



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 may 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
- 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 up.

TASK 2 – Enter Abstract Content

- Scroll down to choose your categories and enter your abstract content into the necessary fields.
- Click CONTINUE SUBMISSION

TASK 3 – Abstract Final Review

- Read information on making edits and adding authors to your abstract.
- Check box by agreement and sign.
- Check Complete Agreement.
- 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 our abstract.
- 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.

