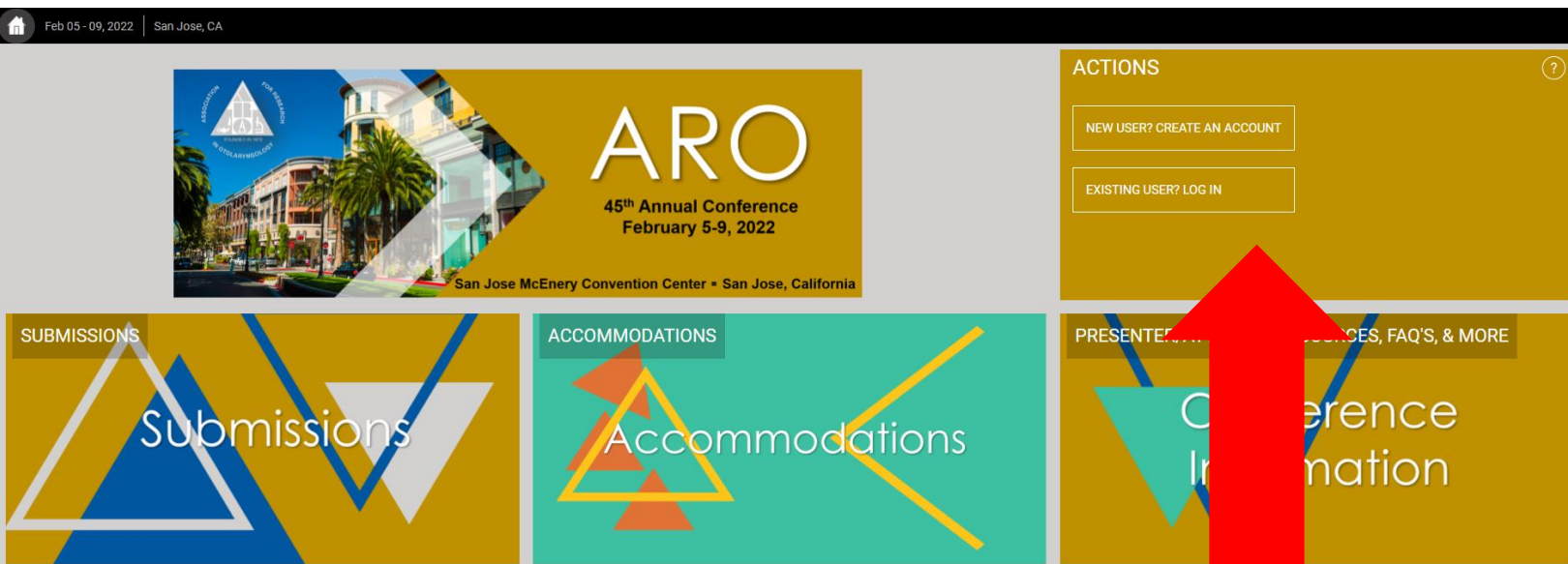


ARO Annual MidWinter Meeting Symposia & Workshop Submission User Guide

Visit <https://aro.societyconference.com/v2/>



ACTIONS:

[New User? Create an account](#)

[Existing User? Log In](#)

User Guide

Visit <https://aro.societyconference.com/v2/>

Feb 05 - 09, 2022 | San Jose, CA



ACTIONS

NEW USER? CREATE AN ACCOUNT

EXISTING USER? LOG IN



SUBMISSIONS

Submissions

ACCOMMODATIONS

Accommodations

PRESENTER/ATTENDEE RESOURCES, FAQ'S, & MORE

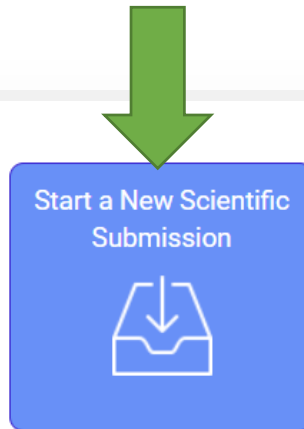
Conference
Information





Once logged in click
SUBMISSIONS

User Guide

To begin your proposal, select
Start a New Scientific Submission



Click on abstract title below to update and submit individual and supporting abstracts.

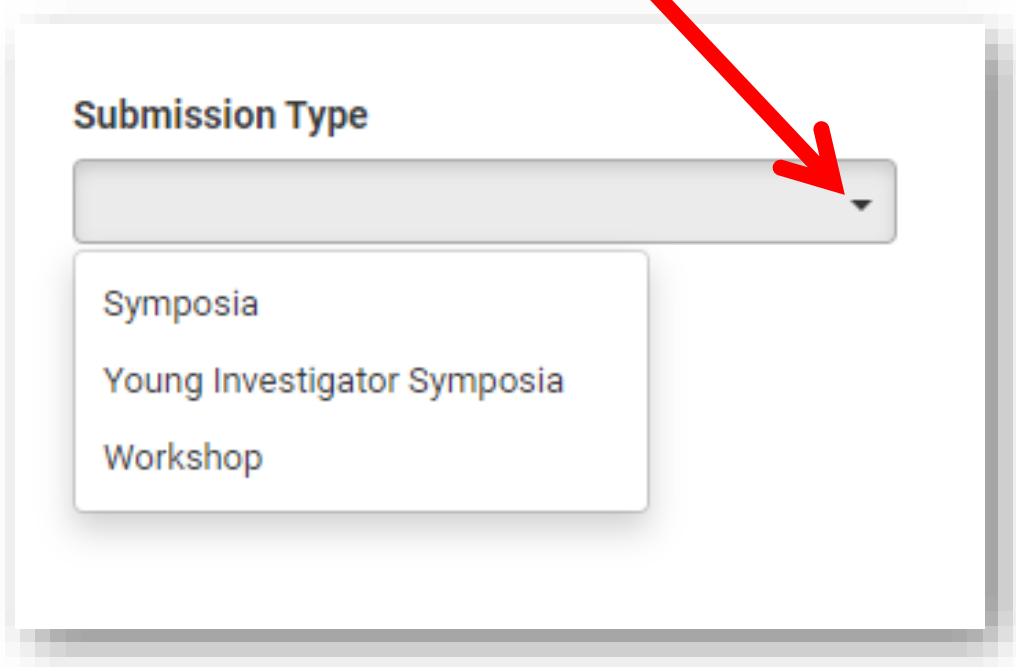
| Status | My Submissions | Type | Role | |
|--|----------------------|-----------|---------|------------------------|
|  Not Started | Test | Symposium | Speaker | |
|  Not Started | Test | Symposium | Chair | delete |

