American Association of Occupational Health Nurses (AAOHN)
Online Abstract Submission System

USER'S GUIDE rev. 5/2014

Table of Contents

Getting Started

Submit an Abstract

AAOHN Members: Login to the Website

AAOHN members already have a website login username and password. Please contact the National Office for assistance with recovering lost login information – 800-241-8014.

1. On the top-right side of the screen, locate the "Member Login" section.
2. Login using the correct username and password. Please contact the National Office for assistance with recovering lost login information – 800-241-8014.

Non AAOHN Members: Login to the Website

1. If you already have a guest account with AAOHN, sign in using your username and password and skip the following two steps.
2. From the home page, click the "Join AAOHN" link located at the top right of the screen.
3. Select the most appropriate Membership Plan and complete the registration process.
   > **Note:** It is not necessary to purchase a membership to submit an abstract. The "Guest Access" plan is free and allows users to submit abstracts without becoming an Association member. "Guest Access" does not grant the user access to the many of the online benefits reserved for AAOHN members.

Navigate to the Online Abstract Submission Application

1. On the top side of the screen, hover over "Conference"
2. Under "Conference", hover over "Abstract Submissions."
3. Under "Abstract Submissions," select an abstract.
4. If there is more than one Abstract Cycle available, select the appropriate abstract cycle. (e.g. 2014 AAOHN National Conference)

Abstract Cycle Selection

An "Abstract Cycle" is simply a period of time in which a "Call for Proposals" has been issued. Normally, there is only one abstract cycle open at a time. There are times when more than one cycle is available however.

Submit an Abstract

1. On the "Event Overview Section" under the Abstract menu item, select the "New Abstract" button.
2. Please complete or update the Demographic Information to proceed with submitting an abstract.
    - All fields marked with a red asterisks (*) are required.
    - Reviewers do NOT see demographic information when rating abstracts. Reviewers only see the unique abstract identification number assigned to each abstract.
3. After filling out the Demographic Information form and reviewing it for accuracy, click the "Next" button. It is located at the bottom left corner of the Demographic Information Form.
4. The next screen is the Additional Presenters, Expertise, and Conflict of Interest form.
    - All fields marked with a red asterisks (*) are required.
    - Reviewers do NOT see this information when rating abstracts. Reviewers only see the unique abstract identification number assigned to each abstract.
5. After filling out this form and reviewing it for accuracy, click the "Next" button. It is located at the bottom left corner of the form.
6. The next screen is the Abstract Submission - Additional Information form.
    - All fields marked with a red asterisks (*) are required.
    - Please note that an Expertise in Field description is required, all descriptive fields must be completed in order to progress with the submission.
    - Please note there is a 250 word limit for the abstract field.
    - It is not advisable to copy and paste submission information. Formatting may be lost and the contents of the pasted selection could render the submission unreadable. Please avoid bulleted lists as well as large headers or graphics. Please summarize data presented in tables.
    - Please note that an Electronic Signature is required in the form of a check box, and Full Name text field.
7. After filling in the form and checking for accuracy, please click the "Next" button located at the bottom center of the form.
8. The next screen is the Abstract Submission - Presenter Information form.
    - All fields marked with a red asterisks (*) are required.
    - Please note that a minimum of one objective is required to complete. For each objective that is entered, all descriptive fields must be completed in order to progress with the submission.
    - Please note there is a 250 word limit for the abstract field.
    - It is not advisable to copy and paste submission information. Formatting may be lost and the contents of the pasted selection could render the submission unreadable. Please avoid bulleted lists as well as large headers or graphics. Please summarize data presented in tables.
9. After filling in the form and checking for accuracy, please click the "Next" button located at the bottom center of the form.

10. The Preview Screen will now appear. Please carefully review the abstract submission. If any changes are necessary, select Save & Return for Later, and select either "Modify Demographics", "Modify Presenter Info", or "Modify Submission Info".
11. Submit the abstract by selecting one of the following three options:
    - "Submit" submits the abstract as is. Once you have submitted the option "Retract Submission" will be available – this deletes your abstract from the system.
    - "Save and Return Later" saves the abstract submission; however, it does not submit the abstract for review and consideration. "Save and Return Later" allows the user to return at a later time to make changes to the submission.
    - "Submit and Start Another" submits the current abstract and returns the user to the Abstract Information form. The "Submit and Start Another" option allows the user to submit a second abstract without having to log back in or go through the Demographic Information form.

