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.

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.

Step 4 – Overview

- Enter the text of your submission (maximum 300 words) 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 30 deadline using your submission ID and password.