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.

User Guide

From the dropdown, select the type of proposal you are submitting:

- **Symposia**
- **Young Investigator Symposia**
- **Workshop**



The image shows a screenshot of a web form. At the top left of the form area, the text "Submission Type" is displayed in a blue font. Below this text is a grey dropdown menu. A red arrow points from the text "Workshop" in the list above to the small downward-pointing arrow on the right side of the dropdown menu. The dropdown menu is currently open, showing three options: "Symposia", "Young Investigator Symposia", and "Workshop", all in a grey font.

User Guide

In step 1 General, please complete all fields in this screen then select Add Participants to proceed to step 2.



Return to Dashboard Submit Symposia

General 1 Participants 2 Submission 3

Add Participants >

Submission Type

Symposia

Symposia are organized as a series of oral presentations on a theme. Preference will be given to proposals that (i) strive for timely syntheses across or within existing disciplines; (ii) explore novel approaches that will expand research in new directions; (iii) include speakers who are first-time ARO speakers, women, and/or speakers from underrepresented groups. Speakers from outside the usual ARO circle are encouraged insofar as they contribute a novel perspective. Proposals that bridge clinical and basic research are encouraged. Proposals on topics covered by other recent ARO Symposia or Workshops are discouraged (see recent ARO Program books <https://aro.org/meetings/past-midwinter-meetings/>).

Please note the following information regarding time allocations:

- All Symposia have a maximum duration of 2 hours. Individual presentations may be either 15 or 30 minutes. Combinations of 15/30 minute presentations are welcome.
- A minimum of 4 and up to a maximum of 8 presenters may be named.
- Symposia must include at least one 30-minute presentation.
- Allocation of presentation times is at the discretion of the organizers. Chairs will be asked to allocate speaking times if the symposium is selected for presentation.

1

Enter Title *

Overall Session Title: The title must be brief and clearly indicate the nature of the proposal.

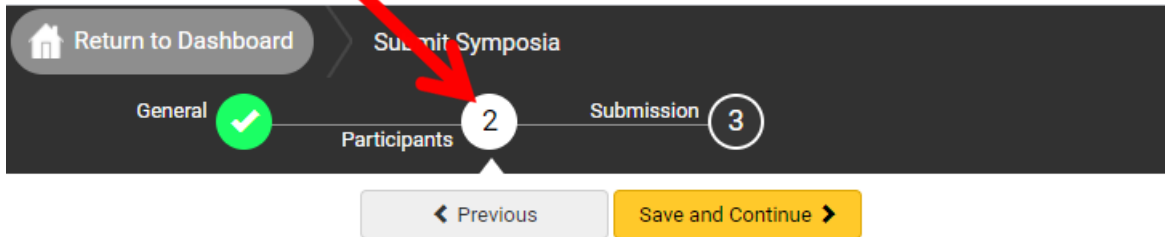
2

Select Category *

Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.

User Guide

Step 2: Participants, enter all Presenters and Co-Chair (if any).



| | | Abstract Admin | Submission Status |
|------------|---|-------------------------------------|-------------------|
| Chair* | <div>Julie Cauthen remove jcauthen@parthenonmgmt.com</div> | <input checked="" type="checkbox"/> | Not Started |
| Presenter* | <input type="text"/> <small>Search for participant</small> Cannot find the participant? Add a new participant. | <input type="checkbox"/> | Not Started |
| Presenter* | <input type="text"/> <small>Search for participant</small> Cannot find the participant? Add a new participant. | <input type="checkbox"/> | Not Started |
| Presenter* | <input type="text"/> <small>Search for participant</small> Cannot find the participant? Add a new participant. | <input type="checkbox"/> | Not Started |
| Presenter* | <input type="text"/> <small>Search for participant</small> Cannot find the participant? Add a new participant. | <input type="checkbox"/> | Not Started |
| | <input type="text" value="Add Participant"/> | | |

Notify me when each participant completes their submission.

User Guide

Step 3: Submission

Return to Dashboard Submit Symposia

General Participants Submission **3**

← Previous Save Finalize Submission 300 of 300 overall words remaining

1 Session Description *
Please provide a brief description of the theme and target audience (maximum 300 words).

2 Presenter Diversity *
Please give a brief statement on the diversity of your proposal across gender, ability and ethnicity.

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’.*