

Instructions for Submitting Panel Presentations for AsMA Meetings

(Note: If you arrived at this page from the link on the abstract submission site--you have left the COS abstract submission site. To return to your abstract submission, click the “back arrow” in your browser.)

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. Saenger, by phone to discuss your panel submission from 0900 to 2000 ET (Standard or Daylight): Work: (202) 267-3867; Home: (703) 764-1461; or by email at av8rdoc@gmail.com [*please include AsMA in the subject line*].

Duties of the Panel Session Chair (see further explanations below):

1. Enter an Introduction to a Panel
2. Create Short Panel Name
3. Create Panel Password
4. Choose Topic Area
5. Enter the abstract by following the prompts regarding author information, roles, abstract title and text, etc.
6. Inform panelists of Short Name, Password, and Topic Area
7. Remind panelists to submit abstracts
8. Notify AsMA Panel Chair of Panel submission, including:
 - Title
 - Co-chairs
 - Order of abstracts with tracking id numbers
 - Length of each presentation
 - Sponsorship
 - Scheduling preferences

Duties of Panel Presenters (see further explanations below):

1. Log on to COS site (need to register)
2. Choose “Panel” as your abstract type
3. Choose “A Presentation in a Panel”

4. Select the Short Panel Name from the dropdown menu
5. Enter the Password
6. Enter your Author Information
7. Enter your abstract and follow prompts for all required information including MOC questions
8. Submit the abstract
9. Inform the Panels Chair of your submission

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

TO SUBMIT A PANEL, the panel organizer must **first enter an "Introduction to a panel"** abstract into the COS website (go to the Meetings and Events section on the AsMA website www.asma.org/meeting/index.php , and click "Submit Your Abstract Online"), which will establish an "area" into which the panelists can then enter their own abstracts. This is described in more detail later. 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:

Short Panel Name: This will appear in the web site 'drop-down' menu for your panelists to see and select, so make it very short and specific (50 characters max). If your short title is necessarily generic, like "altitude," use your name in the title so the panelists will recognize the title. If there are duplications in panel titles, AsMA may need to change the name to avoid confusion during the review process.

Panel password: This will be used by the panelists to access the 'area' so they can attach their abstract to your panel. **You must provide this password** to the other presenters on the panel in order for them to submit their abstracts.

Topic area: The web site uses topic areas to sort abstracts and panels. Each abstract on the panel **must** use the same topic. This topic 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
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 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 email, complete address, and some biographical details.

Contributing author(s) information: Including email (preferred), their institutions and locations.

Abstract: Limited to 300 words or 2100 characters; 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 (Maintenance of Certification) Questions: Each panel presentation must be accompanied by 2 questions for MOC credit. The final decision about which sessions are eligible for MOC credit lies with the Education and Training Committee. (**NOTE:** the panel **overview** does **not** require MOC questions therefore **enter 'NA' in the text box for overview questions**)

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

Although panel organizers may initiate panel submission at their own convenience through the website, they **MUST** notify the Panels Chair, Arleen Saenger, M.D., (av8rdoc@gmail.com) that a panel has been created. In the panel notification message:

- Please include AsMA in the email subject line
- In the body of the email, please include
 1. The panel title (full and short)
 2. The organizer's name and contact information
 3. All the panel abstract titles and the order of presentation, including a proposed schedule (preferred date and time slot for your panel).
 4. Lastly, please describe any problems you have had with the panel submission

process so that we can investigate and improve our process.

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 the Scientific Program Committee Panels Chair, Arleen Saenger, M.D., at the email above. 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 be popular. Communicate with Dr. Saenger 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.). Only under the most extenuating circumstances will AsMA accept abstracts through means other than the web site. Faxed submissions will not be accepted. If extenuating circumstances exist for a Panel submission, contact Dr. Saenger as above to discuss the problem.

Procedures:

Once the Panel organizer (chair) has the necessary information to begin, he/she should first enter a Panel Introduction abstract. This will serve to briefly describe the panel and its objectives, and will set up an "account" for the panelists to enter their individual abstracts. Then contact all panelists and give them the panel name, password, and topic area to use in submitting their abstract in Panel section of the online system.

Use the following link to the online submission form:

<http://www.asma.org/meeting/index.php> and click "Submit Your Abstract Online".

