Abstract ID and Password

- When you begin an abstract submission, an email message will be sent to you with your abstract ID and password.
- Your ID and password will also be displayed on the left-hand hand of the screen during the submission process.
- Once your submission has 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.

Instructions for Submitting an Abstract for Podium/Poster Presentation

Step 1 – Track

- Select the track that best fits your abstract. You may use the track areas of focus to help select the most appropriate track.

Step 2 – Title

- Enter your abstract title in sentence case. Do not end titles with a period.
- Enter the submitter's email address where correspondence should be sent regarding the submission.
- Select your preferred method of presentation. If you select podium/poster, your abstract will first be considered for podium presentation. If not selected, it will automatically be considered for poster presentation. If you select poster only, your abstract will only be considered for poster presentation.
- Indicate the intended audience for your presentation
- Indicate whether you and your co-authors approve of having your abstract published in a Supplement Issue of Implementation Science, if accepted for oral presentation.
- Check the boxes to indicate that you agree to include the required ethics approval statements if applicable to your research.
- Select whether you agree to present your abstract if selected.
- Select whether the data for your abstract are complete.
- Select your primary funding source.

Step 3 – Author

- Type the lead presenter's name in the provided box.
- 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 required fields, indicated with a star, including Department, Institute, City, State, Zip, and Country, for all co-authors.
    - Please be sure to <u>include affiliation information for all co-authors</u>, or the abstract cannot be included in the conference proceedings.
- 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 being collected by AcademyHealth and is only being used to monitor representation in the final D&I program. Responses to the demographic questions will not be shared with reviewers during the grading period.
- To add additional authors, click the 'add new author' button.
- You can edit the order of the co-authors by using the up and down arrows. The order they appear on the screen is the order they will be listed online.

- Only one author should be selected as the presenting author.

Step 4 – Abstract Text

- Enter the text of your abstract (maximum 350 words).
- Do not remove the pre-populated headings. They do not count toward your word count.
- Do not include authors' names or references.
- You may include tables and special characters as desired. <u>Tables must include a title.</u>
- If references are included, they must follow AMA style guidelines. References count towards total word count.

Step 5 – Confirmation

- Review your abstract.
- You may return to any step of the process by using the left-hand navigation bar.
- You may print your abstract at this point.
- Once your abstract is complete, press the 'conclude submission button'.
- If you need an official letter of invitation to assist with a visa application, please use the '**Visa Generator**' option in the left menu once the abstract is submitted.
- You may return to your abstract to review or edit at any point before the July 16th deadline using your abstract ID and password.

Instructions for Submitting a Panel

Step 1 – Track

- Select the track that best fits your panel. You may use the track descriptions to help select the most appropriate track.

Step 2 – Setup Session

- Enter your abstract title in sentence case. Do not end titles with a period.
- Enter the submitter's email address where correspondence should be sent regarding the submission.
- Enter your session overview of 100 words maximum. This should not include presenter names.
- Indicate the intended audience for this panel.

Step 3 – Author

- 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 required fields, indicated with a star, including Department, Institute, City, State, Zip, and Country, for all co-authors.
    - Please be sure to <u>include affiliation information for all co-authors</u>, or the abstract cannot be included in the conference proceedings.
- 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 being collected by AcademyHealth and is only being used to monitor representation in the final D&I program. Responses to the demographic questions 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. You must have at least 2 presenters, but no more than 4 (including an optional discussant). Each presenter must have a corresponding abstract. Enter the title of their individual abstract.
- You can edit the order of the presenters by using the up and down arrows.
- Click on the hyperlinked title next to each presenter’s name to add abstract text. You will be guided through four steps to submit each abstract.

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’.
- If you need an official letter of invitation to assist with a visa application, please use the ‘**Visa Generator**’ option in the left menu once the abstract is submitted.
- You may return to your abstract to review or edit at any point before the July 16th deadline using your abstract ID and password.

Instructions for Submitting a Pre-Conference Workshop

Step 1 – Setup Workshop

- Enter your workshop title in sentence case. Do not end titles with a period.
- Enter the submitter’s email address where correspondence should be sent regarding the submission.
- Enter your detailed workshop description, which includes what each speaker will discuss. All speakers/facilitators should be identified in the overview. (500 words maximum)
- Download the agenda template, complete with the specifics of your workshop, and upload into the system. Be sure to hit “save” on this module before moving forward.
- Enter the workshop overview, to be used for the online agenda. (100 words maximum)

Step 2 – People

- Type the first speaker/facilitator’s name in the provided box.
- If the speaker is already in the system, you can select their pre-populated information or update the information from previous years. If the speaker is not already in the system, you will be prompted to create a new record.
- You must include information for all required fields, indicated with a star, including Department, Institute, City, State, Zip, and Country, for all speakers.
- 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 being collected by AcademyHealth and is only being used monitor representation in the final D&I program. Responses to the demographic questions will not be shared with reviewers during the grading period.
- To add additional speakers/facilitators, click the ‘add new person’ button. There is a max of 6 speakers per workshop.
- You can edit the order of the speakers/facilitators by using the up and down arrows.

Step 3 – Learning Objectives

- Enter 3 learning objectives for the workshop, following the guidelines provided in the submitter.

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 submission is complete, press the 'conclude submission button'.
- If you need an official letter of invitation to assist with a visa application, please use the '**Visa Generator**' option in the left menu once the workshop is submitted.
- You may return to your abstract to review or edit at any point before the July 16^{h} deadline using your abstract ID and password.

Instructions for Submitting a 'Stories of Impact' Plenary Presentation

Step 1 – Title

- Enter your story title in sentence case. Do not end titles with a period.
- Enter the submitter's email address where correspondence should be sent regarding the submission.
- Select the areas of impact that are included in your story.

Step 2 – People

- Type the lead presenter's name in the provided box.
- 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 required fields, indicated with a star, including Department, Institute, City, State, Zip, and Country, for all co-authors.
- 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 being collected by AcademyHealth and is only being used to monitor representation in the final D&I program. Responses to the demographic questions will not be shared with reviewers during the grading period.
- To add additional authors, click the 'add new author' button.
- You can edit the order of the co-authors by using the up and down arrows. The order they appear on the screen is the order they will be listed online.
- Only one author should be selected as the presenting author.

Step 3 – D&I Story

- Enter the text of your story (maximum 1750 characters), including the requested elements.

Step 4 – Confirmation

- Review your story 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 submission is complete, press the 'conclude submission button'.
- If you need an official letter of invitation to assist with a visa application, please use the '**Visa Generator**' option in the left menu once the story is submitted.
- You may return to your story to review or edit at any point before the July 16^{th} deadline using your abstract ID and password.