<u>Instructions for Submitting an Innovation</u>

<u>Abstract ID and Password:</u>

- 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.

<u>Steps:</u>

Step 1 – Setup Innovation Session

- Enter your innovation session 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.
- Select the theme that best fits your innovation session.
- Enter a compelling and engaging (maximum) 50-word session summary. This summary will be displayed in both the print and online agendas, so it should convey both the content and engagement components of your session in a manner that invites attendees/communicates why they should be interested.

Step 2 – People

- Enter the lead speaker's name in the provided text box and check the box designating them as the lead speaker.
    - ***Please note that ONLY the lead speaker is eligible for the speaker registration rate.**
- If the individual is already in the system, you can select their pre-populated information or update the information from previous years.
- If the individual 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 co-presenters, click the 'add new person' button, enter names, and designate them as co-presenters (max 4)
    - Co-presenters are those individuals who will be <u>physically present</u> during the meeting and part of the proposed innovation session. All session speakers will be listed in both the print and online agendas.

Step 3 – 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 4 – Learning Objectives

- Enter 2 measurable learning objectives for the innovation session, ensuring that they are consistent with the aims and unique nature of this session type.

Step 5 – Innovation Description

- The 1,000-word innovation overview should address:
    - What is the innovation (is / does / contributes—the purpose);
    - Why it is important / what implications does it have for field of health services and policy research (i.e., rationale); and
    - How you plan to engage meeting participants as meaningful contributors in the session.

  *This overview will be seen only by the review committee and will not be included in the print or online agendas.
  Successful sessions in past ARMs achieved the following:
    Definitive learning objectives
    Distinct presenter perspectives
    Cutting-edge, innovative topics
    Good facilitation
    Engagement of the audience throughout the presentation
- Do not remove the pre-populated headings; they do not count toward your word count.
- Do not include authors' names or references.

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 innovation submission is complete, press the 'conclude submission button.'
- You may return to review or edit your submission at any point before the January 12th deadline using your abstract ID and password.