

Instructions for Submitting Panel Presentations for AsMA Meetings

These instructions assume you are interested in submitting or organizing a **Panel Session** at the upcoming AsMA Scientific Meeting. Note: A “panel” presentation is an invited or prearranged session, usually on a specific topic or organized by an interest group (e.g., the Army, or the Space Medicine Association, etc.). PowerPoint is the preferred method of presentation.

Panel sessions are reviewed by the AsMA Scientific Program Committee at its fall meeting. During the review session, each panel is considered as a whole, and is either accepted or rejected in its entirety. Panel organizers are given a good measure of latitude as far as panel topic, scientific basis, and organization. That is, a panel may consider issues and contain presentations that are based on experiences, anecdotes, lessons learned, etc. Excellence is expected, of course, at all AsMA presentations, but it is recognized that organized panels may not all be research-oriented.

You may contact the Panels Chair, Dr. Moreno, by e-mail at luis.a.moreno@nasa.gov.

Duties of the Panel Session Chair (details below):

1. Create Panel Overview
2. Choose Topic Area
3. Enter the abstract by following the prompts regarding affiliations, author information, roles, abstract title and text, etc.
4. Inform panelists of Panel Name and Topic Area
5. Remind panelists to submit abstracts
6. Complete Panel Request worksheet and return to Panels Chair

Duties of Panel Presenters (details below):

1. Log on to ScholarOne site (may need to create account)
2. Choose “Individual Panel” as your abstract type
3. Select the correct Creator (Chair) and Session Name from the dropdown menus—this will link your abstract to the Overview
4. Enter your abstract and follow prompts for all required information including MOC questions
5. Submit the abstract
6. Inform the Panel chair of your submission

Don't forget! Panelists must register for the meeting!

TO SUBMIT A PANEL, the panel organizer must **first enter a “Panel Overview”** abstract. This way the individual panel abstracts can be linked to the parent abstract. The website will require certain decisions from you during the panel setup process, and organizers should BE PREPARED WITH THE REQUIRED INFORMATION, in order to

avoid false starts, multiple submissions, confusion, etc.

In order to submit an overview abstract and initiate a panel, you must have the following information handy:

Topic area – to sort abstracts and panels, the web site uses topic areas. Each abstract on the panel should use the same topic. This cannot be changed once submitted, so it is important that your panelists select the same area. Otherwise, the panel will not assemble properly in the computerized sort, complicating the review process, publication, etc. Select the most appropriate topic area from the following list:

1. Acceleration / Escape / Impact
2. Aeromedical Transport / Air Evacuation
3. Aerospace Human Factors
4. Aerospace Physiology
5. Air Transport Medicine / Travel Medicine
6. Aviation Medicine
7. Exercise Physiology
8. Flight Safety/Accident Investigation
9. Health Promotion and Wellness Programs
10. History of Aerospace Medicine
11. Hyperbaric Medicine
12. Medical Standards / Aircrew Health
13. Neurophysiology / Vision
14. Occupational / Environmental / Operational Medicine
15. Performance / Psychology / Psychophysiology
16. Space Medicine
17. Other Related Topics

Abstract title – The title of the overview abstract is the panel title.

Presenting author information including e-mail, complete address, and some biographical details.

Contributing authors and their institutions and locations. E-mails are preferred.

Abstract (LIMIT: 300 words or 2250 characters), which may be entered online or cut-and-pasted in place. We recommend that you cut and paste your abstract from either Word or WordPerfect.

Educational objectives (ACCME requires a brief sentence on the speaker's learning objectives for the audience).

MOC Questions Each panel presentation (not the overview) must be accompanied by 1 question for MOC credit.

Various declarations as to conflict-of-interest, AsMA membership, first-time presenter, etc.

Although panel organizers may initiate panel submission at the own convenience through the website, they MUST send the panel Request Form to the Panels Chair, Luis Moreno (Luis.a.moreno@nasa.gov).

If you have any questions regarding the panel submission process, first consult this information sheet and the on-line instructions. Any further questions can be addressed to Pam Day at 703-739-2240, x101; pday@asma.org. Please note that panel organizers are responsible for contacting all their panelists and ensuring that they understand and comply with the abstract submission process.

Panels will be scheduled for 90-minute periods. A proposed schedule must accompany all panel submissions. Normally presentations are scheduled in 15-minute blocks, allowing for six presentations in a 90-minute period. However, panel organizers are given some freedom to adjust the timing of their panels. Panels consisting of only one or two presentations are discouraged.

Panels may occupy more than one period or session. However, there are a finite number of rooms and time slots available. Sessions occupying more than two sessions must be very strong and likely to draw a large audience. Communicate with Dr. Moreno if you desire a multiple-session panel.

Organizers and Panelists must use the on-line abstract submission process. Panel organizers do have the ability to enter abstracts into the web site on the behalf of their panelists, but individual authors are encouraged to enter their own. The submission process asks questions of the authors that may be difficult for the Panel Organizer to answer (e.g., conflict of interest, first-time presenting at AsMA, etc.).

Providing PowerPoint Presentations to AsMA:

AsMA meeting attendees frequently comment that they missed an excellent session because of schedule conflicts, parallel sessions, mandatory meetings, etc. To address this issue and expand our meeting impact and outreach, the Aerospace Medical Association intends to make presentations from its Annual Scientific Meeting available to members and attendees after the meeting. **Therefore, presenting authors are required to provide a copy of their presentation to AsMA for this educational purpose.** This can be PowerPoint or PDF file of the material presented in the panel, poster, or slide session.

- **Presenters are asked to upload their PowerPoint or PDF presentation to the submission web site in advance of the meeting. If this is not possible presenters may bring a copy of the presentation to the meeting on a CD to be left in the care of the Scientific Program Committee.**
- **A second copy will be required for PRESENTERS to load on to the computer to be used in the session for the actual presentation.**

If presenters are uncomfortable with releasing their complete presentations, it is sufficient to provide an edited version that is acceptable for AsMA distribution or download. Providing AsMA a copy of presented material is in the spirit of scientific endeavor. Authors are reminded that the Annual Scientific Meeting is a public forum and all presented information should be suitable and acceptable for public release.

Maintenance of Certification:

MAINTENANCE OF CERTIFICATION QUESTIONS REQUIRED OF ALL SLIDES AND PANELS PRESENTATIONS!

In order to support American Board of Preventive Medicine (ABPM) requirements for recertification, 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 will be eligible for MOC credit. Presenters must submit one multiple choice question (true/false is also acceptable) for each presentation for MOC credit. For further information contact Dr. Tom Luna at thomas.luna@brooks.af.mil

Sample Question:

At sea level, at a temperature of 15 °C (59 °F) and under normal atmospheric conditions, the speed of sound is:

- A. 340 m.s⁻¹
- B. 1225 km.h⁻¹
- C. 761 mph
- D. All of the above

Answer: D.