NOTE: This password is different and completely separate from the password needed to enter the system in the first place. Every author must either create an account or use last year's logon and password. You may contact COS ("forgot my password"; see below) to request your logon and password. [NOTE: If your email address has changed since you used the system last, please contact Pam Day pday@asma.org for assistance.] Anyone who did not enter an abstract last year must create a new account first. Then choose submission type: Panel, and go to the Symposium/Panel section to submit the abstract.

AsMA is once again using a contractor called COS (Community of Science) to receive and organize abstracts for the 2009 meeting. They offer many services, and serve many scientific organizations (take a look at the COS workbench, for examples) Therefore certain things are not customizable and will not use AsMA phrasing; for example, the COS site refers to panels as symposia—this applies particularly to the FAQ section.

Go through the abstract submission process. **Note that when the panel organizer enters the “introduction” abstract, the block marked "An introduction to the Panel" should be checked. Individual panelists should NOT check this box.**

Note also that the web site can be slow at busy times of the day. The most time-intensive process is the author-look-up sequence. The web site looks up every author from the AsMA membership database, which can take a few minutes during peak usage periods. On the other hand, if the author is found, all biographical data is automatically entered, which saves time. You can always key in all of the information by hand instead of choosing the Search option. If the process is too slow, then you may want to try again during the evening (U.S. Eastern time zone).

Maintenance of Certification

NEW REQUIREMENT: 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.abprevm.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 (sessions will be chosen by the Education and Training Committee). For each presentation, Panel presenters must submit 1 question. The question may be multiple choice or true/false. For further information contact Dr. Susan Northrup at susan.northrup-md@faa.gov.

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

Sample Answer (separate box):

D

The following information is on the COS site under FAQ. Clarifying

comments have been added here for AsMA users.

1. I am submitting an abstract for a *symposia* or other session type that requires a group of abstracts to be linked [NOTE: read “AsMA invited panel”]. How is that done?

First, the symposia chair or group organizer [panel chair] must submit an introductory or primary abstract. During this process there will be a Symposia submission step (the step label is determined by the association depending on the meeting) which will prompt this person to create a Group Name and Group Password. Once these have been set, the chair needs to communicate to the other submitting authors associated with the symposia what this name and password information is. After these authors enter the system to submit their own associated abstracts, they will select the same Group Name and type in the same Group Password when this Symposia step appears in the submission process. When you go to 'Preview' your abstract, the display will show all the other associated abstract titles that have been submitted to your symposia.

2. How do I change the Abstract Type of an existing draft?

You cannot do this. The Abstract type dictates what other submission steps follow in the system. To change abstract type you need to start from the beginning and add your abstract information with the correct abstract type selected.

PLEASE NOTE: If you have submitted an abstract as a slide, but want to change it to a Panel-you can't. You must go in and create the abstract all over again. Then go back and withdraw or delete the old abstract so it is not duplicated in the system. [Therefore, **BE SURE that your panelists understand the process**— they must click the box marked panel or symposia, not slide and not poster.]

3. How do I get a username and password to enter the COS site?

If you do not have an existing username and password to enter the system, please click on the 'Create a New Account' link on the login page. After you choose a username and password and send in the completed form, you will be able to access the system. As you create a new account, the system will alert you if an existing account is detected. If you are unsure if you have an account already or do not know your login, contact the COS Help Desk with the details of your question. Note: if you have an existing profile in the COS Expertise database please use your username and password for that account to submit an abstract.

NOTE: You must have a user name and password to enter the COS system. This is a different password than the one needed to enter the 'Symposia,' i.e. Panel submission section.

4. My username and password are not being accepted:

In order to login, your browser must be set to accept 'cookies' and JavaScript. For details and instructions on checking this see our Cookies and Java FAQ pages. If this is not the cause of the problem, make sure you are entering the correct username and password by using our Password Request System, or asking our Help Desk.

5. The system will not let me submit my abstract:

As you are going through the submission process, a check mark will appear next to each submission step that has been completed in the left hand menu. If, after you have proofread your submission, there is a section without a check you need to return to that section and complete it. In some instances this may only require clicking an 'Acknowledge and Continue' button.

Note that you can change or edit your abstract until the submission deadline, whether your abstract is still “draft” or “submitted.” However, your abstract will not be considered or reviewed by the Scientific Program Committee unless it is indicated “submitted” by the deadline (otherwise it cannot be certain the author considers it complete and officially submitted for acceptance and publication).

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