

**Japanese Society of  
Anesthesiologists  
Abstract submission system**

**User's guide for online forms**

## STEP.1

Log in to the submission system with your ID and password informed in advance.

- Log-in site for Non-members
- Enter your login ID and password. Then, click the "Sign in" button.

The screenshot shows the login interface for the JSA Online Abstract Submission system. The page header includes the JSA logo and the text "The 68th Annual Meeting of the Japanese Society of Anesthesiologists Online Abstract Submission". A "Sign in" button is located in the top left corner. The main content area is divided into several sections: "News & Topics" with submission dates (Nov. 1st to Dec. 2nd), a "Sign in" form (highlighted with a red box) containing "Your ID" and "Password" fields, a "Sign in" button, and a "Stay signed in" checkbox; a "Create Your Account" section with a "Create Your Account Now" button; and a footer with system requirements and a "Page Up" link.

**STEP.2**

After sign-in to the system, click "Edit My Account" first to enter the required information.

- Editing of your account  
In the first entry, click "Edit My Account" button first and enter all required fields.



## The 68th Annual Meeting of the Japanese Society of Anesthesiologists

### Online Abstract Submission

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Hello! Taro Masui

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#### News & Topics

2020/11/2    Abstract submission is open : Nov. 1st (12:00PM(JST)~)  
Abstract submission deadline : Dec. 2nd (~12:00PM(JST))

#### My Account Information

Name	Taro Masui	Affiliation	Masui Hospital
E-mail address	ke-aoyama@mice-one.co.jp		

[Edit My Account](#)


#### Abstract Submission

Please submit your abstract by clicking the following button.

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Submitted abstract cannot be edited after Dec. 2nd (~12:00PM(JST))

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E-mail: [kouen68@anesth.or.jp](mailto:kouen68@anesth.or.jp)




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## STEP.3

Enter all required fields on the “Edit My Account” screen for the abstract submission.


- Editing of your account  
Enter all the required fields and click “Next”



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**Create an Account**

**Your Details**

Please fill out the form below and click the “Next” button. \* required fields

**Name**

**Title\***       Prof.    A/Prof.    Dr.    Mr.    Mrs.    Ms.    Other

**First/Given Name\***   

**Last/Family Name\***   

**Middle Initial**       

**E-mail**

**E-mail address\***     

**E-mail address (Re-enter)\***   

**Affiliation**

**Affiliation (e.g. university, institution)\***   

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## STEP.4

Enter all required fields on the “Edit My Account” screen for the abstract submission.


- Editing of your account  
Check your information and click “Submit”



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#### Create an Account

Confirmation

Please confirm your information below.  
**Your account will not be created unless the "Submit" button is clicked.**

Name

Title Dr.

First/Given Name Taro

Last/Family Name Masui

Middle Initial

E-mail

E-mail address ke-aoyama@mice-one.co.jp

Affiliation

Affiliation  
(e.g. university,  
institution) Masui Hospital

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Submit

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## STEP.5

If there is no problem, then it is completed.

- Editing of your account
  - Remind your ID and password.
  - You will get a confirmation E-mail from us.



### The 68th Annual Meeting of the Japanese Society of Anesthesiologists

### Online Abstract Submission

<p> <a href="#">Top</a></p> <p>Hello! Taro Masui</p> <p style="text-align: center;"><a href="#">Sign out</a></p> <hr/> <p><b>Website / Meeting info</b></p> <p><a href="#">JSA Website</a> </p> <p><a href="#">The 68th Annual Meeting</a> </p> <hr/> <p><b>Contact</b></p> <p>For inquiries:</p> <p>Secretariat for The 67th JSA</p> <p>E-mail: <a href="mailto:kouen68@anesth.or.jp">kouen68@anesth.or.jp</a></p> <div style="text-align: center; margin-top: 10px;">  </div>	<p><b>Create an Account</b></p> <div style="background-color: #003366; color: white; text-align: center; padding: 2px; margin-bottom: 5px;"> <b>Your account has been created.</b> </div> <p>Thank you for creating your account. Please note your ID and password, as they will be needed when you sign in.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Your ID and Password</b></p> <p>Your ID                    <b>JSA00015</b></p> <p>Password                 <b>m9MNEJQ</b></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; margin: 0;"><b>Confirmation E-mail</b></p> <p>A confirmation e-mail has been sent. If you have any question, please contact the Secretariat.</p> </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #003366; color: white; padding: 5px 15px; display: inline-block;">Go to Top</div> </div>
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**STEP.6**

Enter "Abstract Submission"

By completed, "Abstract submission" button in "Top Page" is in active and you can click it.



