Japanese Society of Anesthesiologists Abstract submission system

User's guide for online forms



Login Screen

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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.

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Contact For inquiries: Secretariat for The 67th JSA	Your ID Sign in Password Stay signed in	
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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.



<u>Japanese Society of Anesthesiologists</u>

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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Secretariat for The 67th JSA		
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Screen to edit the account

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STEP.4

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Secretariat for The 67th JSA						
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	E-mail address ke-aoyama@mice-one.co.jp					
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Online Abstract Submission

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.



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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.



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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STEP.8

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

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Website / Meeting info	Self-Declaration of Conflict of Interest of all authors Please declare whether there are conflicts of interest I 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 I and declare the details at the below blank field. Name / Affiliation Applicability Name of company, etc., if applicable	 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.
Contact For inquiries: Secretariat for The 67th JSA	1.Head-author Taro Masui Masui Hospital O Yes Yes No Code of Etbics	
E-mail: <u>kouen68@anesth.or.jp</u>	Please choose the option that best corresponds to the type of study. Click here ID (A) 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) Medical research on animals, cells, or other subjects (B) E-1: Have you been using cultured cell (progeny) ?	• About the code of ethics Choose the option that corresponds to the type of study from A to E and the subsequent ethical questions.
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STEP.9

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Abstract text

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STEP.10

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• Operation on the confirmation screen

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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

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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.

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