

APPA Annual Meeting Submission Site User Guide

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SUBMISSIONS



You must [login](#) to access the Submissions Dashboard.

Clicking [Login](#) will open the below pop-up window.

Enter your log in information

User ID / E-mail

Password

Remember my Login ID on this computer

_____ or _____

[Not a current user? Create a New User Account](#)

[Forgot your password? Reset Password](#)

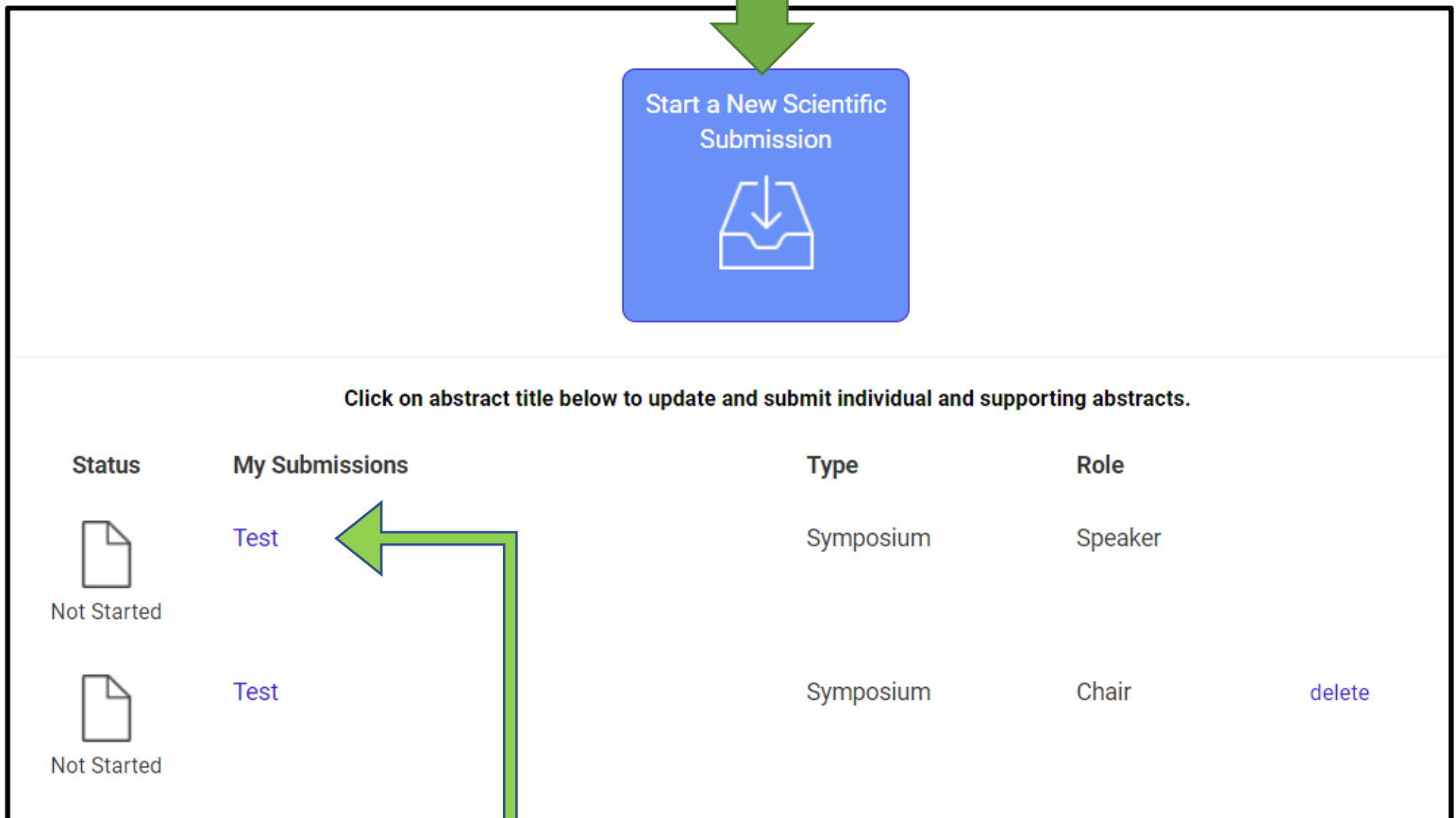
[Change your Password](#)

This site is best viewed in latest versions of Chrome, Firefox, Safari, and Internet Explorer 9 and beyond.



