

## AAPL 2010 ONLINE ABSTRACT SUBMISSION

### FREQUENTLY ASKED QUESTIONS

#### **Q. How do I submit as a non-member?**

- A. Select “Non-Members click here to submit your abstract”, click on the “view/edit” link located under submissions, scroll to the bottom of the 2010 Call for Papers page and click “add”. Follow the system prompts to enter the submission.

Non-members, once you have drafted an abstract the system will automatically generate a log-in and password, this information will be sent to the email address you provided in your submission. Please use this log-in information if you need to go back and edit your submission. Once your submission is in the “submitted” stage you will not be allowed to go back into your submission to make changes.

#### **Q. I am a member, where do I find my log in information?**

- A. Your log-in consists of the email address and your password is your AAPL membership ID#. Note that it is the email address that the Executive Office has on file for you, if you have recently changed your email and haven’t notified the office, please do so. If you have any trouble logging in please contact the Executive Office at 800-331-1389 or by email at [office@aapl.org](mailto:office@aapl.org).

#### **Q. How do I add co-authors to my submission?**

- A. Click the first “edit” button located under “Author”, it is listed on the right hand side directly across from the primary author’s name. Click on “Author List” located on the upper right corner of the page, then click “Add” to add more author’s names and contact information. It is very important that you enter the correct contact information for your co-authors, including Name with Suffix, Address, City, State, Telephone number and Email address, as some of this information will be printed in the Annual Meeting program.

#### **Q. Our each of my co-authors required to log into the submission to agree to the disclosure statement?**

- A. No, the primary author should do that on their co-authors behalf. Once the co-author is added to a presentation the system will prompt you to re-enter their email address and answer “yes” or “no” to the disclosure statement. If this portion of the submission is not completed you will receive an error message and will not be allowed to move forward with your submission.

#### **Q. How do I send in my financial disclosure form?**

- A. The final disclosure form can be downloaded from the website at [www.AAPL.org](http://www.AAPL.org). Every author and their co-authors must complete a form for each presentation they are involved in. This form can be mailed; faxed or emailed in a PDF to the Executive Office with an authentic signature (we do not accept type or computer generated signatures). Submissions that we do not receive financial disclosure forms from will not be reviewed.

#### **Q. I am submitting a Scientific Paper presentation, how do I submit my paper?**

- A. Seven double-spaced copies of the published paper, with appropriate references must be mailed to the Executive Office or you can send in an electronic copy to [office@AAPL.org](mailto:office@AAPL.org).