

## **2018 AcademyHealth National Health Policy Conference (NHPC): Call for Proposals FAQ's**

Below are answers to frequently asked questions about the 2018 NHPC Call for Proposals submission process. If you need additional assistance, please contact: [nhpc@academyhealth.org](mailto:nhpc@academyhealth.org)

1. **Do you have to be an AcademyHealth member to submit or present a submission?**  
No, we do not require membership to submit or present a submission.
2. **What is the submission deadline?**  
The deadline for submissions is **Friday, September 22, at 5:00 p.m. ET.**
3. **My submission could possibly be submitted to more than one theme. May I submit a single submission to more than one theme?**  
No, individual submissions may be submitted to only one theme. Please submit your proposal to the theme that you consider most appropriate. AcademyHealth respects the choice made by the submitter and will not move a submission to a different theme unless specifically requested to do so by the submitter before the submission deadline.
4. **How do I submit a policy roundtable panel?**  
Submitters are asked to describe the overview of the panel and the panelists' perspectives in 1,000 words or less. All of the panelists must be identified. The policy roundtable review is not blind like the reviews for the Rapid Fire and Posters.
5. **Can I submit research that has been published or is under review for publication?**  
Yes, AcademyHealth does not have any restrictions regarding publication.
6. **Can I submit work that has already been presented?**  
Yes, AcademyHealth is committed to the dissemination of health services research. As long as the work has not been presented at an AcademyHealth meeting, it may be submitted.
7. **Once I have submitted a proposal, may I make edits?**  
Yes. You may edit your submission until **5 p.m. ET, Friday, September 22.** You can log back into the online abstract system using your username and password to edit your submission.
8. **How do I know my submission has been received?**  
You will receive an automated email when you have submitted your proposal. This will include instructions for editing your submission until the deadline.
9. **Can I withdraw a submission?**  
Yes, you can withdraw your submission from consideration by using the "withdraw" option on the left-hand sidebar.
10. **If my submission is selected for presentation, but I am unavailable to present on a panel or in the poster program, may I send a substitute to the meeting?**  
Yes. Once your submission has been accepted, you may send a substitute presenter to present your submission or poster if you are unable to attend the meeting. If no other presenter is available, we will remove your submission from the program and bring up an alternate. Please notify us by sending an e-mail to [nhpc@academyhealth.org](mailto:nhpc@academyhealth.org).
11. **If I am selected for the poster program, but am unable to attend the meeting, will my poster be included on AcademyHealth's website?**  
No. You must present your poster at the meeting in order to have your poster included.

**12. When will I be notified about the status of my submission?**

Notifications will be sent via email around Thursday, November 2, 2017. For policy roundtable panel submissions, notifications will be sent to the panel organizer only, not the individual panelists.

**13. If my submission is accepted through the Call for proposals, do I need to register for the conference?**

Yes, all accepted policy roundtable and rapid fire speakers and poster presenters must register for NHPC. Speakers who are accepted for podium presentation – policy roundtables and rapid fires – will receive a discounted speaker rate of 50% off the registration rate. Accepted poster presenters are required to pay regular registration rates. Information on registration rates is available through the NHPC homepage.