

## **FAQs (Frequently Asked Questions)**

### **ABSTRACTS**

#### **What is the maximum abstract length?**

**Abstract Length:** 300 words/2250 characters. There is a counter in the upper right of the screen.

#### **Can I include a Figure or Table?**

No, abstracts cannot contain tables, figures or references and should follow the same format as a journal abstract. Tables and Figures take up too much space.

#### **Do I already have an account?**

If you are an AsMA member, an account has been set up for you and you should receive an e-mail with your UserID/Password. If you are not an AsMA member, you will need to create an account.

#### **Forgotten UserID/Password?**

First try the “forgot password” link on the left of the log in screen. If that does not work, contact Pam Day at pday@asma.org

#### **Can I get an extension for my submission?**

In certain cases, we will grant extensions to submit a late abstract, but you must contact the Program Chair, Arleen Saenger (av8rdoc@gmail.com) and Pam Day (pday@asma.org) for permission.

#### **How do I know my abstract submission was successful?**

You will receive a confirmation e-mail. If you do not receive this e-mail, either we have the wrong e-mail address for you (check your account information) or your abstract was not submitted.

#### **When will I know if my abstract has been accepted?**

The committee meets in mid-November. After Thanksgiving, all of the accepted abstracts are scheduled in the system. Once this is accomplished, an e-mail notification will be sent, usually around mid-December.

### **PANELS**

#### **How do I know my abstract is linked to the correct panel?**

When you choose the panel title and creator from the drop down menus, this links your abstract to that session.

#### **I am a Panel Chair—How do I view the abstracts in my Panel?**

Make sure you have chosen the Panel Overview abstract type (not Individual Panel). Then, click on the “View Session” link on the left side of the screen, and click the “Session Details” on the right, next to the correct session title (spy glass icon).

#### **I am a Panel Presenter—How do I view the other abstracts in my Panel?**

You can't. Individual panelists cannot view other submissions. Only the Chair can do this.

### **POWERPOINT POLICY**

#### **What is the PowerPoint Retention Policy?**

All presenters must agree to provide their presentations in either PPT or PDF format. A site will be available for uploading the presentation.

#### **Why do I have to bring my presentation to the meeting?**

The site we use for uploading presentations is purely for archival purposes and has nothing to do with the presentation at the meeting.

**What should I name my presentation?**

DO NOT name your presentation "AsMA 2012" or "Atlanta" or anything like that!! Each presentation needs a unique identifying name. THEREFORE OUR NEW NAMING CONVENTION IS:

**201214\_[session number]\_[abstract final ID number]\_[author last name]**

This will be e-mailed to you once the abstracts have been assigned their final ID number.

**REGISTRATION**

**Do I have to register for the meeting?**

Presenters are required to register for the meeting. If presenters did not register, we would not have a meeting! Your registration fee helps us pay for the rooms in which the science is presented and supports the infrastructure of the meeting.

**Is there a discount for presenters?**

Yes, there is a discount for non-member presenters.

**Is there a discount for students and residents?**

Yes there is. Please refer to the registration form for details.

**What if I can only attend for 1 day?**

One day registration is available onsite at the meeting.

**WITHDRAWING ABSTRACTS**

**What do I do if I cannot attend the meeting?**

First, we ask that you try to find a co-author to present in your place. If this is not possible then the abstract must be withdrawn. You must notify the Program Chair, Arleen Saenger (av8rdoc@gmail.com) and Pam Day (pday@asma.org). Include your name, abstract number (either the tracking id or final number), and the reason for withdrawal. We will make a note in the program, addendum, and in the journal.

**I STILL HAVE QUESTIONS!**

Contact Pam Day (pday@asma.org); 703-739-2240, x101.