



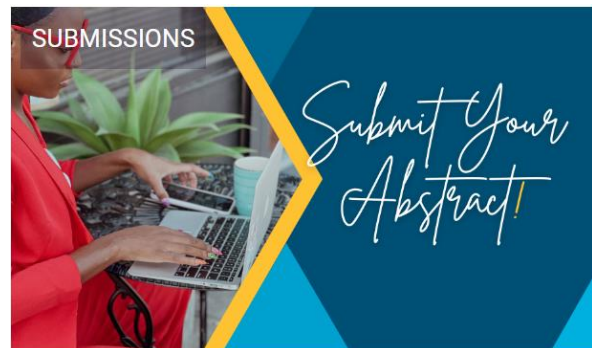
Global AYA Cancer Congress Submission Instructions

Start by visiting <https://ayaglobalcancercongress.joyncongress.com>

1. Under ACTIONS click 'EXISTING USER? LOG IN' or 'NEW USER? CREATE AN ACCOUNT'



2. Once logged in, the Submissions Card will appear (pictured to the right). Click into Submissions and then click the 'Access Submissions Dashboard'. This will take you to your dashboard where you can start your submission.

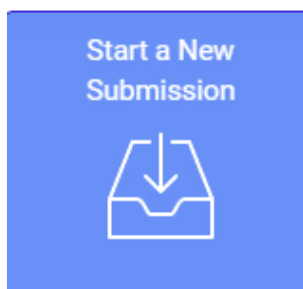


Access Submissions Dashboard



3. This is your Dashboard.

From here you can access existing submissions or create new ones. Find the 'Start Submission' button to begin your submission.



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

Submission Type

Submission Type dropdown menu showing options: Breakout Session, Poster/Oral. An arrow points to the Breakout Session option.

4. Use the dropdown to select your submission type

5. After you select your 'Submission Type' it will take you to Step 1, and the following page will appear.

Navigation bar: Return to Dashboard, Submit Breakout Session. Progress indicators: General (1), Participants (2), Submission (3), Disclosures (4). Add Participants button.

6. At the bottom of the page on Step One you will see a set of questions. As Chairperson, you will enter the Submission Title, Category, and Secondary Category.

Please note: Once the title is entered, the title will automatically change to title case. You can ignore the auto title case by editing the title a second time.

Submission Type: Breakout Session







1 Enter Title *
Symposium Title: The title must be brief and clearly indicate the nature of the proposal.
[Text input field]

2 Select Category *
Select a category that is applicable to your abstract submission. If the appropriate category is not available, please enter category below.
[Dropdown menu]

3 Abstract Identification *
Please identify your abstract as clinical, community partners, program or research.
[Dropdown menu]

Once complete, press 'Add Participants' to continue to Step 2.

Participants

		Abstract Admin	Submission Status	Sub
Chair*	Christine Farwell cfarwell@parthenonmgmt.com	<input checked="" type="checkbox"/>	 Not Started	
Presenter*	Mookie Betts mookie@email.com	<input type="checkbox"/>	 Not Started	
Presenter*	<input type="text"/> Search for participant	<input type="checkbox"/>	 In Progress	
	Cannot find the participant? Add a new participant.			
Presenter*	Mac Jones macjones@email.com	<input type="checkbox"/>	 Not Started	 
Presenter*	<input type="text"/> Search for participant	<input type="checkbox"/>		
	Cannot find the participant? Add a new participant.			

7. Enter your participants by searching for them in the system first. If you cannot find them, you can add them manually by clicking 'Add a new participant'.

If you would like to change a participant, you can click remove from this screen. This option will be available until submissions close.

You can also 'Edit Submission' for each presenter, if you need to add a bio or profile pictures on behalf of each presenter.

Please note the text and icon to the right of each participant. As Chairperson, you can view the status of each presentation and disclosure by clicking these icons.



Once all presentations are 'Submitted' you will be notified to come back here as Chairperson and 'Finalize' the overall submission.

