## **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, create an account and log into [link for OpenWater].

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 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.

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	<ul> <li>back to the site.</li> <li>5. Follow the templates posted on the site (b</li> <li>6. Only one Site or Poster may be PRESENT</li> <li>7. Only 2 MOC questions are required. These</li> <li>8. Panel and Workshop chairs will have the re to your overview. You can do this by inviti submitted and perhaps what their tracking overview.</li> <li>9. Panels should have 5 abstracts, but no few panel not having at least 4 linked abstracts Grand Rounds and Clinical Case panels, co</li> <li>Use the buttons below to submit your abstr</li> </ul>	ED by the same person. questions should relate directly to your presentation. esponsibility to coordinate with your speakers and link th ng them to submit and then asking them to let you know JD number is. You can then search for the abstract and wer than 4, to allow for robust discussion at the end of th s will not be considered (except for the RAM Bowl and El intact the administrator to allow up to 6 presentations per racts, as well as to create a panel or workshop session rkshop session first and add submitted abstracts to	eir presentations when they have link it to your he session. Any thics Panel). For r session. on. If you prefer, It later or vice
	Ten	nplates for Abstracts	
	Education Case Study	Download T	emplate (.docx)
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Along the top are tabs for Home, Account, Submit an Abstract, and Propose a Session (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.

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	HOME MY ACCOUNT SUE	MIT AN ABSTRACT PROPOSE A SESSION	
	Welcome Rachel Trigg	Welcome to the Aerospace Medical Association's Abstract Submissions	
	Home	Platform!	
	2 My Abstracts		
	In Progress (1)	The Aerospace Medical Association's 2019 Annual Scientific Meeting will be held in Las Vegas, NV, USA.	
	Complete (3)	This year's theme is "Aerospace Medicine sans Frontières."	
	My Sessions	() A	
	My Profile		
	De Change Password		
	Admin Panel	Aerospace Medicine	
	(1) Log Out	sans fronbères	
		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! <b>Rules for Submission:</b>	

## **To Submit an Abstract:**

- On the home page, click on 'Submit an Individual Abstract' or click on the tab at the top that says 'Submit an Abstract'.
- Download, fill out, and upload the completed Conflict of Interest form and check off the Declarations. Click 'Save and Next'.
- 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'.

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		No		^
	<ol> <li>Single sign on is available</li> </ol>	Are you a member of AsMA? *		
	for AsMA Members. Log in	Yes		
	through the Members Only section of the AsMA website.	○ No		
	Non-members will need to	Do you wish to participate in the online review of abstracts for the scientific r	meeting? *	
	create an account.	(Note: You must be able to complete online reviews the week of Nov. 5-12.)		
		O Yes		
	4. A Conflict of Interest	No		
	Form is available on the site. This must be downloaded, filled	Co-Author		
	out, and uploaded back to the			
	site.	You may add a maximum of 10 co-authors per abstract submission and you may rearrange the you see fit in the table below.	order of co-authors as	
	5. Follow the templates			
	posted on the site.	Co-Authors	Action	
		Co-Author Name: Pam Day	Edit Remove	
	6. Only one Slide or Poster	Co-Author Institution: Aerospace Medical Association		
	<ol> <li>Only one Slide or Poster may be PRESENTED by the</li> </ol>	Co-Author Location: Alexandria Virginia United States Co-Author E-mail: pday@asma.org		
	same person.	Condition E-main polyligionine org		
	7. Only 2 MOC questions	Add another Co-Author		
	are required. These questions			
	should relate directly to your			×

• 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.'

HOME MY ACCOUNT S	UBMIT AN ABSTRACT PROPOSE A SESSION
Welcome Rachel Trigg	Home // My Sessions // Annual Scientific Meeting Abstract Submission
To Home	Search.
My Abstracts	
In Progress (1)	Primary # of # of Name Type Contact Email Minutes Items Finalized Action
Complete (3)	Herding Cats: Panel Trigg, rtrigg@asma.org 30 / 90 2 No Edit Details
My Sessions	How to Rachel Submit an
My Profile	Article to the Journal
Admin Panel	Sending Cats Workshop Trigg, rtrigg@asma.org N/A 1 No Edit Details
( <sup>1</sup> ) Log Out	to the Moon Rachel
	Testing, Panel Trigg, rtrigg@asma.org 0 / 90 0 No Edit Details Testing, 1, 2, Rachel 3
	Display 100 (recommended) records
	Showing 1 to 3 of 3 entries

• 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.'

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HOME MY ACCOUNT SUE	MIT AN ABSTRACT PROPOSE A SESSION			
Welcome Rachel Trigg	Agenda Tetall <sup>*</sup> Session Chairs			
5 Home	Add Time to Session			
My Abstracts	Add Proposal to this Session			
In Progress (1)	O Add Other Time to this Session	Search.		
Complete (3)				
My Sessions	Proposal	Category	Action	
My Profile	Abstract ID: 001	Education > EDUCATION: Tutorial Proposal	View   Assign to Session	
Re Change Password	Abstract Type: Submitting as part of a panel		Flag	
Admin Panel				
(1) Log Out	Abstract ID: 009	Education > EDUCATION: Program / Process Review Proposal	View   Assign to Session	
	Abstract Type: Submitting as part of a panel		Flag	
	- <u>-</u>			

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

Welcome Rachel Trigg	Agend' Details Tession Chairs
to Home	Proposed Session Title *
🥥 My Abstracts	Testing, Testing, 1, 2, 3
In Progress (1)	
Complete (3)	Topic Area *
My Sessions	Safety and Survivability
My Profile	Safety and Survivability *
Pr Change Password	Escape / Survival
Admin Panel	
() Log Out	Session Overview Character count: 85 / 2500
	Testing, testing, testing the system. Blah, blah, blah, blah. The abstract goes here.

• 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 <u>pday@asma.org</u>. This needs to be done offline. The system cannot accept co-chair COI forms.

In Progress (1)     Name     Email     Action       Complete (3)     Make Primary I     Remove       My Sessions     Pam Day     pday@asma.org     Make Primary I       My Protile     Rachel Trigg     rtrigg@asma.org     Make Primary I	Home	Add Session Chair		Search:
Complete (3)     Name     Email     Action       Im My Sessions     Pam Day     pday@asma.org     Make Primary 1 Remove       Im My Profile     Rachel Trigg     rtrigg@asma.org       Im Change Password     Image Password     Image Password	My Abstracts	Aug Session Chall		51
My Profile     Remove       Image Password     Rachel Trigg		Name	A Email	a Action
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**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.