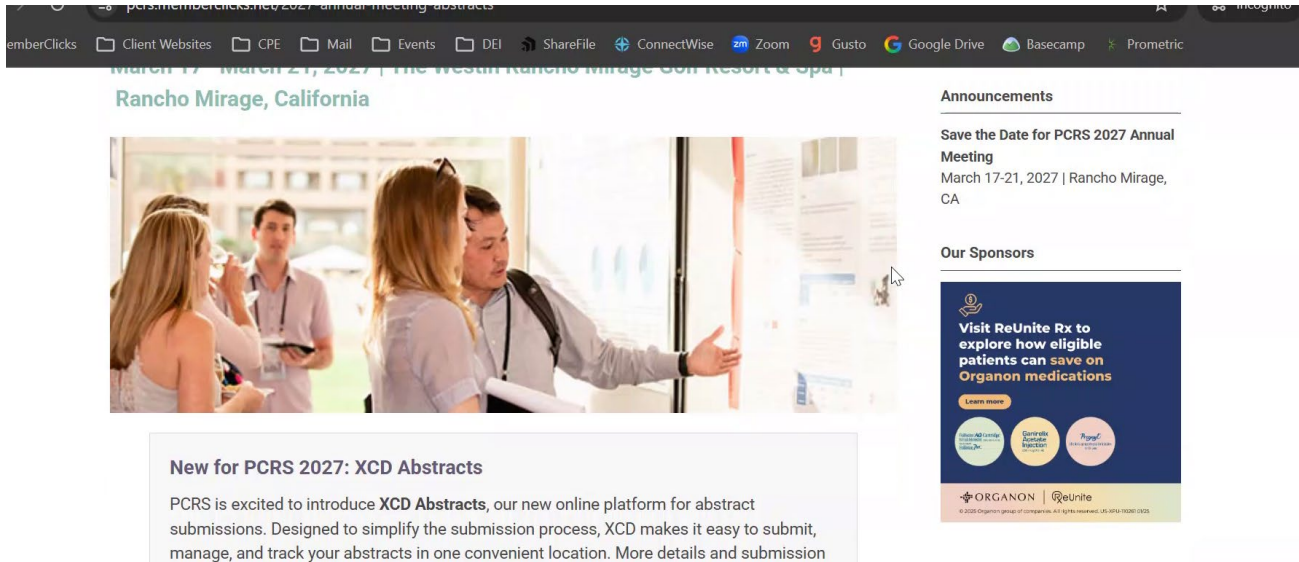


PCRS 2027

Abstract Submission Guide

Step-by-step instructions for submitting an abstract through XCD Abstracts



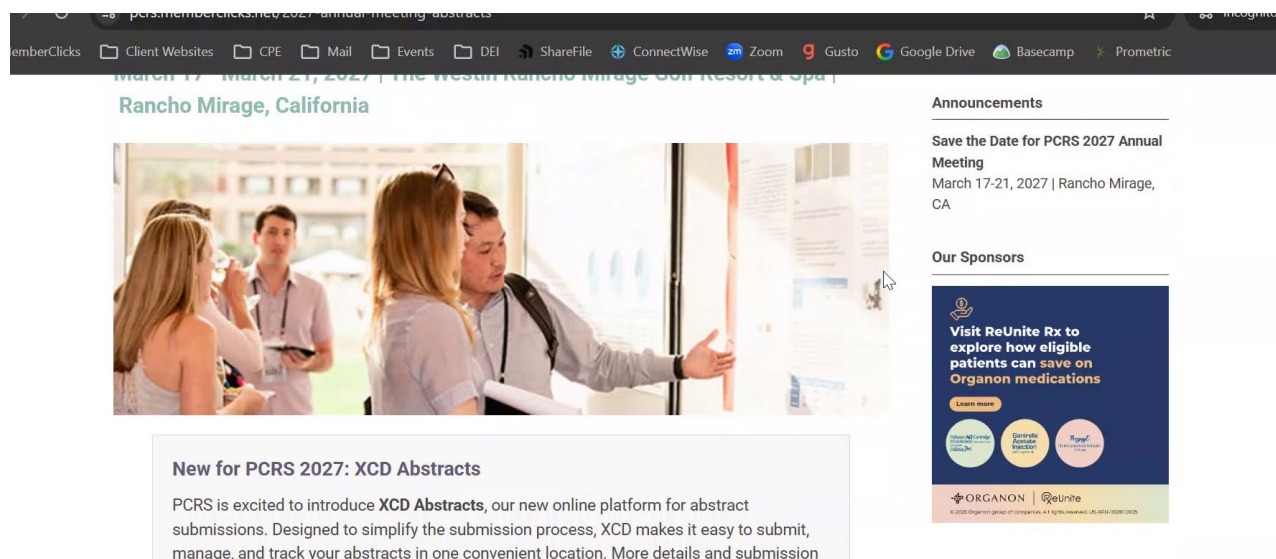
The screenshot shows the PCRS 2027 website. At the top, there's a navigation bar with links like 'MemberClicks', 'Client Websites', 'CPE', 'Mail', 'Events', 'DEI', 'ShareFile', 'ConnectWise', 'Zoom', 'Gusto', 'Google Drive', 'Basecamp', and 'Prometric'. Below the navigation bar, the main heading reads 'Rancho Mirage, California'. A large image shows a group of people in a meeting. To the right, there's a section titled 'Announcements' with the text 'Save the Date for PCRS 2027 Annual Meeting March 17-21, 2027 | Rancho Mirage, CA'. Below that is a section titled 'Our Sponsors' featuring a banner for 'Visit ReUnite Rx to explore how eligible patients can save on Organon medications'. At the bottom of the