ARO Annual MidWinter Meeting
Symposia & Workshop Submission
User Guide

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**ACTIONS:**

- [New User? Create an account](https://aro.societyconference.com/v2/)
- [Existing User? Log In](https://aro.societyconference.com/v2/)
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Visit [https://aro.societyconference.com/v2/](https://aro.societyconference.com/v2/)

Once logged in click SUBMISSIONS
To begin your proposal, select
Start a New Scientific Submission

This is your Dashboard, listed here are your current submissions already in progress. You can access an existing submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.
From the dropdown, select the type of proposal you are submitting:

- Symposia
- Young Investigator Symposia
- Workshop
In step 1 General, please complete all fields in this screen then select Add Participants to proceed to step 2.
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Step 2: Participants, enter all Presenters and Co-Chair (if any).
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Step 3: Submission

Presenters, click “Save” to continue working at a later time. Click “Submit” once your proposal is complete.

Chairs, click “Save” to submit your proposals for the meeting. Once proposal selections have been made, each presenter will be able to log in and complete their portion of the submission.

Chairs, click “Finalize Submission” to submit the overall proposal.

*The Finalize Submission button will not turn yellow until all presenters have completed their portion of the presentation under step 2, ‘Participants’.*