Instructions for Submitting a Research Panel

Abstract ID and Password:

- When you begin an abstract submission, an e-mail message will be sent to you with your abstract ID and password.
- Your ID and password will also be displayed on the left hand of the screen during the submission process.
- Once your submission has been started, you may exit the submitter and return at any time before the abstract deadline using your abstract ID and password.
- While you are submitting an abstract, program organizers can see your work to provide assistance if you encounter any issues.

Steps:

Step 1 – Theme
- Select the theme that best fits your panel. You may use the Theme Areas of Focus document (linked at the top) to help select the *most appropriate* theme.

Step 2 – Setup Session
- Enter your abstract title in title case. Do not end titles with a period. (80-character max)
- Indicate that you and your co-presenters agree to register for the conference and pay the appropriate registration fee in order to present if accepted.
- Enter your session overview of 250 words maximum. This should not include presenter names.
- Enter a maximum 500-character session summary that will be used in the online agenda.
- Indicate whether there is a secondary theme your abstract applies to, and if so, which theme. (Note this this information will only be used for agenda tagging purposes.)

Step 3 – People
- Type the chair's name in the provided box and select the check box to designate them as the chair.
- If the author is already in the system, you can select their pre-populated information or update the information from previous years.
- If the author is not already in the system, you will be prompted to create a new record.
- You must include information for all fields with a star.
- Demographic questions (race, ethnicity, gender, and patient collaborator) are required to be answered for all speaking roles. There is a "prefer not to answer" option for those that would like to opt out. Please note that this information is only being used to monitor representation in the final ARM program and will not be shared with reviewers during the grading period.
- To add additional panelists, click the 'add new person' button and designate them as a presenter. A research panel proposal must include a minimum of 2 presenters, but no more than 4. If you choose to include an optional discussant, you may only have 3 presenters (5 people max on the panel including the chair). Each presenter must have a corresponding abstract. Enter the title of their individual abstract.
- Please list panelists in the order that they will be speaking. You can edit the order of the panelists by using the up and down arrows.
- Click on the hyperlinked titles next to each presenter's name to add the presentation information and abstract text.
- Indicate that each presenter agrees to include a statement in their final presentation that clearly documents if AI was used (see language in submitter for specific requirements).

Step 4 – Confirmation
- Review your submission.
- You may return to any step of the process by using the left-hand navigation bar.
- You may print your submission at this point.
- Once your abstract is complete, press the 'conclude submission button'.
- You may return to your abstract to review or edit at any point before the January 8th deadline using your abstract ID and password.