Creating Overall Submission - Chairperson

In Step 3, as Chairperson you will enter an overall description for the entire presentation. Followed by keywords and your attestation.

Complete the remaining questions as instructed. When all questions are completed, please click 'Save'.

Participants will then be asked to go in and submit their individual abstract and consent forms.

Please note: You will not be able to finalize the entirety of the submission until ALL participants complete their individual abstracts and consent forms.

Return to Dashboard Submit Breakout Session

General Participants Submission 3 Disclosures

◀ Previous Save and Continue ▶ Finalize Submission

1 Overall Symposia Description *

300 of 300 words remaining

2 Keywords *

Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below.

Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Keywords

You must enter at least 3 keywords

3 In-Person Presenter Attestation *

All scientific presenters should be in-person for the congress. If accepted, I attest that I will attend and present in-person at the 2023 Global AYA Cancer Congress in Long Beach, California.

I Agree.

Creating Individual Submission - Participants

As a participant, you will be asked to provide your individual abstract, references, keywords and co-authors.

Once complete, click 'Save' and then you will complete the disclosure

[Return to Dashboard](#) [Submit Breakout Session](#)

General Participants Submission **3** Disclosures

[← Previous](#) [Save and Continue →](#) [Submit Abstract](#)

1 Enter Individual Presentation Title *

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

2 Individual Abstract *

In general, the abstract should be informative and contain as much detail as possible and should include the following:

- Introduction to the background of the work
- Aims/objectives
- Methodology (how data was collected and, for example, numbers of people in the study)
- Results (clearly stated with, statistical support if appropriate)
- Discussion/conclusion

300 of 300 words remaining

3 References *

Please provide a maximum of 3 references.

4 Keywords *

Please select at least 3 keywords that best describe your abstract. If you do not find relevant keywords, please type them into the box below.

[Search for keywords to be added. If keyword is not found, then enter directly in the table below.](#)

Search for keyword

Keywords

You must enter at least 3 keywords

5 Co-Authors

Please list any 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

Completing Disclosure

The disclosure must be completed by ALL participants. You can access the disclosure by progressing through the submission naturally or by clicking 'Disclosures' at the top of the page.

[Return to Dashboard](#) [Submit Breakout Session](#)

General Participants Submission 3 Disclosures

[← Previous](#) [Save](#) [Submit Abstract](#)

Financial Relationships

Definition of Financial Relationship...

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, owner, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected.

Contracted research includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

There is no minimum dollar amount for relationships.

1 Disclosure *

After having read the definitions above, **in the past 24 months**, have you had a financial relationship with any ineligible company?

Yes, I do have a financial relationship(s) to disclose.
 No, I have nothing to disclose.

2 Financial Relationship Details

Please enter the name of the ineligible company (entity) and the nature of the relationship(s).
Please list the name of the entity in the 'Ineligible Company' column. Examples of relationships include: Stock Shareholder, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent.

Ineligible Company	Type of Financial Relationship
<input type="text"/>	<input type="text" value="(blank)"/>

* You must populate all fields to complete the row.

3 Statement 1 *

For my role in the planning and delivery of this CME activity, I will not accept payments or reimbursements from an ineligible company (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients). If I am approached by an ineligible company in this regard, I will immediately notify Global AYA Congress.

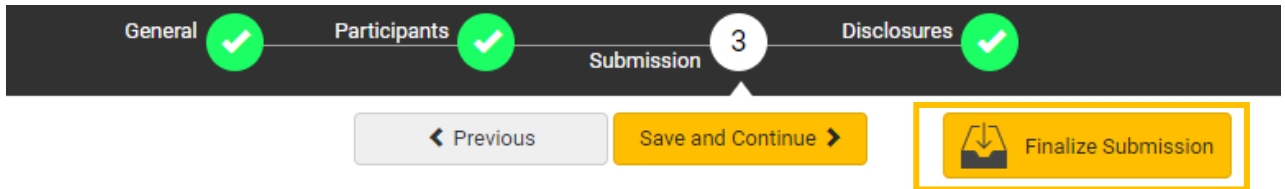
I Agree.

