Instructions for Submitting a Policy Roundtable

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 the submitter's e-mail address where correspondence should be sent regarding the submission.
- Enter your session overview, which includes what each presenter will discuss. 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. You may have up to 4 panelists or up to 3 presenters and an optional discussant.
- 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 12th deadline using your abstract ID and password.