Instructions for Submitting a Research Panel

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 panel. 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.
- Indicate that you and your co-presenters agree to register for the conference and pay the appropriate registration fee in order to present if accepted.
- Enter your session overview of 250 words maximum. This should not include presenter names.
- Enter a maximum 50 word session summary that will be used online and in the agenda book.
- 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 – 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 panelists, click the 'add new person' button and designate them as a presenter. A research panel proposal must include a minimum of 2 presenters, but no more than 4. If you choose to include an optional discussant, you may only have 3 presenters (5 people max on the panel including the chair). Each presenter must have a corresponding abstract. Enter the title of their individual abstract.
- Please list panelists in the order that they will be speaking. You can edit the order of the panelists by using the up and down arrows.
- Click on the hyperlinked title next to each presenter's name to add abstract text. You will be guided through 5 steps to submit each abstract.

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 9th deadline using your abstract ID and password.