

## **Instructions for Submitting a Panel**

### **Panel ID and Password:**

- When you begin an abstract submission, an e-mail message will be sent to you with your 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 ID and password.
- While you are submitting your presentation proposal, program organizers can see your work to provide assistance if you encounter any issues.

### **Steps:**

#### **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**

Panels should be submitted by the lead organizer and must include the names and organizations of the panelists.

- Enter your panel 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.
- Select if there is content in your presentation that will be related to publicly available data.
- Review the speaker policy and complete the submission certification.

#### **Step 3 – People**

Panels should be submitted by the lead organizer and must include the names and organizations of the panelists. Please note there can be no more than five (5) people on a panel, including the moderator.

- Type the moderator's name in the provided box and select the check box to designate them as the moderator.
- 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 speaker. You may have up to 4 speakers.
- You can edit the order of the presenters by using the up and down arrows.

#### **Step 4 – Panel Overview**

The 1,000-word overview should include a description of the panel as well as the individual topics each panelist will cover.

- Enter your panel overview of 1,000-words maximum. This should not include speaker names.

#### **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 **Monday, October 1, 2018** deadline using your ID and password.