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 (on the left sidebar) to help select the most appropriate theme.

Step 2 – Title

- 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.
- Select your preferred method of presentation. If you select podium/poster, your abstract will first be considered for podium presentation. If not selected, it will automatically be considered for poster presentation. If you select poster only, your abstract will only be considered for poster presentation.
- Select whether you would like to be considered for one of the publication opportunities available through JAMA and HSR Journal.
- Select whether you agree to present your abstract if selected.
- Select whether the data for your abstract is complete.
- Select whether the abstract has also been submitted as part of a research panel.
- Select your primary funding source.

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.
- 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 – 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 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

Step 6 – 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.
- 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 7 – 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 12th deadline using your abstract ID and password.

Instructions for Submitting an Innovation

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 – 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 physically present 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.

<u>Instructions on Submitting Panels on Critical and Emerging Issues in HSR</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 – Theme

- Select the theme that best fits your panel. You may use the theme descriptions (on the left sidebar) to help select the most appropriate theme.

Step 2 – Setup Session

- Enter your session title in title case. Do not end titles with a period.
- Enter the submitter's e-mail addresses where correspondence should be sent regarding the submission.
- Enter your session overview, which includes what each presenter will discuss. The word limit is 1000 words.
- Enter a maximum 50 word session summary that will be used online and in the agenda book.
- Select your primary funding source.

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 – 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 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

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

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 descriptions (on the left sidebar) 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.
- Enter the submitter's e-mail address where correspondence should be sent regarding the submission.
- Enter your session overview, which includes what each presenter will discuss. The word limit is 1000 words.
- 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 or up to 3 presenters and an optional discussant.
- You can edit the order of the panelists by using the up and down arrows.

Step 4 – 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 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

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

Instructions for Submitting a Research Panel

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 panel. You may use the theme descriptions (on the left sidebar) 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.
- Enter the submitter’s e-mail address where correspondence should be sent regarding the submission.
- Enter your session overview of 250 words maximum. This should not include presenter names.
- 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 panelists, click the ‘add new person’ button and designate them as a presenter. You must have at least 2 presenters, but no more than 4 (including an optional discussant). Each presenter must have a corresponding abstract. Enter the title of their individual abstract.
- You can edit the order of the presenters by using the up and down arrows.
- Click on the hyperlinked title next to each presenter’s name to add abstract text. You will be guided through 5 steps to submit each abstract.

Step 4 – 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 5 – Learning Objectives

- Complete 2 measurable learning objectives for the submission.

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

<u>Instructions for Submitting a Student Poster</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 – Theme

- Select the theme that best fits your abstract. You may use the theme descriptions (on the left sidebar) to help select the most appropriate theme.

Step 2 – Title

- 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.
- Select your primary funding source.

Step 3 – Author

- Type the lead 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.
- 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.
- Do not include authors' names or references.
- You may include tables and special characters as desired.

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 12^{th} deadline using your abstract ID and password.