

## General Submission Instructions

To ensure that your data is entered correctly, please follow all directions carefully. When you have completed the abstract submission process, please print a copy of the submitted abstract. To do this, go to the Submitted Abstracts section on the View Abstracts page and click on "print".

1) **DEADLINE:** The deadline for electronic submission of abstracts is **October 29, 2010 5:00 pm ET.**

Extensions--for extraordinary circumstances only--will be handled on a case-by-case basis. Contact the Program Chair, Dr. Pete Mapes [mapesni@aol.com](mailto:mapesni@aol.com), and Pam Day [pday@asma.org](mailto:pday@asma.org); 703-739-2240, ext. 101, for further information.

2) **ABSTRACT LIMIT:** Only one slide or poster presentation is allowed per presenter without express permission from the Program Chair, Dr. Pete Mapes [mapesni@aol.com](mailto:mapesni@aol.com). (You may, however, participate in invited panels in addition to the slide or poster.)

3) **CHARACTER LIMIT:** There is a limit of 300 words or 2250 characters for the text of your abstract submission. The character count includes spaces. You will be advised of your character count usage throughout the submission process as you save and move to the next step.

4) **TITLE AND BODY:** The title should be entered in UPPER case. Do not put your title in quotation marks. Do not use formatting tags in the title (with the possible exception of the lowercase tag). You may copy and paste your submission body into the appropriate sections.

5) **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body from your word processor, special characters or formatting may not transfer. You will have to replace special characters and/or insert formatting tags using the **Special Characters Palette**. To access the palette, click on the "Special Characters" button located on the Title/Body page.

6) **INSTITUTIONS/AFFILIATIONS:** You will be asked to enter all the institutional affiliations for your authors prior to adding the authors. You do not need to enter institutions in a particular order to be able to designate author affiliations. After entering all affiliations, you will proceed to the next step of adding authors and then associating them with the already entered affiliations.

7) **AUTHORS:** Please enter all authors in the order they should appear in the heading of the abstract. If you (the Contact Author) are not the Presenter on an abstract, you will need to provide contact information on the Presenter.

**NOTE: REGISTRATION--All presenters (including panelists) are required to register for the meeting.** (Registration limited to the day of presentation is available upon special request.) Registration forms will be available online in January at [www.asma.org](http://www.asma.org), and will be mailed in a brochure to the contact author for each accepted abstract.

8) **TABLES AND IMAGES:** You may add up to 1 table and 1 image to your submission. Tables and images will appear at the end of your abstract, both on the proof and for publication. Neither tables nor images can be placed within the text of the submission.

9) **DISCLOSURES AND DETAILS:** You will be asked to complete specific disclosures and provide additional information to complete your submission.

**CONFLICTS OF INTEREST:** All conflicts of interest for authors must be disclosed. Advertising material, trade name, or product-group message must NOT be included in slides, abstracts, or handouts. The content of presentations must promote improvements

or quality in aerospace medicine and NOT a specific proprietary business interest or commercial interest.

**HUMAN USE AND ANIMAL USE RESEARCH STATEMENTS:** Authors are required to reveal any use of humans or animals in experimentation described in submitted abstracts or presentations given at the AsMA Scientific Meeting. Prior review by an appropriate committee ensuring adherence to ethical standards is required; documentation of such review may be requested by AsMA.

**LEARNING OBJECTIVES:** In order for AsMA members to receive Continuing Medical Education (CME) credits, the Accreditation Council for Continuing Medical Education (ACCME) requires a brief sentence (approximately 20 words) on the speaker's learning objectives for the audience.

**MAINTENANCE OF CERTIFICATION QUESTION:** In order to support American Board of Preventive Medicine (ABPM) requirements for recertification, [www.abprevmed.org/html/recertification.html](http://www.abprevmed.org/html/recertification.html), in compliance with the American Board of Medical Specialties Maintenance of Certification (MOC) process, all slide and panel presentations are eligible for MOC credit. (The sessions will be chosen by the Education and Training Committee). Slide and panel presenters must submit 1 question and answer for each presentation for MOC credit. Examples are provided later in the abstract submission process. Workshops will be required to submit at least 15 questions.

**DECLARATIONS:** Authors are required to confirm a) that the specific material presented has not been presented elsewhere; b) that all authors are aware that they are listed on the abstract, c) experience level of the authors, and d) agreement with the AsMA copyright policy.

**PERMISSIONS AND CLEARANCES:** It is the author's responsibility to obtain all necessary permissions and clearances **prior to submission** of the abstract. AsMA assumes no liability or responsibility for the publication of any submitted material.

13) **ABSTRACT PROOF:** Carefully check the proof of your abstract. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the left-hand menu to make your corrections.

14) **COMPLETING YOUR SUBMISSION:** If you have not completed all required sections/items you will not be able to submit your abstract. When all required information is entered, the "submit" button will appear at the bottom.

15) **REVIEWING ABSTRACTS LATER:** All abstracts in either "Draft" or "Submitted for Review" status may be edited at any time before the October 29 deadline. After October 29, you may review your abstract online but not edit it. Please contact [Pam Day](mailto:Pam.Day@asma.org), 703-739-2240, ext. 101, for information on editing after the deadline. After the deadline, abstracts marked "Draft" (those not actually marked "submitted for review") **will be removed from the database** and will not be considered by the Scientific Program Committee.

16) **NOTIFICATIONS:** Notifications will be sent in December 2010.

17) **SUBMISSION OR MEETING QUESTIONS:** If you have questions regarding the submission criteria or questions about the meeting, please contact Pam Day at [pday@asma.org](mailto:pday@asma.org).

18) **NEW POWERPOINT RETENTION POLICY:** AsMA will make PowerPoint presentations from the Meeting available to members / attendees after the meeting. Authors are **required** to provide an electronic copy of their presentation suitable for release. These can be PowerPoint or PDF

files and can be uploaded to the submission website. Details are provided in the abstract submission process.

19) **TECHNICAL SUPPORT:** If you have any difficulty with the submission process, please email ScholarOne Technical Support at [ts.acsupport@thomson.com](mailto:ts.acsupport@thomson.com) or call:

Direct Number: +1 (434) 964-4100  
Toll Free Number (US Only): (888) 503-1050.

ScholarOne Technical Support is available M-F from 3:00 am to 8:30 pm ET. Technical Support can also be reached from anywhere on the site by clicking on the "Get Help Now" button located in the upper right-hand corner of each page.

20) **ABSTRACT WITHDRAWAL AND MEETING PARTICIPATION:** The Scientific Program Committee STRONGLY DISCOURAGES withdrawing abstracts after they have been accepted for presentation. Abstract withdrawal creates unbalanced sessions and leads to a great deal of extra work on the part of the Program Committee. If you find you are unable to attend the meeting after your abstract has been accepted, the request to withdraw must be sent to:

Pete Mapes [mapesni@aol.com](mailto:mapesni@aol.com) and Pam Day, [pday@asma.org](mailto:pday@asma.org)

The request for withdrawal must include the abstract title, authors, and confirmation number, reason for withdrawal, as well as the correspondent's name, address, telephone, and e-mail. Due to publishing deadlines, withdrawal notification MUST be received by January 10, 2011.

All abstracts accepted for presentation will be published in the journal, *Aviation, Space and Environmental Medicine* before the meeting. A list of those abstracts withdrawn or not presented for any reason will be printed in the journal following the Annual Meeting.

Authors or institutions repeatedly withdrawing or canceling abstracts or presentations may be restricted from presenting at future AsMA scientific meetings.