

Abstract Submission Site User Tips

Registering on the Abstract Site

- Submitting authors must register for the AAP Abstract submission site. This is different from the AAP Web site.
- Submitting authors can manage multiple abstracts from ONE login.
- Co-authors are not required to register. 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.

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 Invite Button 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.

Profile completed ✓

Author Role: Co-Author

Edit Clover Schnappinger's Profile

Invite Clover Schnappinger

Remove Clover Schnappinger

- 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 – Enter Abstract Content

- Scroll down to choose your categories and enter your abstract content into the necessary fields.
- Maximum word count is 300. If you exceed the count the following message will appear at the top of the screen and you will not be able to continue with your submission.

Your form contains 1 error, see details below.

1. There is a maximum of 300 words for the abstract fields. Your total word count is 363.

- Max words per section is 150 to allow for longer individual sections.
- Click CONTINUE SUBMISSION

TASK 5 – 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. At that point all three tasks should have a green check mark. Click on Next to complete the submission.



1. Authors

Completed Monday, September 12, 2022, 3:03 PM

[Click here to add authors to this submission.](#)



2. Case Report

Completed Monday, September 12, 2022, 3:01 PM

Provide detailed information about your submission.



3. Abstract Final Review

Completed Monday, September 12, 2022, 3:03 PM

Please complete the acknowledgment for your submission.

Next

- Once all tasks are complete, you will receive the option to SUBMIT.

[Home](#) / [Abstract](#) / [Tasks](#) / [Submit](#)



ABSTRACT SUMMARY

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.



Association of Academic Physiatrists

MENTOR. DISCOVER. LEAD.