The screenshot shows the user interface for the online abstract submission system. The header includes the JSA logo and the text "The 68th Annual Meeting of the Japanese Society of Anesthesiologists Online Abstract Submission". The left sidebar contains a user profile for Taro Masui with a "Sign out" button, website links, and contact information. The main content area features a "News & Topics" section with submission dates, a "My Account Information" section with user details and an "Edit My Account" button, and an "Abstract Submission" section with a highlighted "Abstract Submission" button. A footer contains a security logo and a "Page Up" link.

**The 68th Annual Meeting of the Japanese Society of Anesthesiologists Online Abstract Submission**

**News & Topics**

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**My Account Information**

<b>Name</b>	Taro Masui	<b>Affiliation</b>	Masui Hospital
<b>E-mail address</b>	ke-aoyama@mice-one.co.jp		

[Edit My Account](#)

**Abstract Submission**

Please submit your abstract by clicking the following button.

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**STEP.7**

Move to the screen for abstract to register your affiliations and co-authors.

A few affiliations (Max. 6 facilities) and co-authors (Max. 6 people) can be registered. From the second one, you can change the order by dragging the frame.




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### Abstract Submission

[Affiliation / Author](#) >> [Conflict of Interest](#) >> [Category / Title / Abstract](#) >> [Confirmation](#) >> [Completion](#)

#### Registration (1) - Affiliation(s) / Author(s)

##### Affiliation(s)

Up to 6 affiliations can be registered. (incl. the Head-author's affiliation)  
Please select number of affiliations.  
You can drag each affiliation to change the order.

**Number of Affiliations :**

No.	Affiliation	Edit
1.	Masui Hospital	<a href="#">Edit</a>

##### Author(s)

Up to 6 authors (incl. the Head-author) can be registered.  
Please select number of authors.  
You can drag each author to change the order.

**Number of Authors :**

No.	Last/Family Name	First/Given Name	Middle Initial	Affiliation
1. Head-author	Masui	Taro		<input checked="" type="checkbox"/> Masui Hospital

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## STEP.8

Self-declaration of Conflict of interest, Code of ethical and whether there is a double presentation or not.



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**Abstract Submission**

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 Confirmation >> 
 Completion

**Self-Declaration of Conflict of Interest of all authors**

Please declare whether there are [conflicts of interest](#) among affiliated businessinvolved in the research and representative speakers including coauthors and coresearchers.  
If there is any, please select "Yes" in [the sheet of Disclosure of Conflict of Interest](#) and declare the details at the below blank field.

	Name / Affiliation	Applicability	Name of company, etc., if applicable
1. Head-author	Taro Masui Masui Hospital	<input type="radio"/> Yes <input checked="" type="radio"/> No	

**Code of Ethics**

Please choose the option that best corresponds to the type of study.  
Click [here](#) for the list of ethical questions.

(A) Medical research on humans  
 (B) Medical research on animals, cells, or other subjects  
 (C) Case report  
 (D) Cadaver study  
 (E) Study not apply to the categories above A-D

**(B) Medical research on animals, cells, or other subjects**

(B)E-1: Have you been using cultured cell (progeny) ?

Yes  No

**Patents, personal information, accountability, and related matters**

1: Has the content of the abstract ever been presented elsewhere, or will be presented elsewhere ?

No. It has never been presented elsewhere or it won't be presented elsewhere.  
 Yes. It has been presented elsewhere before or it will be presented elsewhere.

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- About the conflict of interest  
All co-authors registered at previous screen are displayed. Declare whether there is conflict of interest or not in each speaker.
- About the code of ethics  
Choose the option that corresponds to the type of study from A to E and the subsequent ethical questions.
- About a double presentation  
Declare whether the content of the abstract has been or will be presented elsewhere.

## STEP.9

The last page to enter the title and texts of the abstract.

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Abstract Submission

Affiliation / Author >> Conflict of Interest >> **Category / Title / Abstract** >> Confirmation >> Completion

Registration (2) - Category / Title / Abstract

Category (mandatory)

Category: A\_Circulation(Basic Research)

Subcategory: 102\_Monitoring for renal function

Title (mandatory)

Title should be within 200 characters. (Including space)  
You can style your text by HTML tag below.

Test Title Enter 200

Number of letters: 20

Figure

If you have a figure to upload, please click the "Add Figure" button.  
File format must be one of .JPG, .GIF, and .PNG.  
File size is limited to 5 MB or less.

