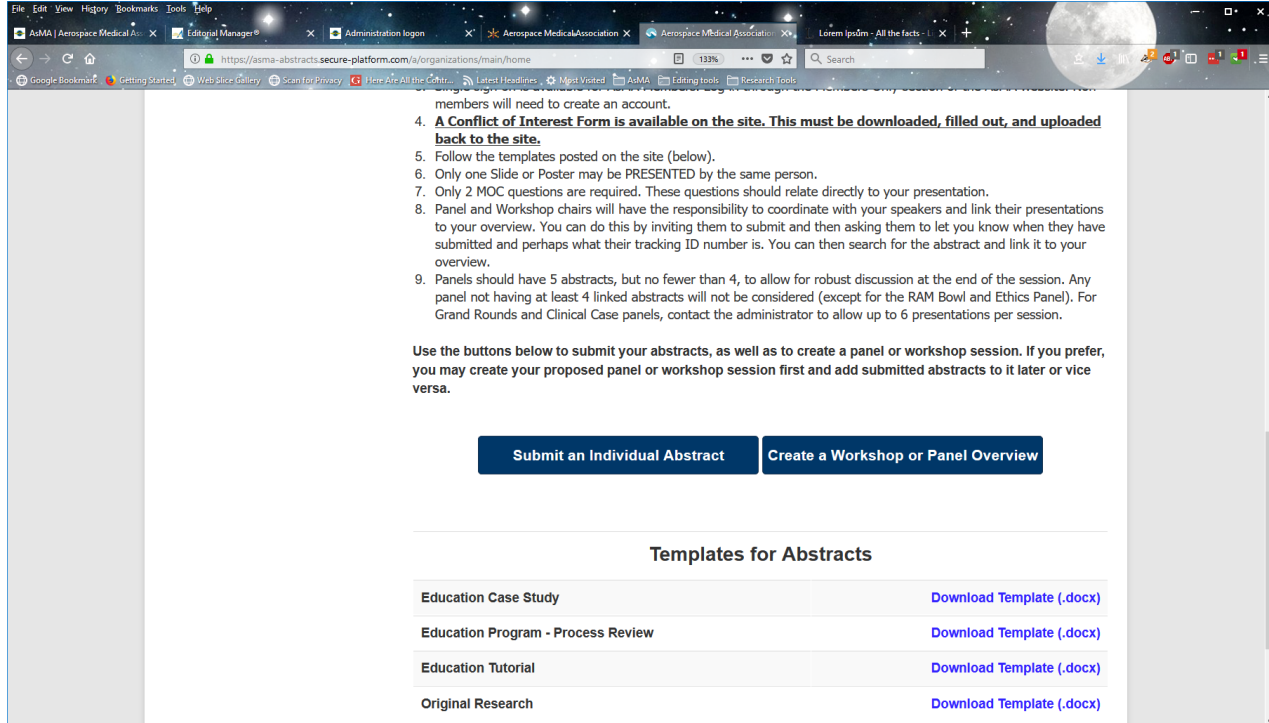


Directions for Abstract Submission

If you are an AsMA member, log in through Single Sign On using your AsMA username and password.

If you are not a member, go to the abstract submission site <https://asma-abstracts.secure-platform.com/a/> and create an account.

On the home page, read through the Call for Papers. At the bottom of that are the buttons for submitting an abstract, a panel session, or a workshop. Click on the appropriate button. If you wish to review a template in advance of submission, the templates for the different types of abstracts are below the buttons. These are also available during the submission process.



members will need to create an account.

4. **A Conflict of Interest Form is available on the site. This must be downloaded, filled out, and uploaded back to the site.**
5. Follow the templates posted on the site (below).
6. Only one Slide or Poster may be PRESENTED by the same person.
7. Only 2 MOC questions are required. These questions should relate directly to your presentation.
8. Panel and Workshop chairs will have the responsibility to coordinate with your speakers and link their presentations to your overview. You can do this by inviting them to submit and then asking them to let you know when they have submitted and perhaps what their tracking ID number is. You can then search for the abstract and link it to your overview.
9. Panels should have 5 abstracts, but no fewer than 4, to allow for robust discussion at the end of the session. Any panel not having at least 4 linked abstracts will not be considered (except for the RAM Bowl and Ethics Panel). For Grand Rounds and Clinical Case panels, contact the administrator to allow up to 6 presentations per session.

