



2018 APSARD Annual Meeting

Submission Instructions for Posters

SUBMISSION DEADLINE: Friday, October 13, 2017

To submit your proposal, visit the 2018 Abstract Submission Portal: <https://apsard.societyconference.com>

Steps for Submission:

1. Existing users will log-in using the button on the top left; New users will create an account using the button at the bottom of the page.



Existing
Users

Log In

Submissions
2018 APSARD

Registration
2018 APSARD

Welcome to the 2018 APSARD Annual Meeting Site

The 2018 APSARD Annual Meeting will be held at the Washington Marriott Wardman Park in Washington D.C. from January 12-14, 2018.

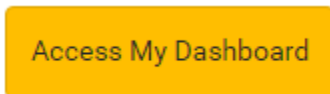
We will start accepting abstracts for consideration for poster presentations in the fall.

New User? Create a User Account

New Users

Submission Type	Deadline	Fee	Submission Information
Industry Poster	October 13, 2017	\$500	
Practitioner Poster	October 13, 2017	\$30	

2. Once logged into the portal, select the yellow button “Access My Dashboard.”



3. You will then select the large blue square, “Start a New Scientific Submission”.
 - a. If you have previously started or submitted an abstract it will be listed below the button.



4. Select the appropriate poster submission type in the drop down menu.

A screenshot of a web interface. At the top is a dark grey header bar. On the left of the header is a house icon followed by the text "Return to Dashboard" in white. On the right of the header is the text "Submit Abstract" in white. Below the header is a white main content area. In the center of the main area is the heading "Submission Type" in bold black text. Below the heading is a grey dropdown menu with a downward arrow on the right. The dropdown menu is open, showing three options: "Poster- Industry", "Poster- Practitioner", and "Poster- Student/Trainee", all in a grey sans-serif font.

5. Enter your title of your abstract submission.
 - a. Your title must be less than 200 characters.
 - b. Do not use all CAPS. Please use title case.
6. Select your category in the drop down menu provided. The selections are as follows:

- a. Basic Science
- b. Clinical Science
- c. Integrative Science

7. Once title and category are entered, select the yellow button on the top, “Save and Continue” to move to step 2, ‘Participants’

8. Participants

- a. The poster presenter will default to the account that is logged-in. The submitter is required to be the presenter for this meeting.
- b. Select the yellow “Save and Continue” button at the top of the screen.

9. Submission Details

- a. Please complete the fields for the submission. Please use title case, not all CAPS.
 - i. Background
 - ii. Methods
 - iii. Results
 - iv. Conclusions
 - v. Co-authors
 - Search for each co-author first in the search box. If the co-author is already in the system, select their name. If not, Enter their First Name, Last Name, and Affiliation directly into the grid.
 - Enter a maximum of 20 authors/co-authors. The PRESENTING Author must be the submitter.
 - If no co-authors, select “Save and Continue” at top of screen.
 - Once all of the co-authors are entered, you can use the up and down arrows to change the author order.
 - Complete the verification field.
- b. Once all co-authors are entered, select the yellow button at the top, “Save and Continue”.

5

Co-author

Use the up and down arrows to change the author order if necessary. Please do not enter addresses into the 'Affiliation' section.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.

Search for co-author

Order	Presenter	First Name *	Last Name *	Affiliation *	
1	↓	Kelly	Phy	Parthenon Management Gr	
	↑	John	White	PMG	remove

Note: You must complete First Name, Last Name, and Affiliation for each co-author.

Search Here

Change Order

10. Disclosures*

**Please note that if you have already completed a submission, the disclosure will automatically copy over to your new submission.*

- a. Review the definitions at the top of the screen. Please select your role for the conference (you can select more than one role). Answer Disclosure Question 2: Select if you or your spouse have had any financial relationships to disclose within the past 12 months.
 - i. If responding “No”, please proceed to electronic signature.
 - ii. If responding “Yes”, please complete the applicable fields for you and/or your spouse and then complete the following statements. Once complete, proceed to electronic signature.
- b. Electronically sign by typing your name to certify you disclosure.
- c. Click “Save and Continue”.

The screenshot shows the 'Disclosures' step in the submission process. The top navigation bar includes 'Return to Dashboard', 'Poster- Practitioner Submission (SUBMITTED)', and a progress bar with steps: General, Participants, Submission, Disclosures (active), and Payment. A banner for the APSARD 2018 Annual Meeting is visible. Below the progress bar, a yellow note states: 'Note: You have full disclosures on file. These disclosures have been copied below. Any updates will be reflected in your other submissions.' The main content area is titled 'Disclosures' and contains two definitions: 'Definition of Financial Relationship' and 'Definition of Commercial Interest'. The 'Definition of Commercial Interest' lists several categories of non-commercial interests, including 501-C Non-profit organizations, Government organizations, Non-health care related companies, Liability insurance providers, and Health insurance providers.

11. Payment

- a. Review the submission order and enter in your credit card details.

The screenshot shows the 'Payment' step in the submission process. The top navigation bar includes 'Return to Dashboard', 'Submit Poster- Practitioner', and a progress bar with steps: General, Participants, Submission, Disclosures, and Payment (active). A banner for the APSARD 2018 Annual Meeting is visible. Below the progress bar, a yellow note states: 'There is a fee of \$30 USD for a Practitioner to submit a poster abstract. Type is subject to verification.' The main content area is titled 'Review Order' and displays a table with the following information:

Submission Type	Amount
Poster- Practitioner	30.00 USD

Below the table, there is a field for 'Enter promo code' and an 'Apply' button. The 'Total Amount' is displayed as 30.00 USD. Below the 'Review Order' section, there is a section titled 'Enter Credit Card Information' with the instruction: 'Please enter payment information below to complete your order.' The 'Credit Card' field is partially visible.

12. Select the yellow button, “Submit Abstract and Payment”.

- a. All tasks at the top will have green checks to note they have been completed. You will be given an error and the task will show in red if it has not been completed.
- b. Once successfully submitted, you will receive a confirmation by email.
- c. After the deadline has passed, all submissions will be reviewed by the Program Committee.