



SOUTHERN SURGICAL ASSOCIATION
Office of the Secretary

The Hiram C. Polk, Jr., M.D. Department of Surgery
University of Louisville School of Medicine
Ambulatory Care Building, 2nd Floor
550 South Jackson Street
Louisville, Kentucky 40202

mcmasters@louisville.edu
502-852-5447 Phone
502-852-1704 Fax

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Dear Fellow:

The next meeting of the Southern Surgical Association will be held at The Omni Homestead Resort and Spa in Hot Springs, Virginia, December 3-6, 2017. The following items require your attention:

ABSTRACTS

Please note that abstract submissions instructions have changed starting this year. Now is the time to submit abstracts of papers for inclusion in the program. An abstract that is limited to one single-spaced page and approximately 250 words in length should be submitted (Microsoft Word file) electronically by **July 1st**. Please note that the abstract may include *either* one figure *or* one table. A sample of the correct format and instructions on how to upload your abstract are enclosed. Hard copy paper submissions **will not** be accepted.

Instructions for abstract submission through www.goldstarabstracts.com/ssu may be found via the Southern Surgical Association website at www.southern surg.org. The process is quite simple and straightforward. You will receive an email to confirm receipt of delivery from www.goldstarabstracts.com. If you do not receive an email confirmation, please contact my administrative assistant, Pam Schmidt, at 502-852-5447, or via email at pjschm01@louisville.edu. We will follow up with a personal email within one week of the submission deadline to assure that your abstract has been received. You will also be responsible for revisions to abstracts which are submitted. If you have any problems with abstract submission, feel free to contact Ms. Schmidt, and she will assist with uploading your abstract.

Only **seven (7) non-members** will be allowed to present papers; **students, residents and fellows are not eligible**. Selection of papers for non-member presentation will be made immediately after abstracts are selected by the Program Committee. Otherwise, only members may present; co-authors or guests may discuss. Please indicate which member will be presenting the paper, and if you would like consideration for a non-member to present.

Please note that **we will not solicit History of Medicine (HOM) paper submissions this year**, as the Council has assigned the topic for the 2018 HOM paper. HOM abstracts will be accepted again next year.

HOTEL RESERVATIONS AND SSA MEETING REGISTRATION FORMS

Please complete the enclosed hotel reservation request form and forward it directly to the hotel. Return the blue meeting registration form with payment by either check or credit card to Dr. V. Suzanne Klimberg.

CANDIDATES FOR MEMBERSHIP

The Secretary must receive applications and supporting letters for new candidates for fellowship **no later than July 1st** so that proper distribution of the information concerning the candidates can be made to the membership booklet well before the meeting. Please send to Pam Schmidt at pjschm01@louisville.edu. For a candidate to be eligible for membership, he or she must attend a meeting prior to being considered. The meeting attended must be stated in the letter of nomination. Fellows are responsible for completion of the application and letters of recommendation from all three sponsors. For your convenience, an application form is included with this mailing. Additional forms may be obtained from our website (www.southern surg.org) or by contacting my office. Three new letters are necessary for a candidate who is being "reconsidered" for fellowship. In addition to the letters, any new information should be submitted, including an updated curriculum vitae, publications, supporting letters, etc. An application will be considered incomplete unless letters from all three sponsors are received by **July 1st**.

SOCIAL EVENT OPTIONS, E-MAIL LISTSERV FOR SPOUSES, CHANGE OF ADDRESS AND CONTACT INFORMATION

Your response to the social event options detailed on the enclosed form would be greatly appreciated. This form includes information about how spouses may enroll in an e-mail listserv that will provide information about social events directly to them.

In order to streamline the process of producing publications for the annual meeting and maintaining the SSA website, a member information database has been added to the SSA website. This information will be used for all correspondence to you from the SSA. It will also be used for member listings in the Annual Meeting Program Book, the Family Registry Booklet, and on the SSA website Membership page. Please click the "Member Login" link at: <http://www.southern surg.org/> to review/update your contact information. Your username is your email address. Your password is your last name + your birth year (i.e., Smith1975). Please be sure to only capitalize the first letter of your last name unless there are two capitalized letters (i.e., McDonald1975). We have a listserv for the Southern Surgical Association to send out email correspondence. If you would like to be added to the email list, or have any problems updating your contact information, please contact Pam Schmidt, pjschm01@louisville.edu.

GUESTS

It is required that any member wishing to invite guests **must** notify the Secretary no later than **November 1st**. An invitation and program will be emailed to all invited guests.

Dr. Selwyn Vickers, President, and the officers look forward to greeting you at The Homestead in December.

Sincerely,



Kelly M. McMasters, M.D., Ph.D.

Attachments:

1. Abstract Online Submission Instructions
2. Meeting Registration Form
3. Hotel Reservation Form
4. Fellowship Application Form / Instructions
5. Social Event Brochure
6. Hotel Brochure