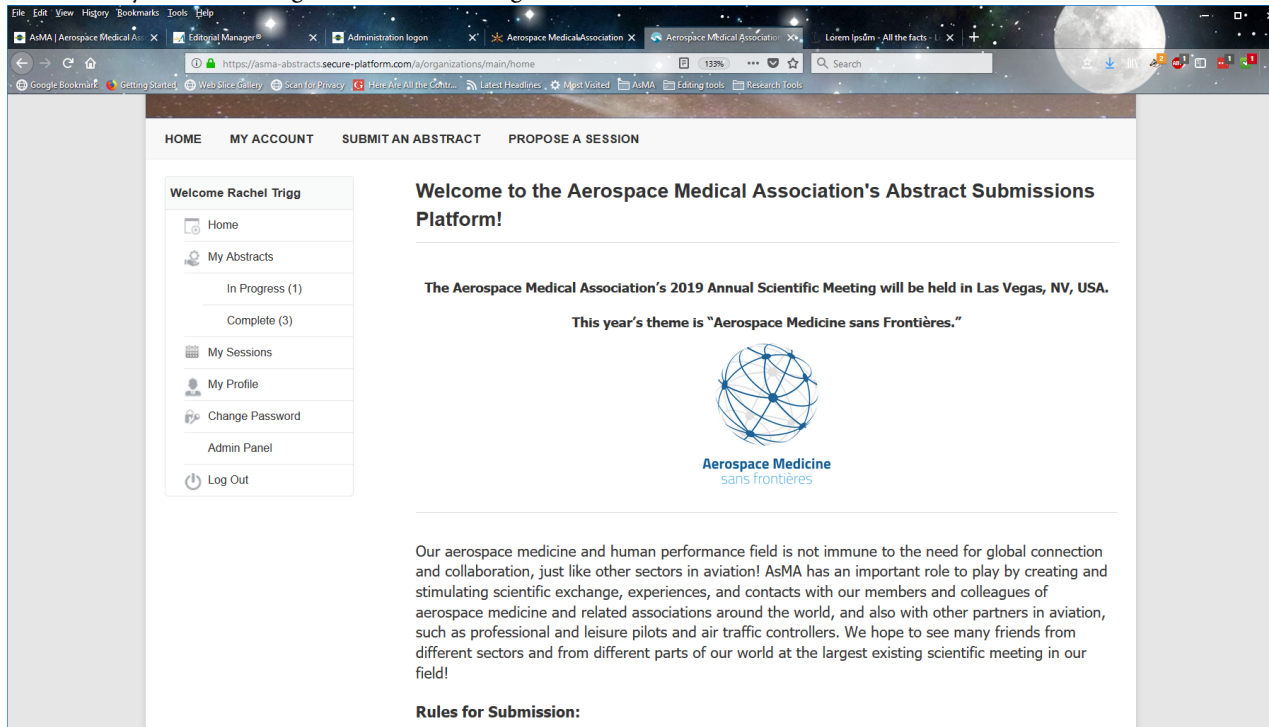
Use the buttons below to submit your abstracts, as well as to create a panel or workshop session. If you prefer, you may create your proposed panel or workshop session first and add submitted abstracts to it later or vice versa.

[Submit an Individual Abstract](#) [Create a Workshop or Panel Overview](#)

Templates for Abstracts

Education Case Study	Download Template (.docx)
Education Program - Process Review	Download Template (.docx)
Education Tutorial	Download Template (.docx)
Original Research	Download Template (.docx)

Along the top are tabs for Home, Account, Submit an Abstract, and Submit a Panel or Workshop Overview (a panel or workshop). Along the left side, there are links for Home, My Abstracts (underneath this, it will show abstracts In Progress and Completed), My Sessions, My Profile, Change Password, and Log Out.



HOME MY ACCOUNT SUBMIT AN ABSTRACT PROPOSE A SESSION


Welcome Rachel Trigg

- Home
- My Abstracts
 - In Progress (1)
 - Complete (3)
- My Sessions
- My Profile
- Change Password
- Admin Panel
- Log Out

Welcome to the Aerospace Medical Association's Abstract Submissions Platform!

