

Creating and Viewing Submissions

NOTE: You may only enter ONE Slide OR Poster, not one of each. You may, however, participate in panels in addition to the slide or poster session.

For further questions, please refer to the **FAQs**.

- To begin a new submission choose “**Create a New Submission**” from the left-hand menu.
- To view, print, or continue editing choose “**View Submissions**.”
- To ensure that your data is entered correctly, please follow all directions carefully. A check mark should appear beside each completed step. If not--something is missing.
- 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”.

Submission Information

DEADLINE: October 31, 2011.

Extensions--for extraordinary circumstances only--will be handled on a case-by-case basis. Contact the Program Chair, Dr. Arleen Saenger at av8rdoc@gmail.com, and Pam Day, at pday@asma.org, 703-739-2240 ext. 101, for further information.

ABSTRACT LIMIT: Only one Slide or Poster presentation per presenter without express permission from the program chair. (You may, however, participate in panels in addition to the slide or poster session.)

TITLE AND BODY: The title should be entered in UPPER case, no quotes. 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. Learning Objectives and Maintenance of Certification questions will also be entered on this page.

Special Characters And Formatting: If you copy and paste the title and/or body of your submission from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the Special Characters Palette. To access the palette, click on the "Special Characters" button located on the Title/Body page.

Character Limit: 2250 characters including spaces (approximately 300 words) for the text of your submission (does not include title and authors). Current character counter is in upper right corner of page and will update when you hit “Save”.

Tables And Figures: No tables or figures are allowed in abstracts.

DISCLOSURES: You will be asked to complete specific disclosures in order to finalize 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 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.

PRESENTATION TYPE AND CATEGORY: You will be asked to select the appropriate presentation type, category (track), and subcategory (topic) for your submission. Select the appropriate option from the drop-down menus provided.

INSTITUTIONS/AFFILIATIONS: Enter all the institutional affiliations for authors **before** adding the authors. You do not need to enter institutions in a particular order to be able to designate author affiliations. First, enter all institutional affiliations. Next, go the author page to add all the authors and then associate each author with his or her affiliated institutions (see AUTHORS instructions below).

AUTHORS: Enter all authors. If you (the Contact Author) are not the Presenter for a given abstract, you will need to provide contact information for the Presenter of that abstract. Use the order feature to organize the authors by order to appear on the abstract. Associate authors with their Affiliations/Institutions, and choose Presenter.

NOTE: REGISTRATION--All presenters (including panelists) are required to register for the meeting. (Registration limited to the day of presentation is available during onsite registration.) A discount will be given to non-member presenters. Registration forms will be available online in January at <http://www.asma.org>, and will be e-mailed in a brochure to the contact author for each accepted abstract.

DETAILS/DECLARATIONS: Authors are required to confirm:

- a) Agreement with the AsMA copyright policy;
- b) That all authors are aware that they are listed on the abstract;
- c) That the specific material presented has not been presented elsewhere (under most circumstances, previously presented material is NOT acceptable);
- d) Agreement with AsMA's PowerPoint retention policy;
- e) Agreement to register for the meeting; and
- f) Experience level of the authors.

ABSTRACT PROOF: Carefully check the proof of your abstract. Make sure all special characters and formatting are 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.

COMPLETING YOUR SUBMISSION: If you have not completed all required sections and details, you will not be able to submit your abstract. When all required information is entered, the "Submit" button will appear at the bottom of the "Proof and Submit" page.

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.

REVIEWING ABSTRACTS LATER: All abstracts in either "Draft" or "Submitted for Review" status may be edited at any time before the October 31 deadline. **You must "Return to Draft" to edit an abstract and then Resubmit it.** After October 31, you may review your abstract online but not edit it. Please contact Pam Day, 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.

NOTIFICATIONS: Notifications will be sent in December 2011.

SUBMISSION OR MEETING QUESTIONS: First check the FAQs! If you have questions regarding the submission criteria or questions about the meeting, please contact the Society Administrator, Pam Day at pday@asma.org.

TECHNICAL SUPPORT: If you have any difficulty with the submission process, please email ScholarOne Technical Support at 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.

Providing PowerPoint™ Presentations to AsMA

AsMA 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 digital copy of their presentation to AsMA for this educational purpose. This can be PowerPoint™ or PDF file of the material presented in the Slide or Poster session.

Presenters will be asked to upload their PowerPoint™ or PDF presentation to a web site in advance of the meeting. If this is not possible presenters must bring a copy of the presentation to the meeting on a CD to be left in the care of the Scientific Program Committee. Please use the following file-naming convention for your presentation:

Naming Convention for all PowerPoint™ and PDF files:

Your presentation file **MUST** be named in the following manner:

201214 (meeting number)_###(Session number)_###(Abstract final id)_Jones(Author last name)

For example, abstract 88 presented by Tom C. Jones given in session 137 would be named: 201214_137__88_Jones.

We will e-mail your proper presentation file name to you.

DO NOT TITLE YOUR FILE “AsMA Atlanta” or “AsMA 2012”!!!

Presenters still must bring an electronic copy of their presentation(s) 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 at the time of presentation 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.

Abstract Withdrawal and Meeting Participation

The Scientific Program Committee **STRONGLY DISCOURAGES** withdrawing abstracts after they have been accepted. Abstract withdrawal creates unbalanced sessions. If you find you are unable to attend the meeting, first try to find a qualified substitute (co-author) to present in your place. If this is not possible, the request to withdraw must be sent to: Arleen Saenger at av8rdoc@gmail.com, and Pam Day at pday@asma.org and 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, 2012.

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. Any author who does not notify the Scientific Program Committee of a withdrawn abstract in advance of the Scientific meeting, will not be allowed to resubmit the abstract for a later meeting.