

Instructions for Submitting a Policy Roundtable

Submission ID and Password:

- When you begin a submission, an e-mail message will be sent to you with your submission 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 submission ID and password.
- While you are submitting a policy roundtable, 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.

Step 2 – Setup Session

- Enter your abstract title in title case. Do not end titles with a period.
- Enter the submitter's e-mail address where correspondence should be sent regarding the submission.
- 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. **You may have up to 4 panelists.**
- You can edit the order of the panelists by using the up and down arrows.

Step 4 – Session Overview

- Enter your session overview, which includes what each presenter will discuss. The word limit is 1000 words. Use the subheadings listed to structure your response (the subheadings do not count towards the 1,000-word limit):
 - Implications and new insights for federal and/or state health policy
 - Description of how evidence and/or data was or could be used
 - Describe each speaker and the different perspectives represented
 - Potential impact of the presentation for health policy

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 'submit.'

- You may return to your submission to review or edit at any point before the September 30 deadline using your submission ID and password.