4 Statement 2 *

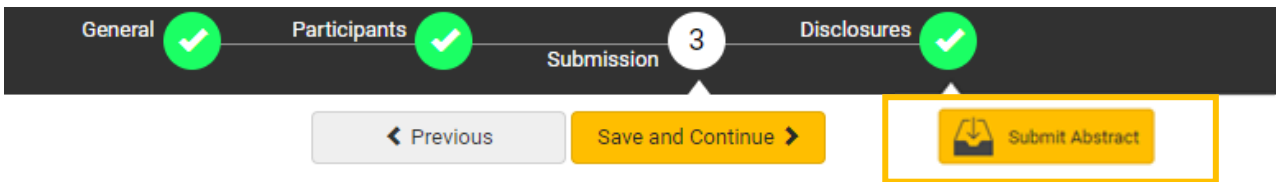
You must answer all questions in order to move forward. Once you have completed the questions, please click 'Save' or 'Submit Abstract' to complete your submission.

Completing Submission

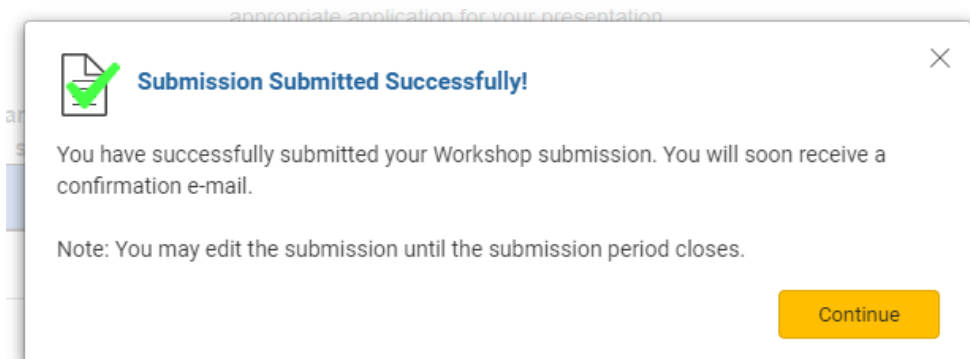
As Chairperson, when there are multiple participants, you will be unable to submit/finalize the submission until all participants completed their individual tasks (This includes if you are also listed as a presenter, you will need to submit your items as presenter as well). Once all participants have completed their tasks, you will receive an email letting you know, and you will need to go back in submit the entire panel by clicking Finalize Submission. Please note: if the 'Finalize Submission" button is not yellow, not all presenters have submitted their tasks yet.



If you are the only participant for your submission, or a presenter only, you should see the "Submit Abstract" in yellow at the top of the page once you complete your disclosure. You will click that button to submit.



Once your submission is complete, you will receive the following message, followed by an email.

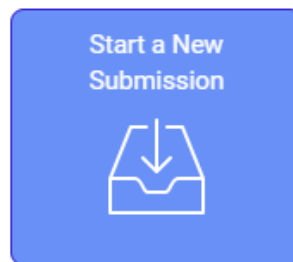


Editing an Existing Submission




Log back into your profile and go to your dashboard (as indicated on page one). At the bottom of your dashboard is where you will find all the submissions that you are connected to. The titles of the submissions are listed under 'My Submissions'.

As a presenter, you can click into the title of the submission that you need to submit your individual information and disclosures.

As a Chairperson, you can click back in by clicking the title of the submission where your role is listed as 'Chairperson' to edit the overall submission, check progress of the presenters, and to submit your abstract.



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

Status	My Submissions	Type	Role	
 Not Started	Nicole's Test	Symposia	Presenter	
 Not Started	Test	Symposia	Presenter	
 Not Started	Test	Symposia	Chair	delete