Frequently Asked Questions

Overview Section

What is the Overview Section?
The Overview Section displays the current cycle information along with any abstracts submitted by the user.

Abstract Submissions Open: May 2, 2013
Abstract Submissions Deadline: June 30, 2013

Event Overview Section

Event Name	Location	Start Date	End Date
2014 AAOHN Summit Conference	Dallas TX	May 4, 2014	May 5, 2014

New Abstract

My Abstract Submissions

Submission ID	Abstract Title	Submission Date

Why does it say no abstracts were found?
The Overview Section only shows abstracts successfully submitted and/or saved by the logged in user.

How do I submit an abstract?
1. Login to the website.
2. Select "Conference"
3. Select "Abstract Submissions."
4. If there is more than one Abstract Cycle available, select the appropriate abstract cycle.
5. Select the "New Abstract" button.

I do not see the Overview Screen, I see an "Open Cycle List."
Generally speaking, only one cycle is open at a time. There are times, however, when more than one cycle is available. The Overview Section is accessible after selecting the appropriate cycle.

How do I edit / modify my abstract?
From the Overview Section, locate the column titled "Actions." Next to the abstract requiring modification, select "Modify Demographics", "Modify Presenter Info", or "Modify Submission Info."

What if I no longer want my abstract considered for presentation?
From the Overview Section, locate button "Retract Submission." Next to the abstract requiring retraction, select "Retract Submission." To modify or edit an existing abstract, select "Modify Demographics", "Modify Presenter Info", or "Modify Submission Info" next to the abstract requiring modification.

I modified my submission, but the old one is still there and marked as a previous version.
The Association retains all modified abstracts for tracking purposes. A user may restore a previous version of a submitted abstract by calling the National Office.

How can I tell which submission version will be sent to the reviewers?
Reviewers only see and evaluate the most recent abstract submission.

How can I tell which submission version is considered the "most recent?"
Each abstract submission has a unique identification number for tracking and identification purposes. The identification number looks similar to the following:

AAOHN-24

The identification numbers are a numerical value in which the highest number is the most recent abstract submission

How do I view an abstract I have submitted?
From the Overview Section, single click on the title of the abstract. The demographic information appears for reference only. To modify or edit an abstract, select one of the "Modify" links next to the abstract requiring modification.

The submission has squares and other odd characters in it. What happened? Text copied and pasted from a word processing program such as Microsoft Word or WordPerfect does not retain its formatting; particularly bulleted lists. To remedy the problem, follow the below steps:

1. Open the original abstract using the correct word processing program and copy the abstract.
2. Open "Notepad." Notepad is a standard Windows application.
3. Paste the abstract into the Notepad.
4. Review the text for accuracy.
5. Copy the text.

6. Login to the website.
7. Select "Conference."
8. Select "Abstract Submissions."
9. Select the appropriate Abstract Cycle.
10. Select the abstract requiring modification.
11. Paste the correct information in the appropriate boxes.
12. Review the abstract for accuracy.
13. Resubmit the abstract.

My modified abstract is now showing up with a status of "Previous Version." What does it mean?

It means that the abstract has been modified and that the previous version is still available for tracking purposes.

What do the different statuses mean?

- **Pending Review**
    o The abstract is pending initial review.
- **Retracted**
    o The user decided to retract the abstract from consideration.
- **Reviewed**
    o The abstract went through the initial review process.
- **In Final Review**
    o The abstract made it through the final review stage and is under review for acceptance.
- **Accepted**
    o The abstract is accepted. An acceptance letter and e-mail from the National Office is soon to follow.
- **Accepted with Conditions**
    o The abstract is accepted under certain terms. A letter or e-mail outlining the changes necessary to make the abstract acceptable is soon to follow.
- **More Information Needed**
    o Additional information is necessary. Upon receipt of the necessary information, the abstract will continue through the review process. A letter or e-mail explaining what information is needed is soon to follow.
- **Rejected**
    o The Reviewers did not accept the abstract.
- **Previous Version**
    o A more current version is available due to the modification of the original abstract submission.

Demographic Information Form

The Demographic Information Form is the first of three steps in the abstract submission process. The purpose of the form is to collect standard contact information about the person submitting an abstract. It is necessary to have updated demographic information in the event the National Office needs to contact the submitter.