The Aerospace Medical Association's 2019 Annual Scientific Meeting will be held in Las Vegas, NV, USA.

This year's theme is "Aerospace Medicine sans Frontières."

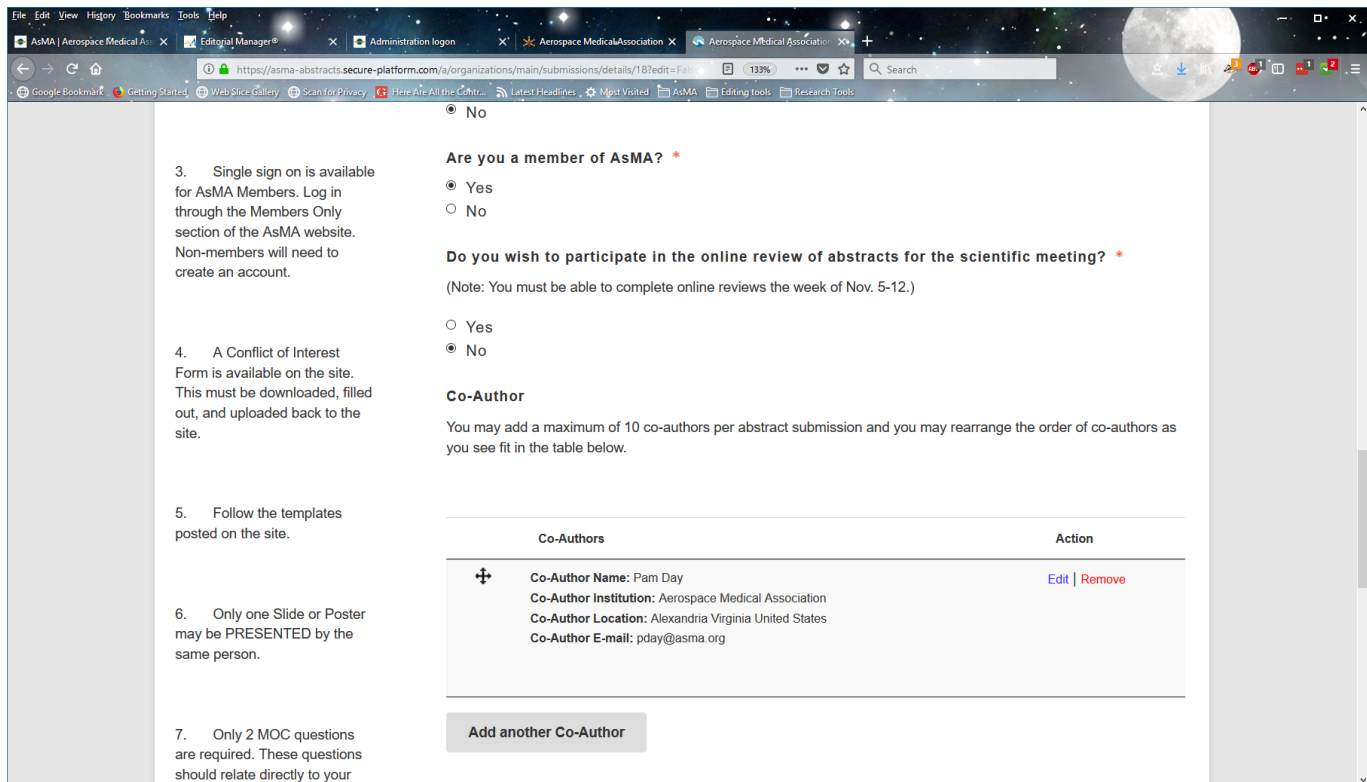


Our aerospace medicine and human performance field is not immune to the need for global connection and collaboration, just like other sectors in aviation! AsMA has an important role to play by creating and stimulating scientific exchange, experiences, and contacts with our members and colleagues of aerospace medicine and related associations around the world, and also with other partners in aviation, such as professional and leisure pilots and air traffic controllers. We hope to see many friends from different sectors and from different parts of our world at the largest existing scientific meeting in our field!

