

## **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 Areas of Focus document (linked at the top) 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. (80-character max)
- 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, which includes what each presenter will discuss. All of the panelists must be identified in the overview. The word limit is 1000 words.
- Enter a maximum 500-character 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 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.
- Demographic questions (race, ethnicity, gender, and patient collaborator) are required to be answered for all speaking roles. There is a "prefer not to answer" option for those that would like to opt out. Please note that this information is only being used to monitor representation in the final ARM program, and will not be shared with reviewers during the grading period.
- To add additional presenters, click the 'add new person' button and designate them as a panelist. A policy roundtable proposal must include a minimum of 2 presenters, but no more than 4 (5 people max on the panel including the chair).
- 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.

#### **Step 4 – 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 14<sup>th</sup> deadline using your abstract ID and password.