NATIONAL RYAN WHITE CONFERENCE ON HIV CARE & TREATMENT

HOW TO SUBMIT AN ABSTRACT

2022 NATIONAL RYAN WHITE CONFERENCE ON HIV CARE & TREATMENT

OVERVIEW

Submission Process:

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7. Abstract Submission – Submitters Role
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9. Abstract Submission – Changing Roles and Outstanding Requirements
10. Abstract Submission – Completing Requirements
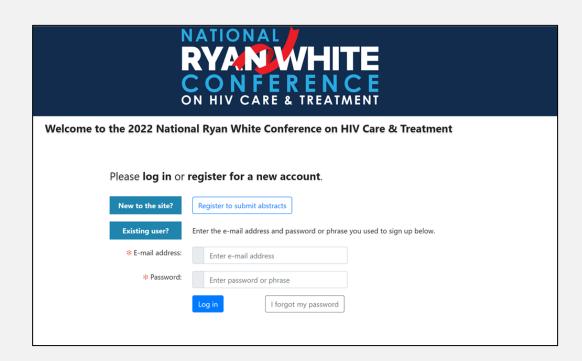11. Abstract Submission – Submitting

Next Steps

Contact Information

1. BEFORE BEGINNING A SUBMISSION

- Visit the Conference website (https://ryanwhiteconference.hrsa.gov/)

- Navigate to the Call for Abstracts section

- Review and download the instructions for submitting an abstract

- Prepare your CV or résumé file as a pdf or Word document (upload required to create an account in the submission system)

- Any additional presenters should also create an account in the submission system as outlined on the following two slides.

2. LOG IN OR REGISTER FOR AN ACCOUNT

1. Visit the Conference website (https://ryanwhiteconference.hrsa.gov/)

    1. Navigate to the Abstract Submissions section

2. Click on the "Submit an Abstract" button then either:

    a) Enter your email and password to log in (if you had an account for the 2018 or 2020 conferences you should use the same account credentials)

    b) Click the "I forgot my password" button

    c) Click the "Register to submit abstracts" button (new users only)

NATIONAL
RYAN WHITE
CONFERENCE
ON HIV CARE & TREATMENT

Welcome to the 2022 National Ryan White Conference on HIV Care & Treatment

Please **log in** or **register for a new account**.

New to the site?   Register to submit abstracts

Existing user?   Enter the e-mail address and password or phrase you used to sign up below.

✱ E-mail address: Enter e-mail address

✱ Password: Enter password or phrase
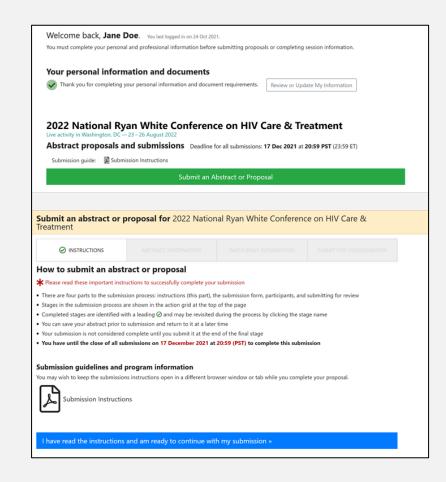
Log in   I forgot my password

3. COMPLETE YOUR ACCOUNT INFORMATION

You must complete the three sections on the account home page (My Profile, Résumé or CV, and Continuing Education Agreement) before you can submit an abstract. Click on each section to complete it.
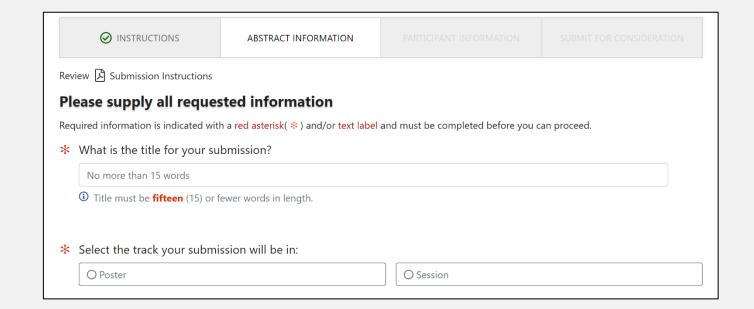
4. BEGIN ABSTRACT SUBMISSION

1. Once the "Your personal information and documents" section is completed the "Submit an Abstract" button will appear.

2. Click the button

3. View the submission instructions

4. Click the "I have read the instructions and am ready to continue with my submission"

5. ABSTRACT SUBMISSION – TITLE AND, SESSION OR POSTER?

Provide the title of your submission and select either poster or session for your submission. As you complete questions additional questions will appear.

