

SGH 25th Annual Scientific Meeting (ASM) Abstracts New Submission Guide

Step 1:

Click on Submission of a new abstract if you are submitting an abstract for the first time for the SGH 25th ASM.

SGH 25th Annual Scientific Meeting (ASM) Abstracts Submission Form

1. Are you submitting a new abstract or resubmitting again with changes in your abstract?

- Submission of a new abstract
- Resubmission of an abstract with changes to be made

Submit now

Step 2:

After you have clicked on Submission of a new abstract, the rest of the fields will appear. Fill up your Abstract Name accordingly.

1. Are you submitting a new abstract or resubmitting again with changes in your abstract?

- Submission of a new abstract
- Resubmission of an abstract with changes to be made

2. **Abstract Name**

For resubmission of abstract with changes to be made to abstract name, please indicate it here.

Step 3:

Choose the Abstracts Category that you would like to participate in from the drop down selection.

3. Abstracts Category



Step 4:

Fill in the Main Author's First Name and Last Name separately.

DO NOT include any degrees or professional titles (i.e. Prof, A/Prof, Dr. etc.)

Do note that the Main Author would be the Presenting Author for the Oral and Poster Competitions. Kindly communicate with your team on who would be the Presenting Author before submitting the abstract.

4. Main Author First Name

The main author would be the presenting author.


Please DO NOT include degrees or professional titles (i.e. Prof, A/Prof, Dr. etc.).



5. Main Author Last Name

The main author would be the presenting author.

Please DO NOT include degrees or professional titles (i.e. Prof, A/Prof, Dr. etc.).



Step 5:

Fill in the Main Author's Phone Number (preferably a mobile number that we can reach the Main Author easily).

6. Main Author Phone Number

Step 6:


Select the Main Author's Birthday from the calendar.

Do note that if you are submitting for Young Investigator's Award, the Main Author's age criteria would need to be 35 years or below on the first day of the meeting (i.e. 12 April 2024).

7. Main Author Birthday

If you are submitting for Young Investigator's Award, do note that the main author's age criteria would need to be 35 years or below on the first day of the meeting i.e. 12 April 2024.

For resubmission of abstracts, please indicate today's date (i.e. the date that you are submitting new changes) if there are no changes to the Main Author's Birthday.

12/04/1989 

Select a date ×

April 1989 < >

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
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23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today

ent of Cardiology instead of Cardio Dept).

al Hospital instead of SGH)

Step 7:

Fill in the Main Author's Email Address.

8. Main Author Email Address

Step 8:

Fill in the Main Author's Department.

Department name should be indicated in full (i.e. Department of Cardiology instead of Cardio Dept).

9. Main Author Department

Please indicate your department name in full (i.e. Department of Cardiology instead of Cardio Dept).

Step 9:

Fill in the Main Author's Institution.

Institution name should be indicated in full (i.e. Singapore General Hospital instead of SGH).

10. Main Author Institution

Please indicate institution name in full (i.e. Singapore General Hospital instead of SGH)

Step 10:

Fill in Co-Author 1's Name.

DO NOT include any degrees or professional titles (i.e. Prof, A/Prof, Dr. etc.)

11. Co-Author Name 1 (optional)

Please DO NOT include degrees or professional titles (i.e. Prof, A/Prof, Dr. etc.).

Step 11:

Fill in Co-Author 1's Email Address.

12. Co-Author Email Address 1 (optional)

Step 12:

Fill in Co-Author 1's Department.

Department name should be indicated in full (i.e. Department of Cardiology instead of Cardio Dept).

13. Co-Author Department 1 (optional)

Please indicate your department name in full (i.e. Department of Cardiology instead of Cardio Dept).

Step 13:

Fill in Co-Author 1's Institution.

Institution name should be indicated in full (i.e. Singapore General Hospital instead of SGH).

14. Co-Author Institution 1 (optional)

Please indicate institution name in full (i.e. Singapore General Hospital instead of SGH)

Step 14:

Repeat Steps 10 – 13 if you have 5 Co-Authors.

If you have more than 5 Co-Authors, select “Yes” to add more Co-Authors’ information.

If you do not have more than 5 Co-Authors, select “No”.

31. Do you have more Co-Authors to add?

For re-submission, please select "Yes" if you have changes to be made for more Co-Authors' information. Otherwise, please select "No".

<input type="radio"/> NO	<input checked="" type="radio"/> YES
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32. Co-Author Name 6 (optional)

Please DO NOT include degrees or professional titles (i.e. Prof, A/Prof, Dr. etc.).

33. Co-Author Email Address 6 (optional)

Step 15:

State Aims, Methods, Results and Conclusion in the respective text boxes.

Do note that the combined word count for the 4 areas should not exceed 350 words of text.

Do check through that all your symbols are correct before submission.

32. Aims

State Aim(s) of study.

Do note that the combined word count for Aims, Methods, Results and Conclusion should not exceed 350 words of text.

Do check through that all your symbols are correct before submission.

33. Methods

State Method(s) and subject used, as relevant.

Do note that the combined word count for Aims, Methods, Results and Conclusion should not exceed 350 words of text.

Do check through that all your symbols are correct before submission.

34. Results

Summarise Result(s) obtained.

Do note that the combined word count for Aims, Methods, Results and Conclusion should not exceed 350 words of text.

Do check through that all your symbols are correct before submission.

35. Conclusion

State Conclusion(s) reached. It is not satisfactory to state, "The result will be discussed."

Do note that the combined word count for Aims, Methods, Results and Conclusion should not exceed 350 words of text.

Do check through that all your symbols are correct before submission.

Step 16:

Tick the “I agree” box to indicate that the work is original and performed in the SGH Campus and has not been published at other meetings prior to the SGH 25th ASM.

If the work has been presented at other meeting, indicate the name of the meeting in the text box.
If the work has NOT been presented at other meeting, indicate N.A.

36. The work is original and performed in the SGH Campus and has not been published at other meetings prior to the SGH 25th ASM.

I agree

37. If the work has been presented at other meeting, please indicate the name of the meeting. If the work has NOT been presented at other meeting, please indicate N.A.

Step 17:

Tick the “I agree” box to consent accordingly for Questions 38 - 40.

Check through your information before clicking on the “Submit” button.

Should you have changes to be made to the abstract after submission, please do a **resubmission** (Refer to Question 1).

38. I am working in the SGH Campus at the time of submitting my work
(*SGH Campus refers to SGH, NCC, NDC, NHC, NNI SGH Campus, SNEC, OCH, Outram Polyclinic and Duke-NUS GMS)

I agree

39. I agree to assign the copyright of the above paper to the SGH 25th ASM for publication purposes.

I agree

40. I agree to the Secretariat of SGH 25th ASM in collection, usage or disclosure of my personal data in compliance with SingHealth Personal Data Protection Act (PDPA) and all subsidiary legislation for the purpose of the conference, subsequent registration to and all other actions necessary in relation to the event.

I agree

Submit now