

Tampa, FL • November 8-12

Submitting Your Abstract: Frequently Asked Questions

When can I submit my abstract for presentation at The Gerontological Society of America (GSA) 2023 Annual Scientific Meeting?

The abstract submission site opens February 1, 2023, and closes March 9, 2023, at 11:59 PM EST. It is highly recommended you log in well before the submission deadline to ensure your GSA Account is complete and you are familiar with all abstract submission requirements.

Please refer to the **Abstract Submission Planning Guide** at gsa2023.org/abstracts for full submission criteria and details.

To submit an abstract: Go to gsa2023.org/abstracts

- Log in at www.gsa2023.org via the top right corner of the home page.
- Navigate to your GSA dashboard by clicking on "YOUR NAME" in the top right corner.
- Under the Events column, click "Call for Abstracts" to begin the submission process.

*If you have previously been active with GSA, you should have an existing account. If unsure, click [Forgot Password](#) to see whether your email address is in the system.

May I submit more than one abstract?

Yes.

What is the abstract submission fee?

The submission fee is for processing the abstract submission; it is nonrefundable (regardless of acceptance). This fee must be paid via credit card through the Abstract Central system at the time of abstract submission. The fees are:

- Professional Paper or Poster: \$45
- Student Paper or Poster: \$25
- Symposium (includes 2 to 5 individual symposium abstracts): \$55

I am having trouble signing in—why doesn't my password work?

Passwords are case sensitive. To re-set your password, click [Forgot Password](#). You can also click the Forgot Password option below the login fields. below the login fields.

What are the browser requirements for the submission site?

The submission site works best using the browsers Chrome, Firefox, Safari, and Edge.

Can I be a first author/presenter on an abstract if I am not a member of GSA?

Yes. You may participate as a non-member of GSA.

Tampa, FL • November 8-12

What is the difference between the abstract submitter, first author, and co-authors?

- The abstract submitter is the individual who logs in to submit the abstract. This is the individual who will receive confirmation, reminders, and the acceptance or not acceptance decision notification message. **You cannot change this after the submission has been started!** Submission status notifications will be sent only to the individual who submitted the abstract.
- The first author will be the speaker if the abstract is accepted and the main point of contact. If the abstract is accepted and the first author is not able to attend and present, it is acceptable for a co-author to take over presentation duties. Once the abstract withdrawal deadline passes, the first author listed will not be able to be changed in the meeting materials. The person designated as first author will receive all communications on scheduling information and how to submit files for presentation (this cannot be changed).

The submitting and/or first author will be responsible for disseminating communications to chairs/co-chairs, discussants, and all co-authors.

What are the roles of the chair, co-chair, and discussant?

- Chair: symposium organizer and main point of contact (required)
- Co-Chair: can be attached to the program overview (optional)
- Discussant: responsible for facilitating on-site discussion (optional)

What is the Interdisciplinary program area?

The program is organized around five sections of GSA—Behavioral and Social Sciences; Biological Sciences; Health Sciences; Social Research, Policy, and Practice; Academy for Gerontology in Higher Education—as well as an Interdisciplinary category (symposium only). When you submit an abstract, you are applying to one of these six program areas.

Interdisciplinary symposium submissions are abstracts that bring together perspectives from multiple distinctly different fields—such as medicine, social science, and the humanities—to address a single overarching question. Authors should note that while many topics in gerontology are interdisciplinary to some degree, most submissions can find a best fit within one of the other existing sections. Therefore, symposium submissions that request consideration in the Interdisciplinary category must aim to address a theme of interest to members of two or more existing sections. You will be required to include a statement that explains why your abstract is interdisciplinary. Submissions that include early investigators are encouraged.

I am submitting a Symposium Program Overview. How do I add the Individual Symposium Abstracts to my overview?

Within the symposium submission, add the first authors for the Individual Symposium Abstracts in the *Participants* task. Enter in the author name and email address, select individual symposium abstract first author role, and add author to the participant list. In the *Individual Symposium Abstract* task, all individual symposium abstract first authors that you identified in *Participants* will be listed. You may input the individual abstract details or click the purple button to send an email notification to the individual abstract author to complete the task.

Tampa, FL • November 8-12

How do I submit an Individual Symposium Abstract that is part of a Symposium Overview?

The symposium chair must submit the Symposium Overview before you can submit your Individual Symposium Abstract. The symposium submitter will be required to list you as a participant with the role of individual abstract presenter. The chair can input all your abstract details or can send you a customized link via email requesting you to input your details. The email will come from abstracts@geron.org with *Abstract Information Requested for GSA 2023–Due March 9* in the subject line. Click the link in the email to input your abstract details.

Do you offer abstract pre-submission review options for submitters whose first language is not English?

Yes. Students and emerging professionals members of GSA (including postdoctoral fellows and junior faculty) can send their abstracts to espo@geron.org by February 16, 2023, for a no-cost peer-to-peer pre-submission review. This pre-submission review is limited to identifying grammatical errors, inappropriate word choices, and ensuring that the language tone is appropriate for an academic abstract submission. This ESPO Pre-Submission Peer-to-Peer Abstract Review Program will not involve a critique of the scientific content or research methods, as this content will be reviewed during the main GSA abstract review process. Please note that this program does not guarantee ultimate acceptance of the abstract by GSA. If you have any questions, please contact espo@geron.org.

