



## Abstract Submission Site User Tips

### New AAP Abstract Submission Site - User Tips

#### REGISTRATION

- Submitting authors must register for the AAP Abstract submission site.
- Submitting authors can manage multiple abstracts from ONE login.
- Co-authors are not required to register rather, they will be sent direct links to complete the necessary tasks for each abstract they co-author.
- If you forget your passcode, please use the 'forgot passcode' feature. Please note that the e-mail reminder will come from [support@conferenceabstracts.com](mailto:support@conferenceabstracts.com).

#### TASK 1 - Author Information

- Please have the names and e-mail address of your co-authors readily available.
- You have the flexibility to add, delete and adjust the order of your co-authors at any time, up until the deadline for submission.
- Click on the author's names highlighted in BLUE to enter or confirm necessary contact info for your co-authors.
- If a co-author has visited the submission site for another entry, the system will populate the information entered previously.
- If you would like to request that the co-author fill in their own contact info, please click the blue bubble  next to each co-author's name.
- Co-authors will be sent an e-mail with a unique direct link to fill in their contact information and to complete their disclosure for this abstract
- If you click on the bubble  in the Author's task, you will not need to click on the bubble again in Task 3 - Disclosure / Copyright Transfer (LWW)
- **Either the submitting author or a co-author must be identified as the Presenting Author** before Task 1 will be considered complete. You may change the presenting author at any time.

#### TASK 2 - AAP Annual Meeting Disclosure

- Click on your name highlighted in BLUE to complete and sign the AAP Annual Meeting ACCME Disclosure.
- Click COMPLETE FORM

#### TASK 3 - LWW Disclosure & Copyright Transfer

- Click on your name highlighted in BLUE to complete and sign the LWW Disclosure & Copyright Transfer.
- You must click 'Agree' after the first question to continue.
- You can click the blue bubble next to the names of your co-authors to send reminders to complete their disclosures at any time.
- Remember, if you already clicked the blue bubble within the Authors Task to request co-authors fill out contact information/disclosures, then it is not necessary to send another reminder.

#### TASK 4 - Enter Abstract Content

- Scroll down to choose your categories and enter your abstract content into the necessary fields.
- Click CONTINUE SUBMISSION
- Click SAVE SUBMISSION. Once all tasks are complete, you will receive the option to SUBMIT.
- You may go back at any time, up until the deadline for submission to edit your entry.
- You will receive a confirmation e-mail detailing your submission. Co-authors will also receive submission details and are directed to e-mail the submitting author directly with revisions or suggestions to the content.