screenshot, there's a section titled 'New for PCRS 2027: XCD Abstracts' which states: 'PCRS is excited to introduce XCD Abstracts, our new online platform for abstract submissions. Designed to simplify the submission process, XCD makes it easy to submit, manage, and track your abstracts in one convenient location. More details and submission'.

MEETING	ABSTRACT DEADLINE
March 17–21, 2027 Rancho Mirage, California	11:59 PM PT Tuesday, October 13, 2026

Before you begin: Have both versions of your abstract ready as PDF files: one with complete author and affiliation information and one blinded version with author names and institutional identifiers removed.

1. Access the abstract submission page

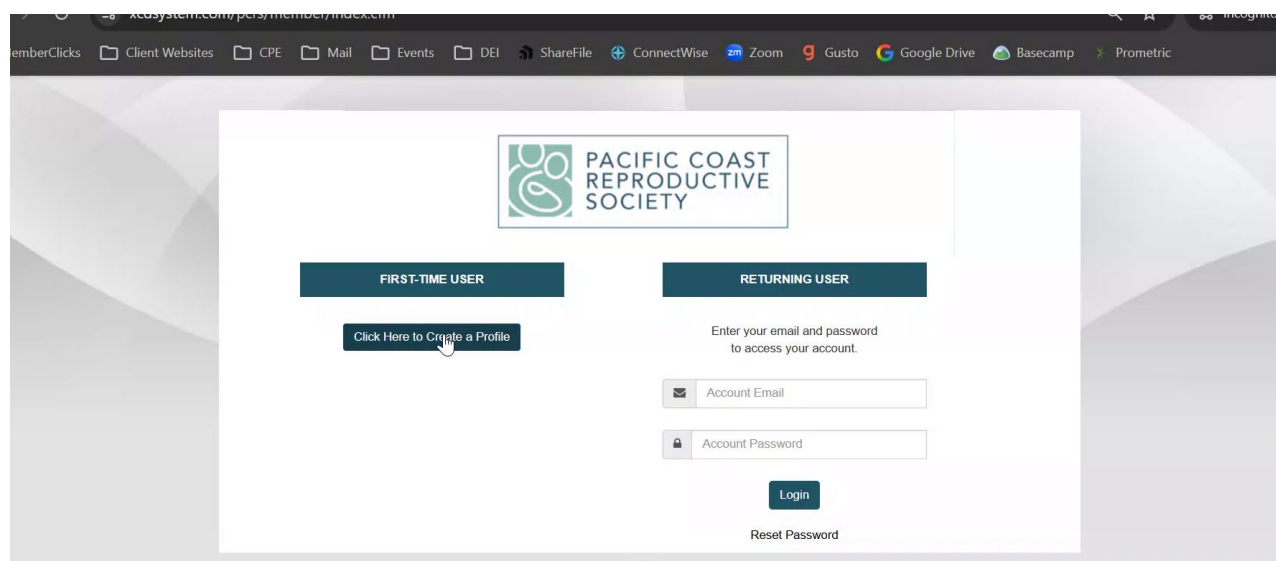
Go to the PCRS 2027 Annual Meeting abstract submission page. Review the abstract information and submission deadline, then select the link to submit an abstract.