Rules for Submission:

To Submit an Abstract:

- On the home page, click on the tab at the top that says ‘Submit an Abstract’.
- Download, save, fill out, save and upload the completed Conflict of Interest form and check off the Declarations. Click ‘Save and Next’. (Note: If you are Presenting, you are Faculty.)
- Choose submission type, enter the abstract title, and choose submission category and topic area. Click ‘Save and Next’. You **MUST choose the correct type! If you are part of a panel, you MUST choose “Panel.” If you are part of a Workshop, you MUST choose “Workshop.”**
- **Only ONE Slide or Poster is permitted per submitter (Submitter = Presenter).**
- Enter the abstract in the provided box, using the template model provided, then click ‘Save and Next’.
- Enter at least one and not more than three Learning Objectives. Click ‘Save and Next’.
- Enter two MoC questions related to your presentation. These are REQUIRED for ALL abstracts, even posters. When done, click ‘Save and Next’.
- Enter presenter name and answer the questions below. If there are co-authors, add them at the bottom by clicking ‘Add another co-Author’.



The screenshot shows a web browser window with the URL <https://asma-abstracts.secure-platform.com/a/organizations/main/submissions/details/18?edit=Full>. The page contains several sections:

- 3. Single sign on is available for AsMA Members.** Log in through the Members Only section of the AsMA website. Non-members will need to create an account.
- 4. A Conflict of Interest Form is available on the site.** This must be downloaded, filled out, and uploaded back to the site.
- 5. Follow the templates posted on the site.**
- 6. Only one Slide or Poster may be PRESENTED by the same person.**
- 7. Only 2 MOC questions are required.** These questions should relate directly to your

On the right side, there are two questions with radio button options:

- Are you a member of AsMA? ***
 Yes
 No
- Do you wish to participate in the online review of abstracts for the scientific meeting? ***
(Note: You must be able to complete online reviews the week of Nov. 5-12.)
 Yes
 No

Below these questions is a section for **Co-Author** with the text: "You may add a maximum of 10 co-authors per abstract submission and you may rearrange the order of co-authors as you see fit in the table below."

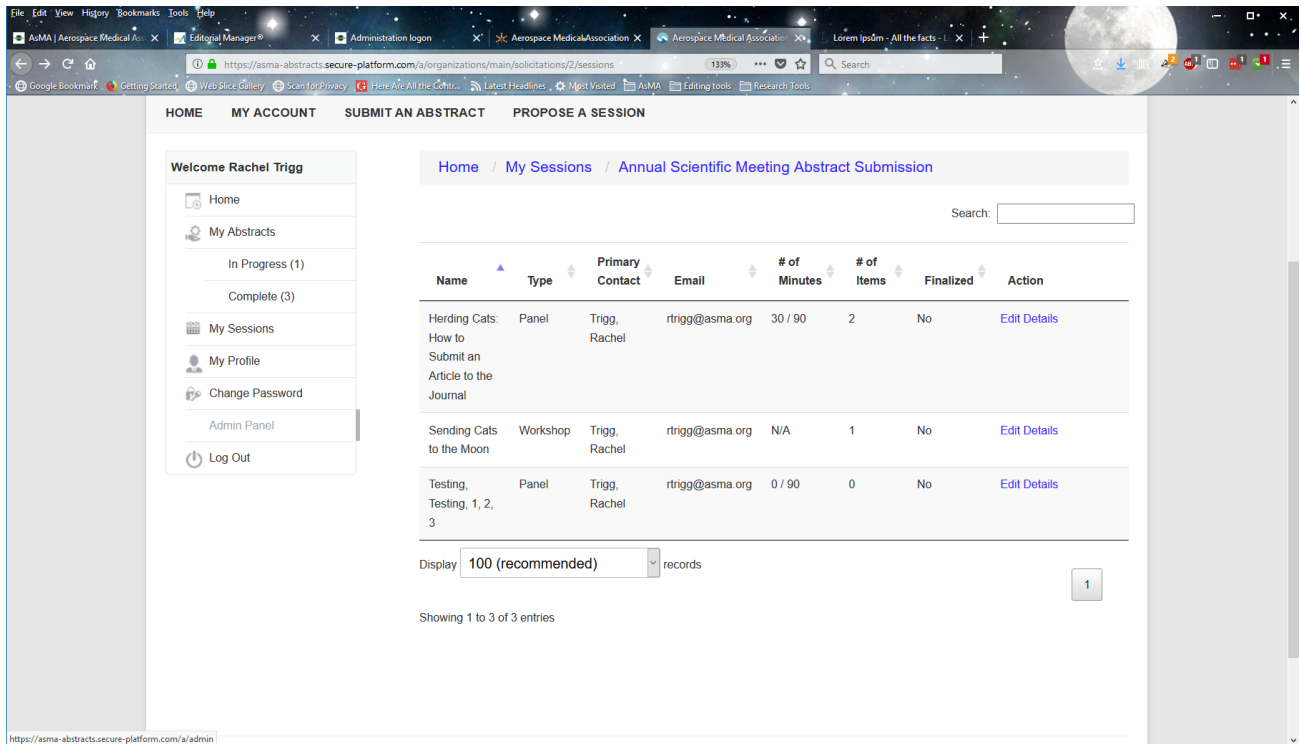
Co-Authors	Action
<input type="button" value="+"/> Co-Author Name: Pam Day Co-Author Institution: Aerospace Medical Association Co-Author Location: Alexandria Virginia United States Co-Author E-mail: pday@asma.org	Edit Remove

