



SOUTHERN SURGICAL ASSOCIATION
Office of the Secretary

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Dear Fellow:

The next meeting of the Southern Surgical Association will be held at The Breakers in Palm Beach, FL, December 2-5, 2018. The following items require your attention:

ABSTRACTS

Please note that abstract submissions instructions have changed. 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 as a PDF electronically by midnight **June 30**. 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 may be found via the Southern Surgical Association website at <http://southernsurg.org/submissions.html>. The process is quite simple and straightforward. The system will notify you when the abstract is successfully submitted. After you submit your abstract, you will see it listed with a status of Abstract Submittal Received and an option to update. If you have questions, please contact my administrative assistant, Pam Schmidt, at 502-852-5447, or via email at pjschm01@louisville.edu. 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.

History of Medicine (HOM) abstract submissions will also be accepted for consideration this year for presentation at the SSA 2019 Meeting. Please submit the History of Medicine abstract at <http://southernsurg.org/scholarship.html>.

HOTEL RESERVATIONS AND SSA MEETING REGISTRATION FORMS

Please complete the enclosed hotel reservation request form and forward it directly to the hotel.

This year we encourage everyone to register online for the meeting at <http://southernsurg.org/meeting.html>. If you do not prefer to register online, please return the blue meeting registration form with payment by either check or credit card to Lindsey Overman, Assistant to Dr. V. Suzanne Klimberg. The mailing address is located at the bottom of the meeting registration form.

CANDIDATES FOR MEMBERSHIP

Applications, CVs and supporting letters for new candidates for fellowship must be submitted electronically **no later than July 1st** by using the following link, <http://southern surg.org/members.aspx> and clicking "Complete the Application", so that proper distribution of the information concerning the candidates can be made to the membership booklet well before the meeting. 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. 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. If you have not already accessed the site and changed your password, the default 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**. When you register online for the SSA 2018 Meeting, members will have the option to invite guests at that time. Please complete the requested contact information for each guest. Each invited guest will then receive an email notification along with the option to pay their meeting registration fees online (if the guest fee is not paid for by the member).

Dr. John B. Hanks, President, and the officers look forward to greeting you at The Breakers in December.

Sincerely,



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

Attachments:

1. Abstract Online Submission Instructions
2. Meeting Registration Form / Membership Dues Form
3. Hotel Reservation Form
4. Fellowship Application Form / Instructions / Online Submission Walk Through
5. Social Event Registration Form / Information Sheet
6. Hotel Brochure