Instructions for Submitting an Abstract

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 abstract. You may use the Theme Areas of Focus document (linked at the top) to help select the *most appropriate* theme.

Step 2 – Title

- Enter your abstract title in title case. Do not end titles with a period.
- Select your preferred method of presentation. If you select podium/poster, your abstract will first be considered for podium presentation. If you select poster only, your abstract will only be considered for poster presentation.
- Indicate that you agree to register for the conference and pay the appropriate registration fee in order to present if accepted.
- Select the primary industry type of the lead presenter.
- Indicate the stage of career of the lead presenter.
- Select whether you give permission for your abstract to be shared with the appropriate IG for podium consideration at their meeting.
- Select whether you would like to be considered for one of the publication opportunities available through JAMA Network journals.
- Select whether you agree to present your abstract if selected.
- Select whether the data for your abstract is complete.
- Select whether the abstract is also being submitted as part of a research panel.
- Select your primary funding source.
- Indicate whether 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 – 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.
- 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 authors, click the 'add new author' button.
- You can edit the order of the co-authors by using the up and down arrows. The order they appear on the screen is the order they will be listed online.

- Only one author should be selected as the presenting author.

Step 4 – Abstract Text

- Enter the text of your abstract (maximum 500 words).
- Do not remove the pre-populated headings. They do not count toward your word count. Pre-populated Headings:
    - Research Objective
    - Study Design
    - Population Studied
    - Principal Findings
    - Conclusions
    - Implications for Policy or Practice
- Do not include authors' names or references.
- You may include tables and special characters as desired. Information included in a table does count toward your total word count.

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 January 11th deadline using your abstract ID and password.