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Visit <https://appa.societyconference.com/>

To begin your poster proposal, select
Start a New Scientific Submission



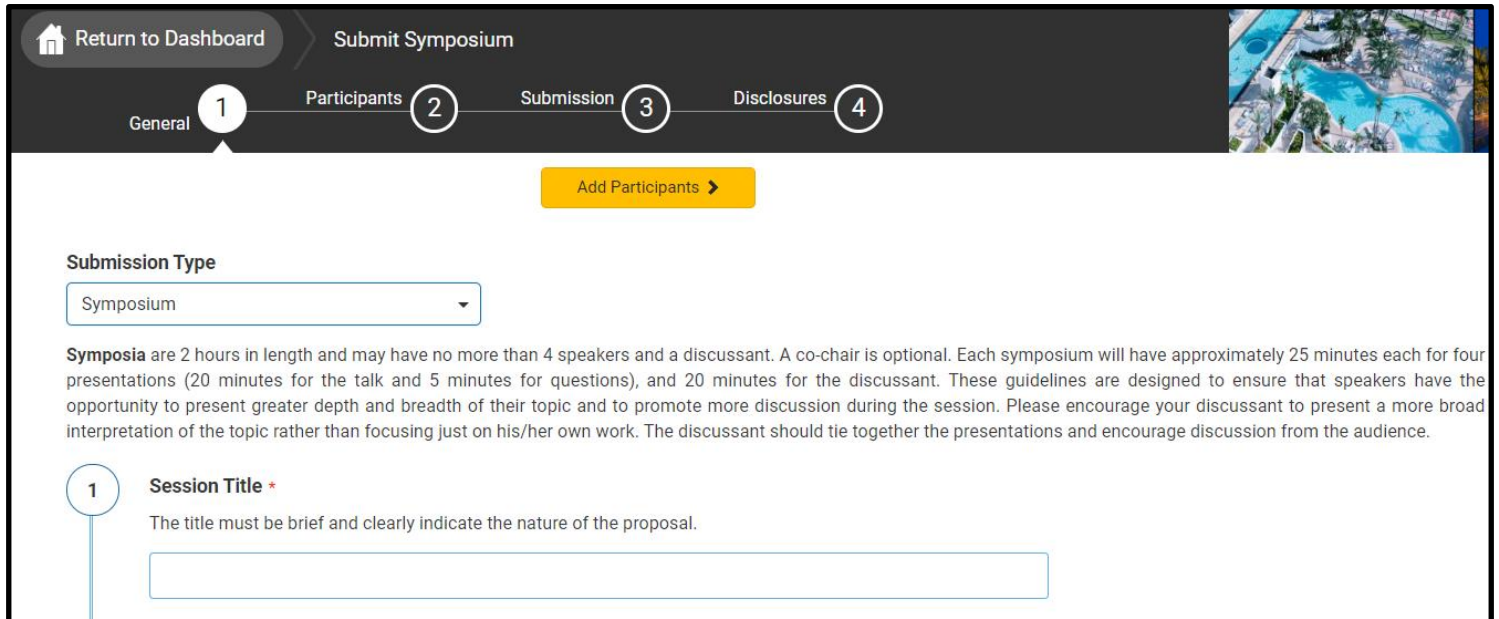
Click on abstract title below to update and submit individual and supporting abstracts.

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.

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Step 1: General



[Return to Dashboard](#) Submit Symposium

General **1** Participants **2** Submission **3** Disclosures **4**

[Add Participants >](#)

Submission Type

Symposium

Symposia are 2 hours in length and may have no more than 4 speakers and a discussant. A co-chair is optional. Each symposium will have approximately 25 minutes each for four presentations (20 minutes for the talk and 5 minutes for questions), and 20 minutes for the discussant. These guidelines are designed to ensure that speakers have the opportunity to present greater depth and breadth of their topic and to promote more discussion during the session. Please encourage your discussant to present a more broad interpretation of the topic rather than focusing just on his/her own work. The discussant should tie together the presentations and encourage discussion from the audience.

