How to Submit to the ACP National Abstract Competitions

A Guide to the ACP Abstracts Portal
How to Access the Abstract Portal
www.acponline.org/portalservices/AbstractsPortal/

- Login to the Abstract Portal using your ACP Online user name and password.

Follow this link if you have problems logging in or forgot your user name or password.

If resetting your password does not work, please contact our Member & Customer Service Dept. for additional login help.
Begin the Submission Process

Click on the “Submit Abstracts” box on the left side of the portal.
Select the Type of Abstract

From the drop down box, select which type of abstract you are submitting, then click on “Begin.”
Review the Terms & Conditions

Review the Terms and Conditions, and then select if you want to be considered for a poster or podium presentation or either. Then click “Continue” to proceed.
Review the Author’s Disclosure Statement, then click on “I agree” to continue.
Review the Author’s Demographics, make any changes or corrections and then click “Continue.”
Enter the Abstract Title & Authors

Copy and paste or type the Title of your abstract and all authors in the boxes provided and then click “Continue.”

Please note that the word limit of 450 words does include the title and authors sections.
Enter the Abstract Text

Copy and paste or type the body of your abstract into the box provided.

You have two options after you have added the text of your abstract to the portal:

1) You can submit your abstract by clicking “Submit Abstract.”
2) You can save your work for later by clicking on “Save and Exit.”

Your abstract will remain in draft mode until you have clicked on “Submit Abstract.”
Revise an Abstract

To revise an abstract, click on “My Abstracts” and select the abstract you would like to edit. Once you have completed your changes, either click on “Submit Abstract” or “Save and Exit.”

Please note your abstract will remain in draft mode until you have clicked on “Submit Abstract.”
Questions

- Visit [www.acponline.org/abstracts](http://www.acponline.org/abstracts) for additional information