PCRS 2027 abstract submission page

2. Log in or create your account

The submission system uses XCD Abstracts. Returning users can enter their email address and password and select Login. If you have not used the system before, select Click Here to Create a Profile.



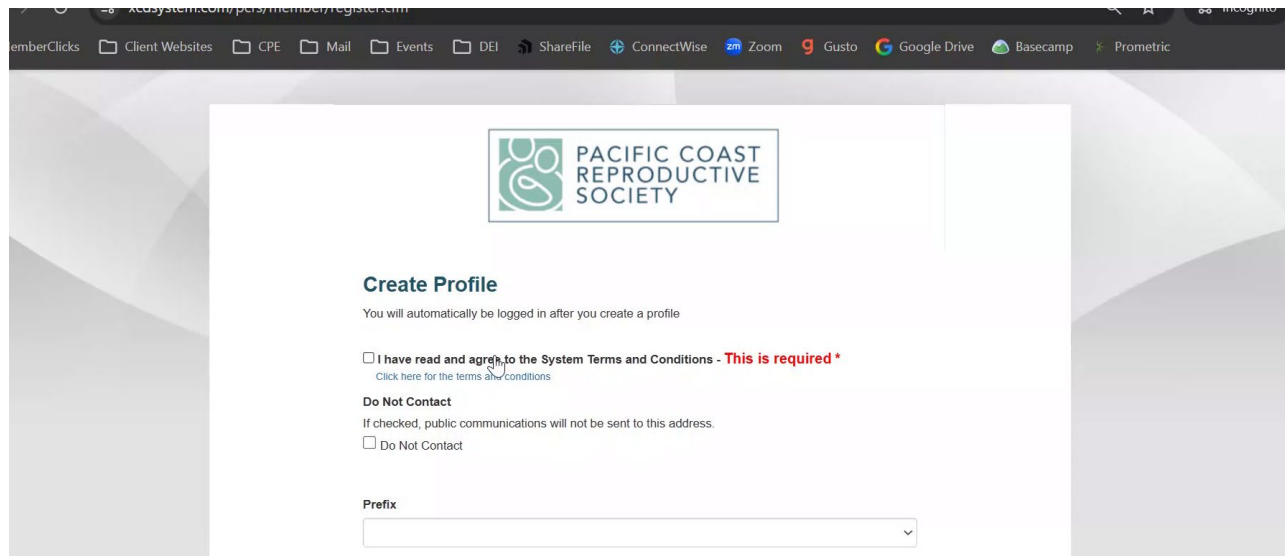
XCD Abstracts login screen

Important: Each abstract presenter must have their own account. The system does not allow you to submit an abstract on behalf of another presenter.

3. Create your profile

If you are a new user, complete the required profile fields. Fields marked with an asterisk (*) are required.

- Enter your name, credentials, contact information, and address.
- Provide the requested biography information.
- Enter and confirm your email address and password.
- Review and accept the Terms and Conditions.
- Select Create Profile when all required information is complete.

