Instructions for Submitting an Abstract

Creating an AcademyHealth Account:

To participate in AcademyHealth's conferences, you need to have an account with AcademyHealth. Our goal is for each person to have one account, which will be linked to a single email address and reduce duplicate records. Please use the same email address for all AcademyHealth related activities (conference registration, abstract submission, membership, etc.) going forward. You will be prompted to login when you click on the "Begin a Submission" button. If you already have an account, simply login, and you will be sent directly to the webpage you are seeking. If you are setting up a new account, you will need to return to the main Call for Papers page to begin a submission after your account is created.

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 abstract. You may use the Theme Areas of Focus (on the left sidebar) to help select the most appropriate theme.

Step 2 – Title

- Enter your abstract title in title case. Do not end titles with a period.
- Select the lead presenter's primary industry.
- 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.
- Select whether you would like to be considered for one of the publication opportunities available through JAMA and HSR Journal.
- Select whether you agree to present your abstract if selected.
- Select whether the data for your abstract is complete.
- Select whether the abstract has also been submitted as part of a research panel.
- Select your primary funding source.
- Indicate whether or not there is a secondary theme you would have also liked to submit to, and if so, which theme. Note: The answer to this question does not influence the primary theme you chose this year. This information is being collected to consider for future years.

Step 3 – Author

- Type the lead presenter's last name or email address 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 fields with a star.

- 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 – Disclosure

- Complete the requested conflict of interest information and electronic signature for each person being included as part of this submission (i.e. chair, discussant, speaker, co-author, co-presenter, etc.).

Step 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

Step 6 – Abstract Text

- Enter the text of your abstract (maximum 500 words).
- Do not remove the pre-populated headings. They do not count toward your word count. Pre-populated Headings:
    - Research Objective
    - Study Design
    - Population Studied
    - Principal Findings
    - Conclusions
    - Implications for Policy or Practice
- Do not include authors’ names or references.
- You may include tables and special characters as desired. Information included in a table does count toward your total word count.

Step 7 – 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.’
- You may return to your abstract to review or edit at any point before the January 11th deadline using your abstract ID and password.

Instructions on Submitting Panels on Critical and Emerging Issues in HSR

Creating an AcademyHealth Account:

To participate in AcademyHealth's conferences, you need to have an account with AcademyHealth. Our goal is for each person to have one account, which will be linked to a single email address and reduce duplicate records. Please use the same email address for all AcademyHealth related activities (conference registration, abstract submission, membership, etc.) going forward. You will be prompted to login when you click on the "Begin a Submission" button. If you already have an account, simply login, and you will be sent directly to the webpage you are seeking. If you are setting up a new account, you will need to return to the main Call for Papers page to begin a submission after your account is created.

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 descriptions (on the left sidebar) to help select the most appropriate theme.

Step 2 – Setup Session

- Enter your session title in title case. Do not end titles with a period.
- Enter your session overview, which includes what each presenter will discuss. All of the panelists must be identified in the overview. The word limit is 1000 words.
- Enter a maximum 50 word session summary that will be used online and in the agenda book.
- Select your primary funding source.

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.
- 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 4 – Disclosure

- Complete the requested conflict of interest information and electronic signature for each person being included as part of this submission (i.e. chair, discussant, speaker, co-author, co-presenter, etc.).

Step 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

Step 6 – 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 11th deadline using your abstract ID and password.

Instructions for Submitting a Policy Roundtable

Creating an AcademyHealth Account:

To participate in AcademyHealth's conferences, you need to have an account with AcademyHealth. Our goal is for each person to have one account, which will be linked to a single email address and reduce duplicate records. Please use the same email address for all AcademyHealth related activities (conference registration, abstract submission, membership, etc.) going forward. You will be prompted to login when you click on the "Begin a Submission" button. If you already have an account, simply login, and you will be sent directly to the webpage you are seeking. If you are setting up a new account, you will need to return to the main Call for Papers page to begin a submission after your account is created.

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 roundtable. You may use the theme descriptions (on the left sidebar) 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.
- Enter your session overview, which includes what each presenter will discuss. All of the panelists must be identified in the overview. The word limit is 1000 words.
- Enter a maximum 50 word session summary that will be used online and in the agenda book.

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.
- To add additional presenters, click the 'add new person' button and designate them as a panelist. A policy roundtable 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 4 – Disclosure

- Complete the requested conflict of interest information and electronic signature for each person being included as part of this submission (i.e. chair, discussant, speaker, co-author, co-presenter, etc.).

Step 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

Step 6 – 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 11th deadline using your abstract ID and password.

Instructions for Submitting a Research Panel

Creating an AcademyHealth Account:

To participate in AcademyHealth's conferences, you need to have an account with AcademyHealth. Our goal is for each person to have one account, which will be linked to a single email address and reduce duplicate records. Please use the same email address for all AcademyHealth related activities (conference registration, abstract submission, membership, etc.) going forward. You will be prompted to login when you click on the "Begin a Submission" button. If you already have an account, simply login, and you will be sent directly to the webpage you are seeking. If you are setting up a new account, you will need to return to the main Call for Papers page to begin a submission after your account is created.

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 descriptions (on the left sidebar) 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.
- Enter your session overview of 250 words maximum. This should not include presenter names.
- Enter a maximum 50 word session summary that will be used online and in the agenda book.

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.
- 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 title next to each presenter's name to add abstract text. You will be guided through 5 steps to submit each abstract.

Step 4 – Disclosure

- Complete the requested conflict of interest information and electronic signature for each person being included as part of this submission (i.e. chair, discussant, speaker, co-author, co-presenter, etc.).

Step 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

Step 6 – 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 11th deadline using your abstract ID and password.

Instructions for Submitting a Student Poster

Creating an AcademyHealth Account:

To participate in AcademyHealth's conferences, you need to have an account with AcademyHealth. Our goal is for each person to have one account, which will be linked to a single email address and reduce duplicate records. Please use the same email address for all AcademyHealth related activities (conference registration, abstract submission, membership, etc.) going forward. You will be prompted to login when you click on the "Begin a Submission" button. If you already have an account, simply login, and you will be sent directly to the webpage you are seeking. If you are setting up a new account, you will need to return to the main Call for Papers page to begin a submission after your account is created.

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 abstract. You may use the theme descriptions (on the left sidebar) to help select the most appropriate theme.

Step 2 – Title

- Enter your abstract title in title case. Do not end titles with a period.
- Select your primary funding source.

Step 3 – Author

- Type the lead presenter's last name or email 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 fields with a star.
- 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 500 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.

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.’
- You may return to your abstract to review or edit at any point before the January 11^{th} deadline using your abstract ID and password.