Add Figure

Abstract (mandatory)

Abstract should be within 1,600 characters at least 100 characters. (Including space)  
You can style your text by highlighting it and clicking the style buttons below.  
You can also copy your styled text from MS Word and paste it.

Style > Bold Italic Underline Superscript Subscript Remove Decarated

Palette > Insert Symbol [Object] [Methods] [Results] [Conclusions]

Abstract should be within 1,600 characters at least 100 characters. (Including space)  
You can style your text by highlighting it and clicking the style buttons below.  
You can also copy your styled text from MS Word and paste it.

Number of letters: 226

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- Enter the required information of the theme and title and upload the figures if any.

- Abstract text  
You can paste a formatted document created in Word.

## STEP.10

After entered all items , check the registered details on the confirmation screen. If there is no problem, then all your registration is completed.

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Abstract Submission

Affiliation / Author >> Conflict of Interest >> Category / Title / Abstract >> **Confirmation** >> Completion

Confirmation

Self-Declaration of Conflict of Interest of all authors

	Name / Affiliation	Applicability	Name of company, etc., if applicable
1.Head-author	Taro Masui Masui Hospital	No	

Code of Ethics

Option that best corresponds to the type of study  
(B) Medical research on animals, cells, or other subjects

(B) Medical research on animals, cells, or other subjects

(B)E-1: Have you been using cultured cell (progeny) ?  
Yes

Patents, personal information, accountability, and related matters

1: The content of the submitted abstract has not been and will not be presented elsewhere.  
No: It has never been presented elsewhere or it won't be presented elsewhere.

Category

Category: A\_Circulation(Basic Research)  
Subcategory: 102\_Monitoring for renal function

Title

Test Title Enter 200

Figure

Abstract

Abstract should be within 1,600 characters at least 100 characters. (including space)  
You can style your text by highlighting it and clicking the style buttons below.  
You can also copy your styled text from MS Word and paste it.

PDF

Open the PDF file and check your entry

I have confirmed that the entry in this page and PDF file were correct.

\* Checkbox is valid after confirmation of the PDF.

Modifications in the abstract after the deadline

After the deadline for applications, any change or modification in the abstract is unacceptable.

Understood.

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### ● Operation on the confirmation screen

On the confirmation screen, all information entered up to the previous screen is displayed so you can check the detail of the content. Then, convert it to PDF file before submission, since it is controlled not to complete the registration unless the PDF file is created.

PDF

Open the PDF file and check your entry

I have confirmed that the entry in this page and PDF file were correct.

\* Checkbox is valid after confirmation of the PDF.



PDF

Open the PDF file and check your entry

I have confirmed that the entry in this page and PDF file were correct.

\* Checkbox is valid after confirmation of the PDF.

### ● Check the PDF file

At the registration, Click "Open the PDF file and check your entry" to convert it to PDF file so that the abstract can be registered by clicking the checkbox.

**STEP.11**

After entered all items , check the registered details on the confirmation screen. If there is no problem, then all your registration is completed.



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**Abstract Submission**

Affiliation /  
Author

>>

Conflict of  
Interest

>>

Category / Title /  
Abstract

>>

Confirmation

>>

Completion

**Abstract Submission Completed**

Your abstract submission has been completed.  
To modify your abstract, please go to the TOP page.

**Confirmation E-mail**

Please contact the secretariat in case you do not receive the confirmation e-mail 30min after your submission.

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## STEP.12

After completion of the registration , the submitted abstract is displayed on the “My Page”, you can confirm or modify the contents of the screen.

- The registered abstract information  
The registered abstract is displayed on the “My Page”. You can confirm, modify or delete the contents of the PDF file from the link. After deadline of the submission, the modification / deletion link is hidden and you can check only the PDF file.


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**My Account Information**

<b>Name</b>	Taro Masui	<b>Affiliation</b>	Masui Hospital
<b>E-mail address</b>	ke-aoyama@mice-one.co.jp		

**Abstract Submission**

A list of the abstract(s) you have submitted is shown below.

Entry No	Title	Date(JST)	PDF	Confirm	Edit	Withdraw
100028	Test Title Enter 200	2020/10/27 18:22:31	<a href="#">PDF</a>	<a href="#">Confirm</a>	<a href="#">Edit</a>	<a href="#">Withdraw</a>

Please submit your abstract by clicking the following button.

**Abstract Submission**

Submitted abstract cannot be edited after Dec. 2nd (~12:00PM(JST))

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