1 **Session Title ***

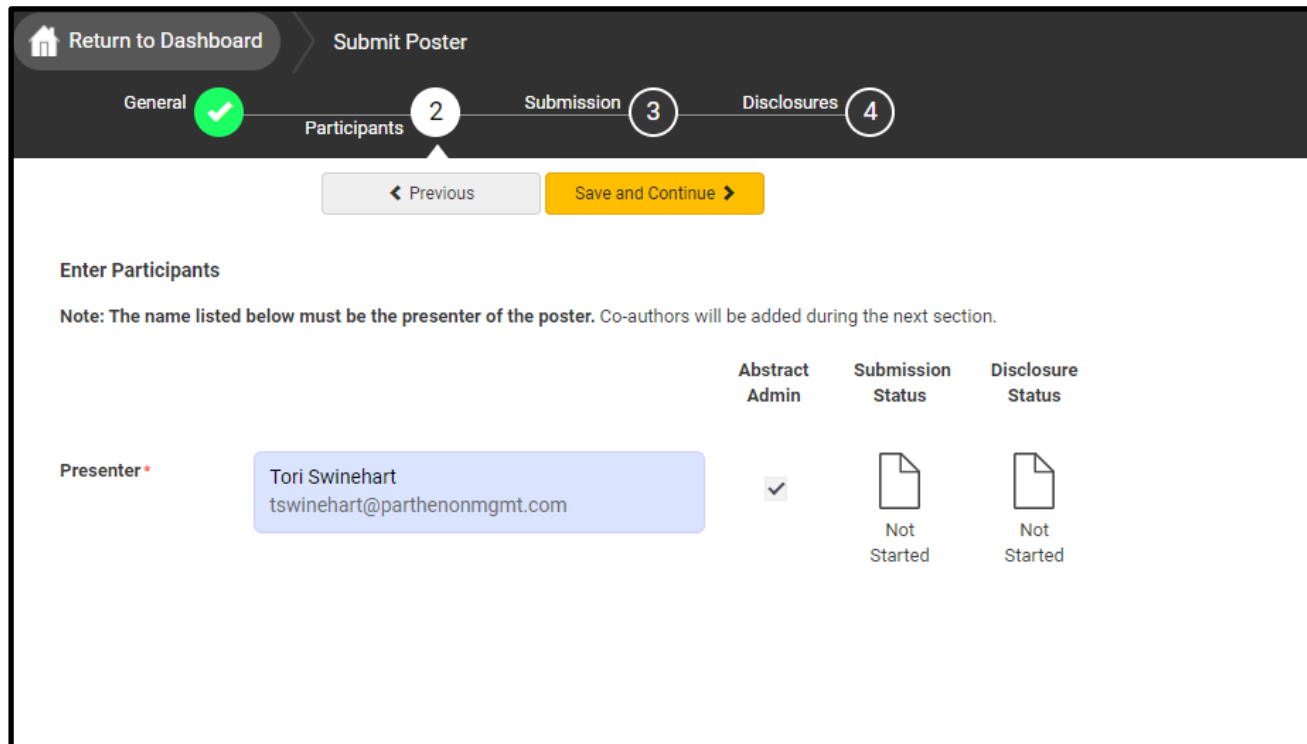
The title must be brief and clearly indicate the nature of the proposal.

After entering the title, the system will autocorrect to title case. This is for Abstract and Program book purposes. Please review the title after correction.

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Step 2: Participants

Your name will default here. This should be the presenting author. You will enter any co-authors in the next section.





Return to Dashboard Submit Poster

General Participants 2 Submission 3 Disclosures 4

< Previous Save and Continue >

Enter Participants

Note: The name listed below must be the presenter of the poster. Co-authors will be added during the next section.

	Abstract Admin	Submission Status	Disclosure Status
Presenter*	<input checked="" type="checkbox"/>	 Not Started	 Not Started

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Step 3: Submission – Complete the submission information, including your abstract (limit 250 words) and co-authors.

Return to Dashboard Submit Poster

General Participants Submission **3** Disclosures

← Previous Save and Continue ▶ Submit Abstract

1 Abstract *
Please enter your abstract. Maximum word limit of 250.

250 of 250 words remaining

2 Co-Authors
Please list all co-authors.

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 *	E-mail *
1		Tori	Swinehart		tswinehart@parthenonmgmt

* You must populate all fields to complete the row.

Tori Swinehart¹

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3 If there is room in the program, would you like this submission to be considered for an oral presentation? *

Yes
 No

Click “Save and continue” to proceed to the next Step.