At the bottom of the table is a button labeled **Add another Co-Author**.

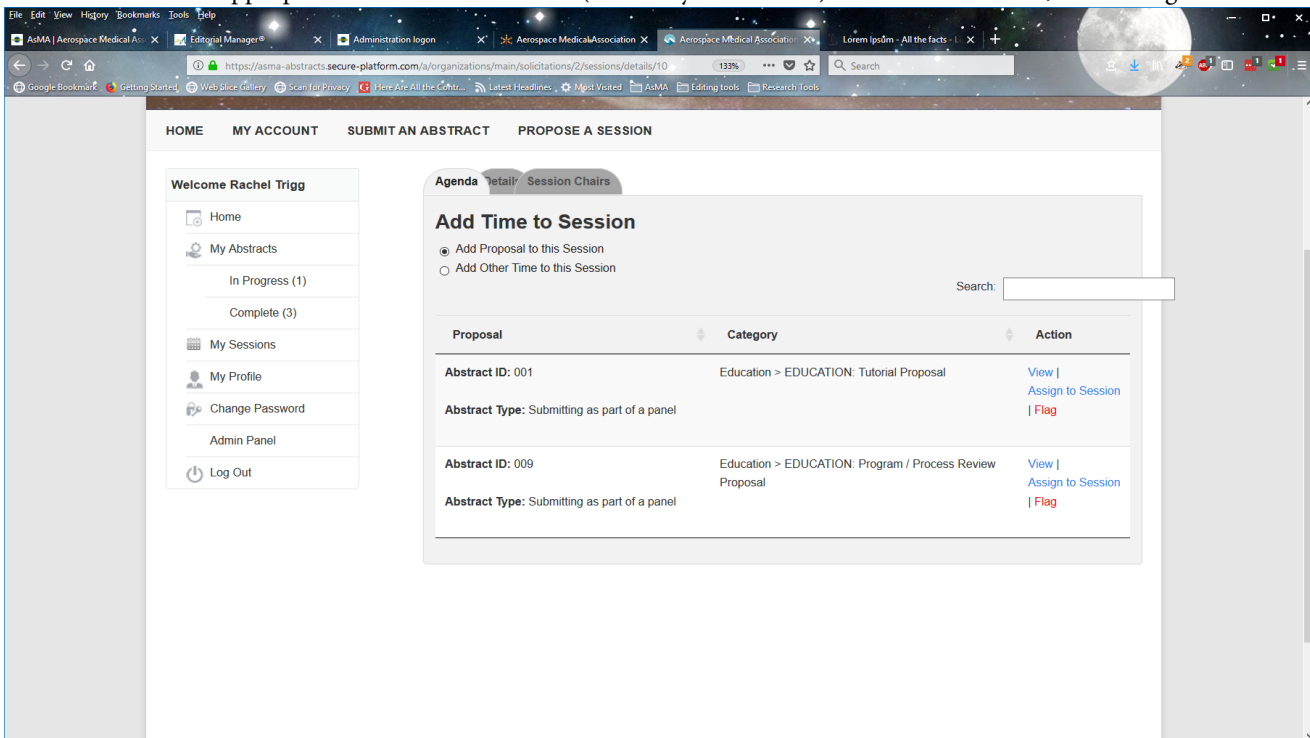
- To finalize the abstract, click ‘Save and Finalize.’ This will submit the abstract.

