

Instructions for Submitting a Policy Roundtable

Submission ID and Password:

- When you begin a submission, an e-mail message will be sent to you with your submission 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 submission ID and password.
- While you are submitting a policy roundtable, 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.

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.
- Confirm that the submitter and co-presenters understand that if their Policy Roundtable is accepted for podium presentation at NHPC, they understand that they will each need to register for the conference and pay the discounted speaker rate, which is 50% of the full registration rate.
- 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.**
- You can edit the order of the panelists by using the up and down arrows.

Step 4 – Session Overview

- Enter your session overview, which includes what each presenter will discuss. The word limit is 1000 words. Use the subheadings listed to structure your response (the subheadings do not count towards the 1,000-word limit):
 - Brief overview of topic
 - Implications and new insights for federal, state, and/or local health policy
 - Description of how evidence and/or data was or could be used
 - Describe each speaker and the different perspectives represented
 - Potential impact of the presentation for health policy

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 'submit.'
- You may return to your submission to review or edit at any point before the September 27 deadline using your submission ID and password.

Instructions for Submitting a Rapid Fire

Submission ID and Password:

- When you begin a Rapid Fire submission, an e-mail message will be sent to you with your submission 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 submission ID and password.
- While you are submitting a proposal, 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 submission.

Step 2 – Title

- Enter your submission 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.
- Check the box if you also want to be considered for a poster presentation if your submission is not accepted for a podium presentation.
- Enter a 50-word summary of your submission that will be used online and in the agenda book if selected for presentation.
- Confirm that the submitter understands that if their Rapid Fire is accepted for podium presentation at NHPC, they understand that they will need to register for the conference and pay the discounted speaker rate, which is 50% of the full registration rate. And if their submission is accepted for poster presentation at NHPC, they understand that they will need to register and pay the full registration rate for the conference. (Details on registration rates are available on the NHPC homepage.)

Step 3 – Author

- Type the presenter's last name or email 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.
- You can also enter co-authors that will be listed in the online agenda only.

Step 4 – Overview

- Enter the text of your submission (maximum 300 words) providing a brief overview of the topic and describing how it meets the objectives listed on the submission homepage. Do not include authors' names or references.

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 September 27 deadline using your submission ID and password.

Instructions for Submitting a Poster

Submission ID and Password:

- When you begin a poster submission, an e-mail message will be sent to you with your submission 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 submission ID and password.
- While you are submitting a poster submission, 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 submission.

Step 2 – Title

- Enter your poster 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.
- Confirm that the submitter understands that if their Poster is accepted for NHPC, they understand that they will need to register and pay the full registration rate for the conference. (Details on registration rates are available on the NHPC homepage.)

Step 3 – Author

- Type the presenter's last name or email 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.
- You may enter co-author information if you want.

Step 4 – Submission Text

- Enter the text of your submission (maximum 500 words) providing a brief overview of the topic and describing how it meets the objectives listed on the submission homepage. Do not include authors' names or references.

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 September 27 deadline using your submission ID and password.