

AAPL ABSTRACT SUBMISSION PROCESS

Go to www.aapl.org and click on Meetings, then AAPL Meetings. The click on the “More Information” button located near the 48th Annual Meeting box. On the right hand side of the screen under “Annual Meeting” click on “Submission for Call for Papers.”

Follow the instructions below for Member or Non-Member submissions.

Members: You will need to enter your username and password. (Your username is the email address we have on record for you and your password is your membership ID # unless you have changed it.) You must log in to submit. Please do not create a new membership record. If you need this information please contact us at 800-331-1389 or office@apl.org. Once you log in click on the view/edit button located under the “Submissions” heading.

Non-Members: You do not need a log in or password to submit, click on the view/edit button located under the “Submissions” heading.

Once you click the view/edit button it will bring you to the page with the CFP. Scroll to the bottom of the page and click “Add.”

Follow the system prompts to enter your submission.

IMPORTANT!

To enter co-authors, please use the “Author List” which is found on the same page as your contact information. To add co-authors click on the “Author List” and then click “Add”, repeat this step as necessary. Be sure to select the correct “Author Position” (1-7) for each author. This is very important as it will indicate the order in which the author names will appear in the program. To indicate primary author you must select “yes” from the drop down box in the authors contact information record called “primary” or “primary contact.” You should only select “yes” in the record of the person you want designated as the primary author. All other authors should be set as “No.”

AAPL is not responsible for the system timing out. We strongly advise that you have a backup of your submission and do not type (your abstract summary) directly in the online system. It is best to “copy and paste” to avoid the system timing out.

Only completed submissions will be considered. Do not leave any blanks, TBD, or information not yet available. That is not acceptable and will not be reviewed.

Do not provide True/False questions.

Titles should be no longer than 60 characters long. That includes spacing and punctuation. Do not exclude spacing or punctuation so your title fits in the space provided.

If you have any questions please contact the office at 800-331-1389 or at office@apl.org.