To Submit a Panel or Workshop:

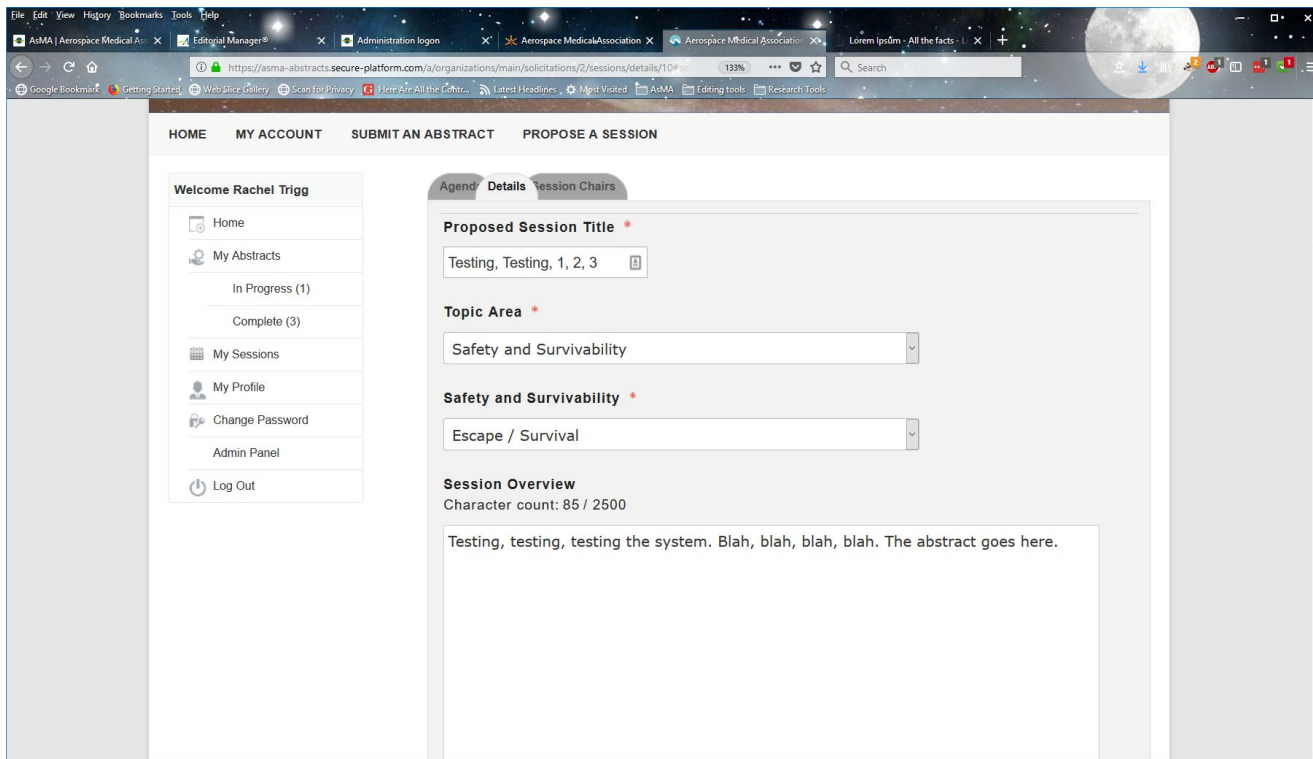
- Click on the tab or the button to Create a Panel or Workshop Overview.
- Complete the COI form, enter the title, topic area, and session overview, and provide at least one, but no more than three learning objectives.
- Only if you have a known time constraint (AsMA Committee Meeting, AsMA Constituent Meeting, Speaker limited availability, non-AsMA meeting) you may choose two preferred days and times for the presentation.
- Choose whether this is a Workshop or a Panel and click ‘Create’. If you want to go back, click ‘Back’.
- On the next page, it will show the session you just created. On the right, click on ‘Edit Details.’