Can I request a presentation date/time? Is it possible for my coworkers and me to have sequential presentations?

Unfortunately, we are not able to honor requests for specific presentation dates, times, or groupings.

Am I automatically registered for the GSA 2023 Annual Scientific Meeting by submitting an abstract?

No! You must register for GSA's meeting separately.

When will I receive confirmation of receipt of my abstract?

The submitter will receive an email confirmation of the abstract submission from abstracts@geron.org. If you do not receive the email confirmation, be sure to check your spam and junk folders. We strongly encourage you to add the following email addresses to your safe senders list and to check with your institution's IT department for any quarantined messages from these senders:

- abstracts@geron.org
- donotreply@conferenceabstracts.com
- donotreply@CadmiumCD.com

In addition, you can check on the submission status. The submitter should log in to the abstract submission site and look at the submission listed under "ABSTRACTS." If your abstract has been successfully submitted, a green check mark will appear to the left of the abstract title. Any drafts you have been working on, but have yet to be submitted, will state "INCOMPLETE."

Tampa, FL • November 8-12

How can I get a receipt for my abstract submission?

To print a receipt for your submission, log in to the abstract submission site. Under the ABSTRACTS heading, your completed submission will be listed with an option to “VIEW RECEIPT.” Click on “VIEW RECEIPT” and you can print a copy of your receipt.

Can I edit my abstract after it has been submitted?

Your abstract can be edited up until 11:59 PM EST of the March 9, 2023, submission deadline, but **not** after the deadline. To edit your abstract, log in to the abstract submission site, click on your submitted abstract listed under “ABSTRACTS.” You **must** click the “Continue to Submit” button, and then the “Submit” button on the following page after making edits for it to be considered during the review process. You will not have to pay the submission fee again. **GSA will not make any edits after the submission deadline.**

Can I withdraw my abstract after the submission deadline of March 9, 2023?

Yes. To withdraw an abstract submission, email abstracts@geron.org by July 31, 2023. If the request to withdraw is made after this date, GSA cannot ensure removal from the meeting materials.

I am first author of an abstract and I am unable to attend the meeting—what should I do?

Although the first author is the preferred presenter, any co-author may present. However, the abstract initial decision notification will be sent to the individual who submitted the abstract, and the person designated as first author will receive all communications regarding scheduling and how to submit files for presentation (this cannot be changed). The submitting and/or first author will be responsible for disseminating such communications to co-authors. If none of the authors can attend the meeting and present the abstract, the first author must withdraw the abstract in writing by emailing abstracts@geron.org as soon as possible.

When will I receive my presentation information?

There is a two-tier abstract notification process:

1. By the beginning of June, a decision notification will be emailed to the abstract submitter indicating only if the abstract has been accepted or has not been accepted for presentation at the GSA 2023 Annual Scientific Meeting along with the final accepted presentation type. GSA cannot guarantee that your abstract will be accepted in the same presentation type that you submitted. We strongly recommend that authors be willing to accept an alternative presentation type. The submitting author is responsible for notifying all co-authors, chairs, co-chairs, and discussants of the abstract decision.
2. By mid-July, a second notification will be emailed to accepted abstracts chairs, co-chairs, discussants, and paper/poster first authors. These individuals are responsible for sharing this information with all co-authors. This notification will include the date and time of the presentation. There is no guarantee that authors will be scheduled in nonconflicting time periods. Owing to the volume of submissions, GSA cannot honor requests for scheduling changes.

Tampa, FL • November 8-12

The decision of the Annual Scientific Meeting Program Workgroup is final and changes to abstracts will not be accepted after the submission deadline: March 9, 2023, at 11:59 PM EST. All accepted abstracts will be published in a supplement issue of *Innovation in Aging*.

To ensure that all communications are received, we strongly encourage you to add the following email addresses to your safe senders list and to check with your institution's IT department for any quarantined messages from these senders:

- abstracts@geron.org
- donotreply@conferenceabstracts.com
- donotreply@CadmiumCD.com

Abstract withdrawals must be submitted to abstracts@geron.org by July 31, 2023, to be removed from meeting materials.

Communication for uploading presentation materials to the Presentation Management website will be sent to chairs, co-chairs, discussants, and first authors by October.

May I get a refund for my abstract submission fee?

No. The abstract submission fee is a nonrefundable processing fee. Once the abstract has been submitted, it is considered processed.

When and where is GSA 2023 Annual Scientific Meeting?

November 8–12, 2023 (Wednesday–Sunday), in Tampa, Florida. You can find more information at www.gsa2023.org.

How can I get assistance with my abstract submission?

- Refer to the Abstract Submission Planning Guide at GSA2023.org/abstracts
- For technical support, available Monday–Friday, 9:00 AM–9:00 PM EST:
 - E-mail: support@cadmiumcd.com
 - Phone: [877-426-6323](tel:877-426-6323) (toll free) or 410-638-9239 (direct)
- For policy and procedure questions: abstracts@geron.org

Where will the abstracts be published?

All accepted abstracts will be published in a supplement issue of *Innovation in Aging*. Visit www.geron.org/journals or academic.oup.com/gsa for more information and to access *Innovation in Aging*.

Any other questions? Please email: abstracts@geron.org.