

Instructions on Submitting Panels

Session ID and Password:

- When you begin a panel submission, an e-mail message will be sent to you with your session 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 deadline using your session ID and password.
- While you are submitting a panel, 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 list of themes and their associated subtopics document (linked from the site) to help select the *most appropriate* theme.

Step 2 – Subtopic Selection

- Within each theme, subtopics are provided to help conference organizers determine session placement and program alignment. Select one subtopic from the list below that most accurately reflects the primary focus of your panel.
- When selecting a **subtopic**, panel organizers should:
 - Identify the subtopic that most accurately reflects the **central focus, objectives, or contribution** of the proposed session.
 - Consider the **collective emphasis** of the panel rather than any single perspective.
 - Select the **single subtopic** that best captures the unifying theme or inquiry addressed by the panel.
- If your panel relates to multiple subtopics, please select the **best overall fit**.
- An “**Other**” category is available for panels that do not align with any listed subtopics. However, this option should be selected **only when no existing subtopic appropriately captures the scope or content** of the panel.

Step 3 – Setup Session

- Enter your session 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 panel overview. Speaker names and organizations must be included. There is a maximum of 1000 words. The overview should include a description of the panel as well as the individual topics each panelist will cover and the perspective they bring, and any creative formats or audience engagement being used. Please note there can be no more than five people on a panel, including the chair. AcademyHealth is seeking panels that bring together a variety of perspectives, including researchers, policymakers, health system leaders, community-based organizations, patients, and other stakeholders.
- Check off all the perspectives that the speakers bring.
- Enter a maximum 500-character session summary that will be used in the online agenda.
- Select your primary funding source.
- Indicate whether there is a secondary theme your abstract applies to, and if so, which theme. (Note this information will only be used for agenda tagging purposes.)

Step 4 – 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 document overall representation in the final ARM program and will not be shared with reviewers during the grading period.
- To add additional presenters, click the 'add new person' button and designate them as a panelist. A panel proposal must include a minimum of 2 presenters, but no more than 4 (5 people max on the panel including the chair).
- 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.

Step 5 – 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.
- You may return to your submission to review or edit at any point before the January 6th deadline using your session ID and password.