Abstract Submission - Demographics Information

All fields marked with " * " are required.
Please review these details for accuracy and correct any information that may need updating. After you are finished please click on "Next"

Personal Information

	Field	Value
ⓘ	First Name *	Fistname
ⓘ	Last Name *	Lastname
ⓘ	Employer *	Employer
ⓘ	Job Title *	Staff
ⓘ	Credentials *	

Primary Mailing Information

	Field	Value
ⓘ	Mailing Facility *	
ⓘ	Mailing Address 1 *	7794 Grow Drive
ⓘ	Mailing Address 2	
ⓘ	Mailing City *	Pensacola
ⓘ	Mailing State *	FL
ⓘ	Mailing Zip-Code *	32514
ⓘ	Mailing Country *	USA
ⓘ	Mailing Non-US Province	

Alternate Mailing Information

	Field	Value
ⓘ	Alternate Mailing Facility	
ⓘ	Alternate Mailing Address 1	
ⓘ	Alternate Mailing Address 2	
ⓘ	Alternate Mailing City	
ⓘ	Alternate Mailing State	
ⓘ	Alternate Mailing Zip-Code	
ⓘ	Alternate Mailing Country	
ⓘ	Alternate Mailing Non-US Province	

Contact Information

	Field	Value
ⓘ	Work Phone *	850-484-9987
ⓘ	Home Phone *	
ⓘ	Fax Number	
ⓘ	Cell Phone	
ⓘ	Email Address *	brenton.mcmahon@d
ⓘ	Preferred Contact Method *	Choose One ▼

[Next]

Will my personal information be visible to the Reviewers?
The Online Abstract Submission Application utilizes a true "Blind Review" process. Reviewers will not see any demographic or contact information during the review process. At the conclusion of the review process, the Association will release the identities and contact information for the selected presenters for publication, scheduling, and marketing materials purposes.

What are the "Mailing Facility" and "Alternate Facility" fields?
There is an additional line in the address block named "Mailing Facility." Often, facilities do not accept mail if the facility is not listed.

The Alternate Facility address block allows the National Office to correctly re-route mail in the event the preferred mailing facility returns the mail.

What if my address is not in the US?
The zip code field is not numeric and accepts foreign postal codes. Please use the lines provided in address lines 1 and 2 to indicate the proper mailing address, along with the correct country, and province. The phone number fields also accept the country and city codes for foreign numbers.

How does the Association use my demographic information?
The Association uses demographic information for contact purposes. The Association will only release the identities and contact information for selected abstract presenters for publication, scheduling, and marketing materials purposes.

Additional Presenters, Expertise, and Conflict of Interest Form

The Additional Presenters, Expertise, and Conflict of Interest Form is the second step in the abstract submission process. The purpose of the Additional Presenters, Expertise, and Conflict of Interest Form is to collect biographical data about the presenter(s) in order to obtain contact hour approval for each individual session.

Abstract Submission - Additional Information

Additional Presenters

ⓘ Will there be any additional presenters? [No ▼]

Expertise in Field

Describe your expertise in this topic. (Limited 250 Words)

ⓘ [   ]

Number of words entered: 0 Remaining number of words available: 250

Conflict of Interest

Planner, Faculty and Author Conflict of Interest Statement
Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved.

In order to ensure balance, independence, objectivity and scientific rigor at all programs, the planners, faculty and authors must make full disclosure indicating whether the planner, faculty or author and/or his/her spouse family has any relationships with pharmaceutical companies, biomedical device manufacturers and/or corporations whose products or services are related to pertinent therapeutic areas.

All planners, faculty, authors and feedback specialists participating in CE activities must disclose to the audience information listed below.

ⓘ Will there be any conflicts of interest? [No ▼]

ⓘ Discussion of unlabeled uses? [No ▼]

Electronic Signature

☐ By Checking this box, and by providing my electronic signature, I am approving all information entered above. (Enter your full name in field below)

Full Name: ⓘ [   ]

Date: [05-06-2013   ]

[Next]

How do I list additional presenters for my presentation?

Select "Yes" under the Additional Presenters block. A text-box will automatically appear below where you may list each additional presenter with their credentials. Please insert each name one per line.

Abstract Submission - Additional Information

Additional Presenters

ⓘ Will there be any additional presenters? Yes

In the text area below, enter any additional presenters and their credentials (e.g., Jane Smith, PhD, RN). Enter only one name per line, please.

