

SOUTHERN SURGICAL ASSOCIATION

Office of the Secretary



Department of Surgery
UT Southwestern Medical Center
1935 Medical District Drive, Suite D2000
Dallas, Texas 75235

Ph: 214 456 2592
Cell 615 585 9298
dai.chung@utsouthwestern.edu

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Dear Fellows:

The 2020 meeting of the Southern Surgical Association will be held at The Breakers in Palm Beach, FL, December 6-9. *As we continue to closely monitor the present situation with the COVID-19 pandemic, plans for the meeting currently remain the same. Please note the deadline for Abstract submissions and proposing new Candidates for Membership has been moved to July 31st.* The following items require your attention:

ABSTRACTS

Now is the time to submit abstracts of papers for inclusion in the 2020 Program. An abstract should be limited to one single-spaced page and approximately 250 words in length and submitted electronically in PDF form by **midnight EST, July 31st**. Please note that the abstract may include either one figure *or* one table. Walkthrough instructions outlining expectations for formatting and instructions when uploading your abstract are enclosed. Hard copy paper submissions **will not** be accepted.

Instructions for abstract submission are enclosed and may also be found on the Southern Surgical Association website here: <http://southern surg.org/submissions.html>. The process is quite simple and straightforward, and the system will automatically notify you when your abstract has been successfully submitted. After your abstract is submitted online, it will show a status of *Abstract Submittal Received*. If you have questions, please contact Kate Peach: 214-456-2592 or katherine.peach@utsouthwestern.edu.

Only current SSA members will be allowed to present papers at the annual meeting. Members and co-authors are allowed to discuss and/or close the discussion. Beginning this year, **up to fourteen (14) non-members** may be granted permission to present a paper; the 14 non-member presenters will be chosen by the Program Committee following abstract selections for the final program. **Non-member presenter status will not be granted for trainees (surgical residents and fellows)**. However, any non-member, including a trainee, may close the discussion.

CANDIDATES FOR MEMBERSHIP

Applications, curriculum vitae, and supporting letters for new candidates for fellowship, must be submitted electronically by **midnight EST, July 31st** using the following link, <http://southern surg.org/members.aspx> and clicking on "Complete the Application." For a candidate to be eligible for membership, he or she must have record of attendance to at least one prior meeting. The meeting(s) attended must be stated in the letter of nomination. Applicants are responsible for completion of the online application and obtaining three letters of recommendation.

For those candidates who wish to be "**reconsidered**" for membership, **three new letters** are required. In addition to the new letters of recommendation, any new information should be submitted including an updated curriculum vitae, publications, etc. An application will be considered incomplete unless all required documents and letters from all three sponsors are received by midnight EST, July 31st.

HISTORY OF MEDICINE

History of Medicine (HOM) abstract submissions will be accepted & reviewed this year for presentation at the 2021 SSA Meeting. The deadline to submit a History of Medicine abstract is **midnight EST, July 31st, 2020**. Please electronically submit your History of Medicine abstract by logging onto the SSA Website, then click on the, *History of Medicine* tab, and select "*Submit a scholarship application*".

CLAUDE ORGAN LECTURESHIP

Applications for the 2021 Claude Organ Lectureship are currently being accepted. Please email your letter (application) with a brief background of your proposed topic, in a Word document and email to Kate Peach katherine.peach@utsouthwestern.edu by **midnight EST, July 31st** for consideration.

HOTEL RESERVATIONS

Please use this link <https://book.passkey.com/go/SSA20> to book your hotel reservation and manage existing reservations. The SSA has contracted room rates with the Breakers for specified dates as availability lasts. The Breakers requires all reservations be made online or by phone. For assistance with your reservation, please contact the Breakers directly at meeting.reservations@thebreakers.com or (888) 273-2537.

SSA MEETING REGISTRATION

We encourage everyone to register online for the meeting at <http://southern surg.org/meeting.html>. If you prefer to register by paper, please return the meeting registration form (attached) with a check or credit card information to Lindsey Overman, Assistant to Dr. V. Suzanne Klimberg. **The mailing address is located at the bottom of the registration form.**

GUESTS

It is required that any member wishing to invite guests must notify the Secretary no later than **October 1st 2020**. Members will have the ability to formally invite guests when registering themselves online for the SSA 2020 meeting. Please complete the requested contact information for each guest online. Each invited guest will receive an email notification along with the option to pay their meeting registration fees online, if not paid for by the member.

SOCIAL EVENT OPTIONS

Local Arrangements Chair, Dr. Gib Upchurch, has selected a variety of activities that will be sure to cater to everyone at this year's meeting. Please review the attached social events information sheet with descriptions of each activity that will be offered. Registration forms with sign up instructions for these activities will be forthcoming.

CHANGE OF ADDRESS/ CONTACT INFORMATION

The member information database on the SSA website is used for all correspondence. Your current information on file is used for member listings in the Annual Meeting Program Book, the Family Register Booklet, and on the SSA website Membership page. ***We encourage everyone to please update your contact information including mobile phone numbers.*** To verify your correct information is stored in the database, please click on the "Member Login" link here: <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). If you come across any issues when updating your contact information, please contact Kate Peach at: katherine.peach@utsouthwestern.edu.

Dr. William Chapman, President, and the officers look forward to greeting you at The Breakers in December.

Sincerely,



Dai H. Chung, M.D.
Secretary, Southern Surgical Association

Attachments:

1. Meeting Registration Form/ Membership Dues Form
2. Abstract Online Submission Instructions
3. Online Submission Instructions for Fellowship Applications
4. Social Events Information Sheet