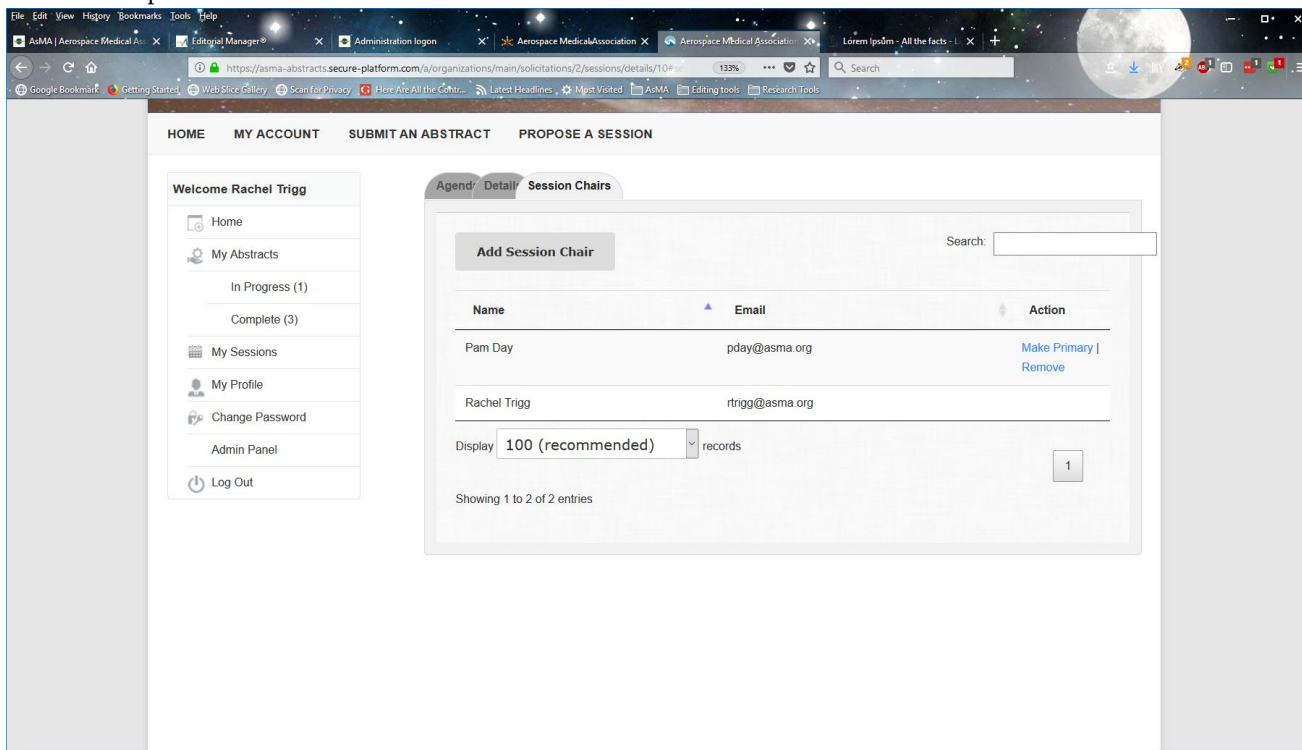
- The next screen will allow you to add abstracts to the proposed panel or workshop. Click 'Add Abstract to This Session' and choose the appropriate abstracts to be added (once they are entered). To add the abstract, click 'Assign to Session.'



- The tabs above the abstracts are Agenda, Detail, and Session Chairs. The Detail tab shows the panel or workshop overview, which can be edited.



- The Session Chairs tab allows chairs to be added. Click on 'Add Session Chair' and type in the person's first or last name. If they are in the system, the fields will auto-fill. Otherwise you will need first and last name and email address. Once you have entered the Co-Chair's name, click 'Save'. If one of the co-chairs just added should be the primary Chair, click 'Make Primary' on the left in the listing of the person's name. **Please inform your co-chairs that they will need to download a COI form from the AsMA website and return it to Pam Day at pday@asma.org.** This needs to be done offline. The system cannot accept co-chair COI forms.



Note: The Session submitter will NOT receive a confirmation email. A reminder email will be sent later that will verify that the session overview was submitted and reminding you to contact your presenters and co-chairs. You will be able to see and edit your Overview using the "My Sessions" link on the left side of the submission site.