

Instructions for Submitting an Abstract

Abstract ID and Password

- When you begin an abstract submission, an email 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 – Track

- Select the track that best fits your abstract. You may use the track descriptions located in the left side navigation to help select the most appropriate track.

Step 2 – Title

- 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.
- Select whether you agree to present your abstract if selected.
- Select whether there is content in your presentation that will be related to publicly available data.
- Review the speaker's policy and complete the submission certification.

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.

Step 4 – Abstract Text

- Enter the text of your abstract (maximum 1,000 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 **Thursday, November 17, 2016** deadline using your abstract ID and password.

Instructions for Submitting a Panel

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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 abstract is complete, press the 'conclude submission button.'
- You may return to your abstract to review or edit at any point before the **Thursday, November 17, 2016** deadline using your abstract ID and password.