

Instructions for Submitting an Abstract

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 your preferred method of presentation. If you select podium/poster, your abstract will first be considered for podium presentation. If you select poster only, your abstract will only be considered for poster presentation.
- Indicate that you agree to register for the conference and pay the appropriate registration fee in order to present if accepted.
- Select the primary industry type of the lead presenter.
- Indicate the career level of the lead presenter.
- 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 is also being submitted as part of a research panel.
- Select your primary funding source.
- Indicate whether or not 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 – 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 9th deadline using your abstract ID and password.