6. ABSTRACT SUBMISSION – COMPLETE ALL REQUIRED QUESTIONS

- Read through each question description and any tips, then complete all the required questions including:

  - Full (250 word) and Brief (50 word) descriptions

  - Three learning objectives

  - Select a Conference Track

  - Select three key words for the topic of your presentation

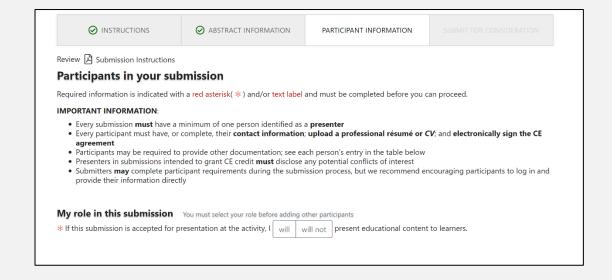- Click the "Save Progress" buttons to save data entered as you progress through the questions.

- When you have finished entering information click the "I am ready to save my work and proceed to enter co-authors or participants" button.

Save My Progress

I am ready to save my work and proceed to enter co-authors or participants »

7. ABSTRACT SUBMISSION – SUBMITTER'S ROLE

Answer the question: "If this submission is accepted for presentation at the activity, I will/will not present educational content to learners." by clicking on the "will" or "will not" buttons

If you select you will present educational content to learners, and you are submitting a session abstract then you will be prompted to complete a disclosure before you can continue.
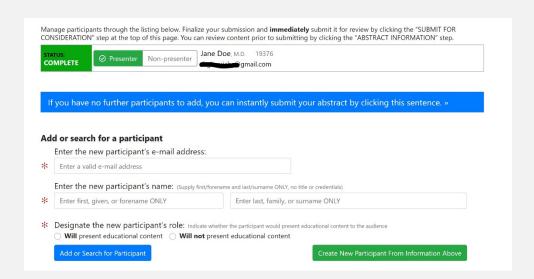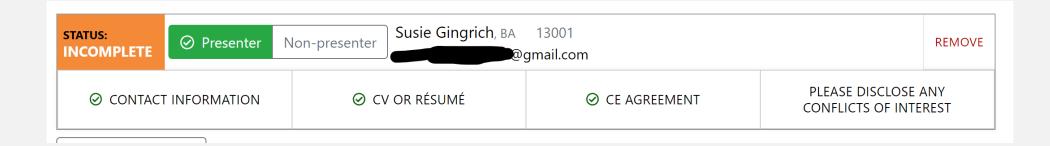
8. ABSTRACT SUBMISSION – ADDING PRESENTERS

A contributor information table appears once the submitter selects a role and completes a disclosure. To add additional presenters:

- Enter the presenter's email address, first and last names

- Designate their role by selecting that they "Will present educational content"

- Click "Add or Search for Participant"

  - If an account is found the person is automatically added.

  - If the presenter has not yet created an account you can click the "Create New Participant from Information Above"

9. ABSTRACT SUBMISSION – CHANGING ROLES, AND OUTSTANDING REQUIREMENTS

- In the table, click the button next to the persons name to change role from presenter to non-presenter.

- A status box displays whether a presenter's requirements have been been met.

- Boxes representing each requirement display a check mark once the requirement is complete.

10. ABSTRACT SUBMISSION – COMPLETING REQUIREMENTS

Presenter requirements:

- Contact info.

- CV/Résumé

- CE Agreement (not required for poster presenters)

- Disclosure (not required for poster presenters)

These can be completed by:

1. **Presenters** – logging into their own account the same way as a submitter (using the "I forgot my password" if they have not logged in before but they have been added to an abstract submission)

2. **Submitters** – complete on presenter's behalf, by clicking on the boxes in the participant table.
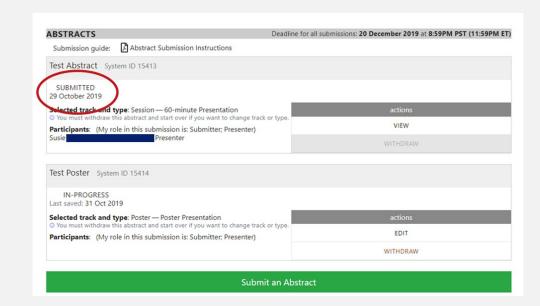
11. ABSTRACT SUBMISSION – SUBMITTING

- Continue adding all presenters and ensure all requirements are met. **You cannot submit until ALL requirements are met by ALL presenters.**

- Beneath the participant table click "**If you have no further participants to add, you can instantly submit your abstract by clicking this sentence**"

12. SUBMISSION IS COMPLETE

- You can confirm that the abstract was submitted correctly from the homepage of your account.

- You should also receive an automated email acknowledging the submission.

- **Once submitted you cannot edit your abstract.**

NEXT STEPS

- Once the submission periods ends on December 17, 2021, abstracts will be reviewed and selected.

- Submitters will be notified of the status of their submission via email and provided with next steps and specifics on due dates.

- All presentations will be required in advance, including electronic versions of poster presentations.

- All session presentations will be due June 2022.

CONTACT INFORMATION

- For assistance with the submission system please contact us via email at: agenda@ryanwhiteconference.org