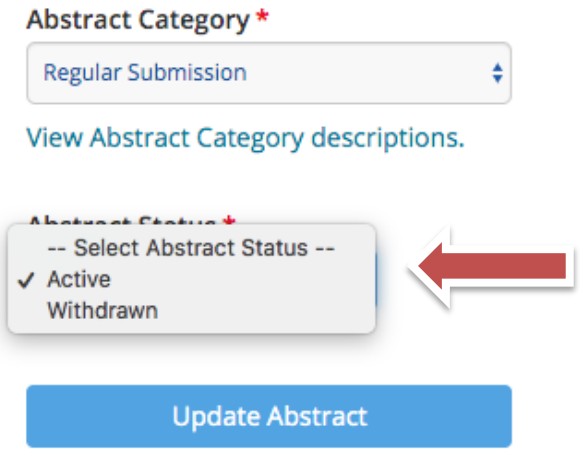
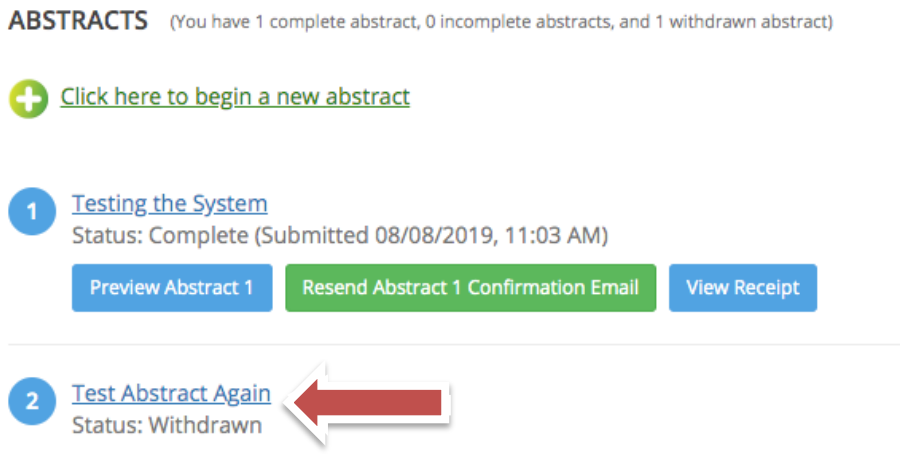
Login to your account with your email address and your Access Key. From the Abstracts list, click on the title of the incomplete submission you would like to withdraw.



From the Task List, verify it is the correct abstract you would like to withdraw. Click on the title of the abstract



- Scroll to the bottom of the page,
- click on the "Abstract Status" dropdown box to change from Active to Withdrawn
- and click on the "Update Abstract" button.



You will receive a confirmation of the withdraw and see the abstract "Status: Withdrawn" on the Abstract submission page.