

AHQA

2002 TECHNICAL CONFERENCE

Panel Submission General Instructions

Getting Started

- Log into the Abstract Management System (AMS) : You can access the system directly at: <http://ams.cos.com/cgi-bin/login?institutionId=32944&meetingId=69> or through the 2002 Technical Conference website at: http://www.ahqa.org/tech_conf/webpages/tech_conf_main.html
- If you do not already have a Community of Science (COS) username and password, select "Create A New Account" from the log in screen and enter the requested information.
- Select "Create/Edit an Abstract" from list of the **Author Tools**.
- The next page will display any documents that are currently in draft form or have been submitted.
- Click the "Create New Abstract" button at the bottom of the page.
- Select "Panel" from the list of Abstract Types.
- Proceed following step by step instructions.

Read Instructions

- Please read all instructions carefully
- You **MUST** press the "Acknowledge and Continue" button at the bottom of the first page prior to entering your information
- Press "help desk" at the top of the page if you have any difficulty with the process

Enter and Save Data

- Enter data and press the "Save" or "Save and Continue" button at the bottom of page which will
 - Save the data for that section
 - Open the next section
- You may also open the sections on the left hand shaded menu of each screen by pressing the section title
- At every point throughout the submission process, the step you are currently completing is displayed in **bold red text**
- The submission will be marked "Draft" if you exit before completing the process, but you may edit drafts at any time before the submission deadline.
- Press the "Submit" button in the last section if a check mark exists in every section which will change the status of the abstract from "Draft" to "Submitted for Review"
- An email acknowledgement will be automatically sent to the submitting author.
- Select "Proofread" from the left hand shaded menu of the screen at any time to preview the information submitted.

Deadlines

The deadline for electronic submission of abstracts is 11:59 PM August 7, 2001 Eastern Daylight Time.

All abstracts in "Draft" may be edited at any time before August 7 After August 7, you may review your abstracts but not edit them After August 7, abstracts marked "Draft" will not be considered by the Program Committee for inclusion in the program

Author:	Enter all author information here, including both primary and presenting authors. First & Last Name Organization
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	Address City, State Zip Email (all follow-up contact will be done via email) Phone Fax
Track:	Select 1 of 8 listed tracks
Title:	Enter title of submission.
Text: Background	<ul style="list-style-type: none"> ◆ Text can not exceed 700 words (approximately 5000 characters) including spaces, and any tables and figures you add to your text. ◆ NOTE: Your abstract cannot be submitted if your text exceeds this limit! ◆ DO NOT include any author information in your Title or Text boxes. ◆ You may "copy" text from a word processing document and "paste" it in the text box. ◆ Enter "NA" or "Not Applicable" if a required field does not pertain to your submission.
Session Objectives	<p>"Upon completion of this session, attendees will be able to:" Enter 3 - 4 Session Objectives. Each objective should begin with an action verb i.e. list, identify, describe, etc. <i>Please note that objectives will be listed in the conference program as provided, therefore they should clearly indicate the scope and purpose of the session.</i> You must enter at least 3 and can enter as many as 4 Session Objectives(s).</p>
Content Description:	Describe the specific topics or issues to be covered during the session, including practical "lessons learned" that will be shared with participants. Identify the take home value of the session content for participants. Also, describe the planned session format i.e. 20 minute didactic with 35 minutes group activity, 15-minute video with 20 minute open discussion, etc. Reminder: 55-minute panel sessions should be workshop-style presentations that offer opportunity for participant dialogue and Q & A.
Financial Assistance:	Indicate any financial assistance required for non-member presenters, including: travel assistance, honorarium, etc. Note: acceptance of presentation does not guarantee financial assistance requested will be provided. <i>Type "None" if no assistance required.</i>
Equipment:	Select from list of special equipment or select NA
Keyword:	Choose at least three, but not more than five key words to allow participants to search abstracts prior to and following the conference.
Biography:	<p>Please enter a 150 word presenting author biography</p> <p>Sample: Santa Clause, PhD is Professor of Health Policy in the Department of Health Services Research at the Kris Kringle Medical School. He is editor of the <u>Elf Quarterly</u>, a highly respected journal of health care policy and a member of the Institute of Medicine of the National Academy of Sciences. His research interests include health behavior and developing better methods for using patient reports about their care and health status to evaluate the quality of medical care. Dr. Clause's current research includes a study of health related quality of life in a probability sample of US adults and a national study of how organizational characteristics affect the costs and quality of care for persons with HIV. He is principal investigator of a Health Plans Study funded by the Agency for Health Care Policy and Research to develop protocols for collecting information from consumers regarding their health plans and services.</p>