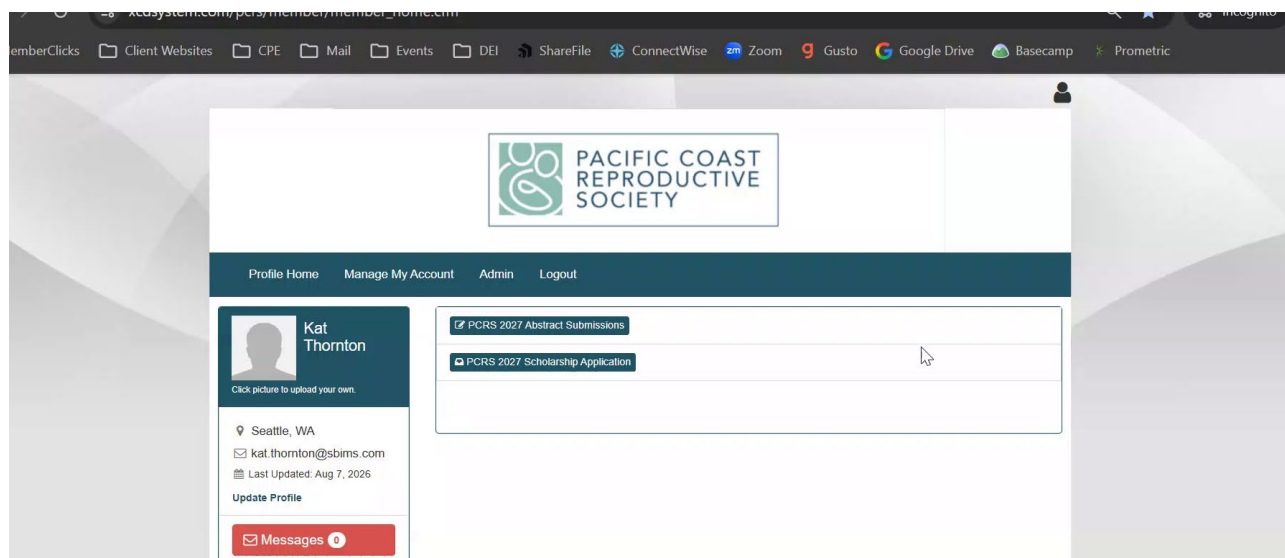


The screenshot shows the 'Create Profile' page for the Pacific Coast Reproductive Society. The page includes the society's logo, a heading 'Create Profile', and a note: 'You will automatically be logged in after you create a profile'. There are two checkboxes: 'I have read and agree to the System Terms and Conditions - This is required *' (with a link to terms and conditions) and 'Do Not Contact' (with a note: 'If checked, public communications will not be sent to this address.'). Below these is a 'Prefix' dropdown menu.

Profile creation screen

4. Complete multi-factor authentication

After creating your profile or logging in, the system will prompt you to complete multi-factor authentication. Enter the verification code sent to your registered phone and select Sign In.



The screenshot shows the member home screen for the Pacific Coast Reproductive Society. The page includes the society's logo, a navigation bar with links: 'Profile Home', 'Manage My Account', 'Admin', and 'Logout'. On the left, there is a user profile for 'Kat Thornton' with a placeholder for a picture, location 'Seattle, WA', email 'kat.thornton@sbims.com', and a note 'Last Updated: Aug 7, 2026'. Below the profile is an 'Update Profile' button and a 'Messages' button with a notification icon. On the right, there are two links: 'PCRS 2027 Abstract Submissions' and 'PCRS 2027 Scholarship Application'.