Please Note: You will be responsible for submitting Expertise and Conflict of Interest information for each additional presenter if your submission is selected.

How do I list potential conflicts of interest?

After reading the Planner, Faculty, and Author Conflict of Interest Statement, select "Yes" under the Conflict of Interest block. A table will automatically appear which will give you the capability of listing the company/companies as well as their relationships.

How should I resolve each conflict?

A description of how each conflict will be resolved is required for each conflict. There is a text-box provided below the table where a presenter may describe how the conflict will be resolved.

Can I discuss unlabeled uses?

With disclosure, a presenter may discuss unlabeled uses. If "Yes" is selected, a list will populate asking how the information will be disclosed. Please select the appropriate answer.

How do I sign this form electronically?

The user may check the box provided and type his or her full name in the appropriate field. This approves all information entered above.

Conflict of Interest

Planner, Faculty and Author Conflict of Interest Statement
Having an interest in an organization does not prevent a speaker from making a presentation, but the audience must be informed of this relationship prior to the start of the activity and any potential conflict must be resolved.

In order to ensure balance, independence, objectivity and scientific rigor at all programs, the planners, faculty and authors must make full disclosure indicating whether the planner, faculty or author and/or his/her spouse family has any relationships with pharmaceutical companies, biomedical device manufacturers and/or corporations whose products or services are related to pertinent therapeutic areas.

All planners, faculty, authors and feedback specialists participating in CE activities must disclose to the audience information listed below.

ⓘ Will there be any conflicts of interest? Yes

List companies and current relationship:

Self	Spouse	Type of Financial Relationship	Indicate Applicable Manufacturer(s)
☐	☐	Salary	
☐	☐	Royalty	
☐	☐	Receipt of Intellectual Property Rights	
☐	☐	Consulting Fee	
☐	☐	Honoraria Directly from Commercial Interest of Their Agents	
☐	☐	Contracted Research	
☐	☐	Ownership Interest (stocks, stock options, or other interest excluding diversified mutual funds)	
☐	☐	Speakers Bureau	

Descibe how any conflict of interest will be resolved (e.g., signed policy statement, nurse planner / planning committee member to monitor sessions, other):
ⓘ

Number of words entered: 0 Remaining number of words available: 250

ⓘ Discussion of unlabeled uses? No

ⓘ You must disclose this information during your presentation. How will you do this?
○ Verbal statement during the presentation
○ Information provided on handouts
○ Information provided in audiovisuals (slides, overhead projector, PowerPoint, etc.)
○ Other (please describe):

Save Changes

Abstract Submission Information Form

The Abstract Submission Information Form is the third and final form in the abstract submission process.

Abstract Submission - Presentation Information

General Information

ⓘ **Submission Type** *   [Please Select One   ▼]

If submitting a Podium Presentation, and yours is not chosen, would you be willing to have your abstract considered for a Poster Presentation instead?

ⓘ **Poster Consideration** *   [Please Select One   ▼]

ⓘ **Track** *   [Please Select One   ▼]

Submission Information

ⓘ **Presentation Title** *   [Example   ]

Objectives

Please submit the objectives for your session below. For each objective, you must complete the following fields:

Objectives: List the learner's objectives in operational or behavioral terms.

Content: List each topic area to be covered and provide a description or an outline of the content for each objective. It must be more than a restatement of the objective.

Time Frame: State the time frame for each objective (e.g. 8:00 - 8:30am, 30 minutes).

Presenter: Select the Presenter/Faculty for each objective.

Teaching Methods: Describe the teaching methods, strategies, materials & resources for each objective (e.g. lecture, slides, discussion).

Evaluation Category: Select the category of evaluation for each objective: Learner satisfaction; Knowledge enhancement; Skill and attitude change.

What is a Submission Type?
The submission type is the category assigned to an abstract submission. There are several submission types, please refer to the Call for Abstracts for this information.

What is the Poster Alternative Statement?
Sometimes a selected submission is more appropriate for a Poster Presentation than a Podium Presentation due to subject matter or scheduling time constraints. In some cases, the Reviewers may wish to re-categorize an individual's Podium Presentation submission as a Poster Presentation. By agreeing to the Poster Alternative Statement during the submission process, scheduling will continue without delay.

