

## Instructions for Submitting Panel Presentations for AsMA 2004 Meeting

**(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. )**

At the AsMA Scientific Meeting, there are three types of presentations:

- 1) An individually submitted topic or abstract, which is called a “slide” presentation in AsMA jargon,
- 2) A poster presentation, which is pretty much what it sounds like, and
- 3) A “panel” presentation, which in AsMA jargon 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 Branch, etc.).

**These instructions assume you are interested in submitting or organizing a Panel session at the upcoming AsMA Scientific Meeting.**

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 more on experiences, anecdotes, lessons, etc., than an individually submitted “slide” presentation, which is generally held to a higher standard (e.g., must contain data, analysis, conclusions, etc.). Excellence is expected, of course, at all AsMA presentations, but it is recognized that organized panels may not all be research-oriented.

TO SUBMIT A PANEL, the panel organizer must **first enter an “Introduction to a panel”** abstract into the COS website ([www.asma.org](http://www.asma.org), click “Submit Abstract Online”), which will establish an “account” into which the panelists can then enter their own abstracts. This is described in more detail later. The web site 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 ‘account’ so they can attach their abstract to your panel. This password must be provided to the other presenters on the panel in order for them to submit their abstracts.

**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:

- Space Medicine
- History of Aerospace Medicine
- Occupational/Environmental Medicine
- Aerospace Physiology
- Exercise Physiology
- Neurophysiology/Vision
- Acceleration/Escape/Impact
- Aerospace Human Factors
- Flight Safety/Accident Investigation
- Performance/Psychology/Psychophysiology
- Aeromedical Transport
- Medical Standards/Aircrew Health
- Health Promotion and Wellness Programs
- Hyperbaric Medicine
- Other Related Topics

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

**Presenting author information** including complete address and some biographical details.

**Contributing authors** and their institutions

**Abstract** (LIMIT: 300 words or 1250 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).

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** notify the Panels Chair ([alexwolbrink@earthlink.net](mailto:alexwolbrink@earthlink.net)) that a panel has been created. **In the panel notification message, please include the panel title (full and short), the organizer’s name and contact information, all the panel**

**abstract titles and the order of presentation, including a proposed schedule.** Also, please describe any problems you have had with the panel submission 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, Alex Wolbrink, M.D., at (405) 954-3237 (Work), or via e-mail as 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. Wolbrink 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., AsMA Membership, 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. Wolbrink 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 it's 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> and click on the Abstract Submission button.

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 (see below) to request your logon and

password. 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 2004 meeting. They offer many services, and serve many scientific organizations. (Take a look at the COS workbench, for example.) Therefore certain things are not customizable; 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, there is a 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, try during the evening (Eastern time zone).

**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 not a check mark next to each item in this menu, 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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