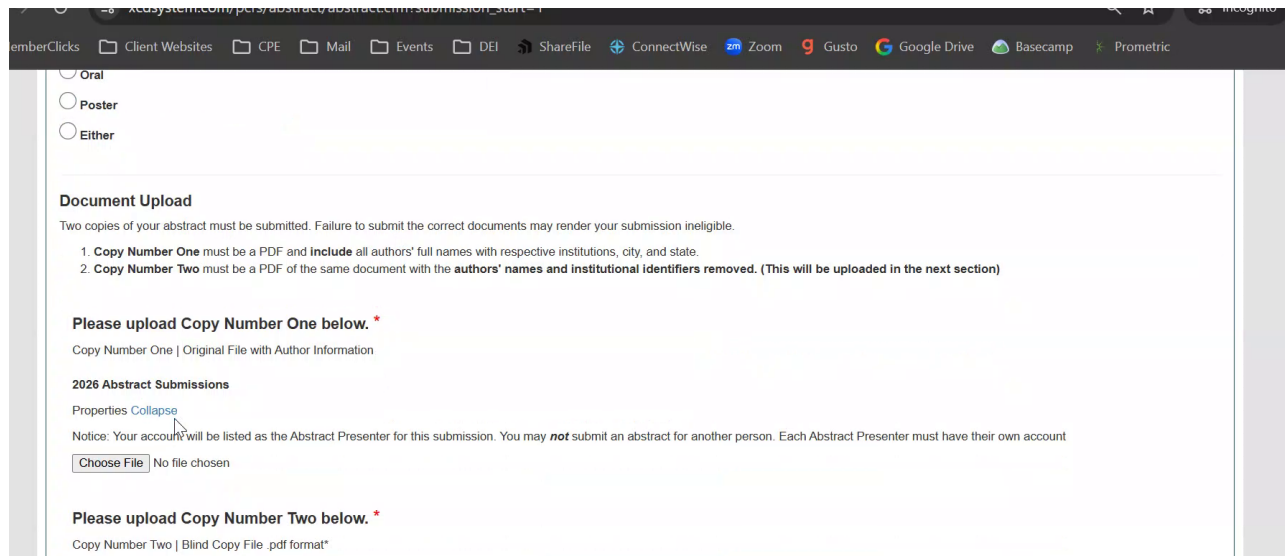
Multi-factor authentication screen

5. Start and complete your abstract submission

From your submission home page, select Click Here to Start under New Abstract. Enter the title of your abstract and select your preferred presentation format.

- Oral
- Poster
- Either

Next, upload the two required PDF versions of your abstract.

A screenshot of a web browser displaying an abstract submission form. The browser's address bar shows a URL starting with 'xcdsystem.com'. The top navigation bar includes links for 'emberClicks', 'Client Websites', 'CPE', 'Mail', 'Events', 'DEI', 'ShareFile', 'ConnectWise', 'Zoom', 'Gusto', 'Google Drive', 'Basecamp', and 'Prometric'. The form has three radio buttons for presentation format: 'Oral' (selected), 'Poster', and 'Either'. Below these is the 'Document Upload' section, which states: 'Two copies of your abstract must be submitted. Failure to submit the correct documents may render your submission ineligible.' It lists two requirements: 1. 'Copy Number One' must be a PDF including all authors' full names, institutions, city, and state. 2. 'Copy Number Two' must be a PDF of the same document with authors' names and institutional identifiers removed. A red asterisk and the text 'Please upload Copy Number One below.' are followed by a file upload area labeled 'Copy Number One | Original File with Author Information'. Below this is a section titled '2026 Abstract Submissions' with a 'Properties Collapse' link. A notice states: 'Your account will be listed as the Abstract Presenter for this submission. You may not submit an abstract for another person. Each Abstract Presenter must have their own account.' There is a 'Choose File' button and the text 'No file chosen'. At the bottom, another red asterisk and the text 'Please upload Copy Number Two below.' are followed by a file upload area labeled 'Copy Number Two | Blind Copy File .pdf format*'.

emberClicks Client Websites CPE Mail Events DEI ShareFile ConnectWise Zoom Gusto Google Drive Basecamp Prometric

☒ Oral
☐ Poster
☐ Either

Document Upload
Two copies of your abstract must be submitted. Failure to submit the correct documents may render your submission ineligible.

1. **Copy Number One** must be a PDF and **include** all authors' full names with respective institutions, city, and state.
2. **Copy Number Two** must be a PDF of the same document with the **authors' names and institutional identifiers removed. (This will be uploaded in the next section)**

Please upload Copy Number One below. *
Copy Number One | Original File with Author Information

2026 Abstract Submissions
Properties [Collapse](#)

Notice: Your account will be listed as the Abstract Presenter for this submission. You may **not** submit an abstract for another person. Each Abstract Presenter must have their own account

[Choose File](#) No file chosen

Please upload Copy Number Two below. *
Copy Number Two | Blind Copy File .pdf format*

Abstract submission form and document upload section

PDF REQUIREMENTS

- Copy Number One: PDF containing all authors' full names and their respective institutions, city, and state.
- Copy Number Two: PDF of the same abstract with the authors' names and institutional identifiers removed. This is the blinded copy used for review.