What is a Content Track?
The "Content Category" field may or may not be available for all Submission Cycles. The "Content Category" field allows abstract submitters to request a particular Category. Reviewers will exert every effort to meet requests for particular categories. Abstract submitters may only select one "Content Category."

What is Intended Audience?
The "Intended Audience" field may or may not be available for all Submission Cycles. The "Intended Audience" field allows abstract submitters to define the workplace setting of those who will most benefit from the presentation. Abstract submitters may only select one "Intended Audience".

Objective 1

ⓘ Objective * [   ]

ⓘ Content * [   ]

ⓘ Timeframe * [   ]

ⓘ Faculty [▼]

ⓘ Teaching Method * [   ]

ⓘ Evaluation category [Please Choose One ▼]

ⓘ Add second objective? [No ▼]

What about the Title?
The "Title" is the title of the abstract. Please limit the abstract title to less than 255 characters including punctuation and spaces.

What are Objectives?
Learning "Objectives" or outcomes are statements that clearly describe what the learner will know or be able to do as the result of having attended this learning activity. Learner objectives should be concise, must be observable and written with action verbs that describes measurable behaviors. Ask yourself: "At the end of this session, what will the participant be able to do?" For example: list, identify or describe xyz. If you use higher level learning actions, e.g., create, demonstrate, or assess, ensure that your time and teaching methods support them. It is hard to do a return demonstration or write a plan in a single 60 minute session. Abstracts written without realistic measurable behavioral objectives will not be considered. *Please refer to the list of approved measurable objectives.*

What is the Content?
List each topic area to be covered and provide a description or an outline of the content for each objective. It must be more than a restatement of the objective.

What is the Time Frame?
State the time frame for each objective (e.g. 8:00-8:30am, 30 minutes).

What is the Presenter field for?
Select the Presenter/Faculty who will be presenting each objective.

What is the Evaluation Category?
Select the category of evaluation for each objective that you will be presenting:
Learner satisfaction; Knowledge enhancement; Skill and attitude change.

┌─**Abstract Presentation**──────────────────────────

ⓘ **Speaker Introduction** *

Number of words entered: 0 Remaining number of words available: 250

** **Note** ** If you have written your abstract in Microsoft Word, please copy ar
before pasting here. If you paste your abstract to this form directly from word
abstracts must be submitted as plain text.

ⓘ **Paste Abstract Here** *

Number of words entered: 0 Remaining number of words available: 250

ⓘ **Content Level** * Please Choose One ▼

ⓘ **Speaking References** *

Save Changes

How should I enter the Abstract?
Enter a description of the research and presentation in detail in the "Place Abstract Here"
field. Note: text copied and pasted from a word processing program such as Microsoft Word
or WordPerfect does not retain its formatting; particularly with bulleted lists. Please
thoroughly review each submission using the Preview Screen to identify any formatting
issues.

What is Content Level?
The "Content Level" field may or may not be available for all Submission Cycles. The "Content Level" field allows abstract submitters to define the experience level of those who will most benefit from the presentation. Abstract submitters may only select one "Content Level" type.

What are References?
Use this section to show your qualifications to speak on this topic. If you have presented on it before, please list the titles of the presentations, as well as when and where they were presented.

Submission Preview Screen

The Submission Preview Screen is the final step in the abstract submission process. The Submission Preview Screen provides the submitter with the opportunity to review the proposed submission. Please select one of the four action buttons at the bottom of the Submission Preview Screen to submit the abstract for review and consideration.

What do the different buttons do?

- **Submit**
    - Submits the abstract as-is. Upon successful upload, the Overview Screen will appear.
- **Submit and Start Another**
    - Submits the current abstract and returns the user to the Abstract Information form. The "Submit and Start Another" option allows the user to submit a second abstract without having to log back in or go through the Demographic Information form.
- **Modify**
    - Allows the submitter to modify the abstract submission. Make all necessary updates and select the "Next" button to proceed.
- **Save and Return Later**
    - Saves the abstract submission; however, <u>it does not submit the abstract for review and consideration</u>. The "Save and Return Later" option allows the user to return at a later time to make changes to the submission. Upon successful upload, the Overview Screen will appear.

My Saved Submissions

Submission ID	Abstract Title	Submission Date
AAOHN-4	asdf	July 5, 2013

[Modify Demographics] [Modify Presenter Info] [Modify Submission Info] [Retract Submission] [Submit]