6. Select research award categories

If your abstract qualifies for one or more research awards, select the applicable category or categories. Review the eligibility description shown beside each option before making your selections.

Research Award Categories

Properties [Collapse](#)

Please identify the award category(s) for which you qualify: *

- ☐ Outstanding Paper Award: 1st Place - \$1000; 2nd place - \$750; 3rd place - \$500 (Recognizes the meeting's 1st; 2nd; and 3rd place outstanding papers.)
- ☐ Allied Health Professionals Awards: Up to 3 prizes - \$500 each (Recognizes outstanding presentation(s) in their respective specialties; including (but not limited to) reproductive endocrinology; urology; gynecology; nursing; and genetics.)
- ☐ Private Practice Research Award: \$500 (Recognizes outstanding research by a practicing physician who devotes no less than half of his/her time to private practice.)
- ☐ Excellence In-Training Award: Up to 3 Prizes: \$500 each (Recognizes the most outstanding presentation made by a fellow; resident; or medical student.)

NOTE: Once you submit your abstract, you will receive a confirmation email with your submission information. You may login at any time prior to the site closing to update your submission. You will then be directed to add your Co-Authors. Each Co-Author will also receive a confirmation email with your contact information and their login information. All Co-Authors have Read only access, unless you assign a Co-Author to be a presenter. Presenters have Read/Write access.

[Submit Abstract](#)

[Save as Draft](#)

Research award categories and submission buttons

- Outstanding Paper Award: 1st Place \$1,000; 2nd Place \$750; 3rd Place \$500.
- Allied Health Professionals Awards: Up to three prizes of \$500 each.
- Private Practice Research Award: \$500.
- Excellence In-Training Award: Up to three prizes of \$500 each.

7. Review, save, or submit

Before submitting, review your title, presentation preference, uploaded documents, and any award selections. When your submission is complete, select Submit Abstract.

- Select Save as Draft if you need to return to the submission later.
- Select Submit Abstract when the submission is complete.
- Once submitted, you will receive a confirmation email with your submission information.

The screenshot shows the 'Update Abstract' form for submission ID 4. The form includes a sidebar with 'Edit Abstract' and 'Authors' links, and a main area with a 'Title' field (containing 'Test'), a 'Presentation Format Preferred' section with radio buttons for 'Oral' (selected), 'Poster', and 'Either', and a 'Document Upload' section. A note states: 'NOTE: Fields marked with a red asterisk * are required.' Below the upload section, instructions specify that two copies of the abstract must be submitted, with the second copy having authors' names and institutional identifiers removed.

Submit Abstract and Save as Draft buttons

8. Manage your submission and add co-authors

You may log back into the system at any time before the submission site closes to update your submission and add co-authors.

- Co-authors will receive a confirmation email with their contact information and login information.
- Co-authors have read-only access unless you assign a co-author as a presenter.
- Presenters have read/write access to the submission.

The screenshot shows the submission home page with a 'NEW ABSTRACT' button and a 'Click Here to Start' link. Below, the 'Current Abstracts' section lists submission ID 4 with title 'Test'. A sidebar for submission ID 4 shows 'Edit Abstract' and 'Authors' links, and a status message: 'This submission is considered complete. It may be edited until the system is closed.' A 'Withdraw Submission' button is visible in the bottom right corner of the submission details area.

Submission home page and current abstract listing

9. Final submission checklist

Before selecting Submit Abstract, confirm that you have completed each item below.

- ☐ Abstract title entered
- ☐ Preferred presentation format selected
- ☐ Original PDF with author names and affiliations uploaded
- ☐ Blinded PDF with author names and institutional identifiers removed uploaded
- ☐ Applicable research award category selected, if eligible
- ☐ Submission reviewed for accuracy
- ☐ Abstract submitted by 11:59 PM PT on Tuesday, October 13, 2026

Need help?

Please contact the PCRS office if you have questions about the submission process or need assistance with your abstract submission.