



## General Call for Participation Submission Guide

### Organizers, Before You Submit

1. **Session type: Decide** if you will be submitting either an individual or group submission:
  - a. Presentation Options for Individuals:
    - i. Individually Volunteered Paper (In-Person or Virtual)
    - ii. Flash Presentation (In-Person Only)
    - iii. Poster (In-Person or Virtual)
    - iv. Talk (Virtual Only/Pre-recorded)
  - b. Presentation Options for Groups of Two or More:
    - i. Oral Presentation Session (In-Person or Virtual)  
**\*This session type will require individual paper titles and abstracts from your fellow participants**
    - ii. Roundtable/Town Hall (In-Person or Virtual)
    - iii. Conversation/Debate (In-Person or Virtual)
    - iv. Interview (In-Person or Virtual)
    - v. Podcast (Virtual/Pre-recorded)
2. **Onsite or Online: Decide** if you will be submitting a session for virtual or in-person presentation. This decision cannot be changed after you submit as there is limited space on both the virtual and in-person program. **All participants in a session must agree on the session modality.** Blended sessions (some presenters in-person and some virtual) cannot be accommodated.
3. **Participant Profiles: Advise** all the participants on your session to be sure they have a profile created on [AAA's Community Hub website](#). They **do not** need to purchase membership, nor register for the meeting at this time. They simply need to have a profile. If they need to create a profile, they should click on the website link, and then click "Don't have an account?" under the red "Login" button and follow the steps to create their account.
4. **Collect** the names and email addresses your participants use **in the Community Hub database** in order to add them to your session. Collect any individual talk titles and abstracts, if you are submitting an Oral Presentation Session.

### Ready to Submit?

1. Visit the [2023 AAA/CASCA Submission Portal](#).
2. Click on "Log In" and you will be directed to the AAA Community Hub website. Please enter your Community Hub username and password (for AAA members, this is the same email/password for your AAA membership account) and click the red "Log In" button. If you do not yet have an account with AAA's Community Hub, please click on "Don't have an account?" under the red "Log In" button and follow the instructions to create one. You will **not** need to join the AAA nor register for the meeting at this time to proceed.
3. Once logged in, you will be directed automatically back to the submission portal.
4. On the "Dashboard" Page, please click on "Submissions" on the Submissions tile in the center of the screen. This will take you to the submissions page, where you'll see information about the General Call for Participation.
5. Once you read the information, scroll down to the bottom of the page, and click "Start a New Submission" in the bottom right corner.

6. This will open a new submission.
7. Complete each of the tabs in the submission by entering the information requested on each page and clicking save before clicking the next tab to move on. Once all tabs have been completed and saved, on the “Finalize” tab, click the check box to agree to submit, and click on the “Submit” button.
8. Once submissions are started and saved, they will appear on the “Submissions” page of your profile. You may return to and complete your submission or edit a completed submission by clicking on the submission title, on the Submission’s page of your Dashboard at any time until the portal closes on **Wednesday, March 29, 2023 at 11:59 PM ET.**

**Note: All submissions must be started in the submission site by 11:59 PM Eastern Time on Wednesday, March 22, 2023. Submitters will have an extra week to finalize and submit any submission started before March 22<sup>nd</sup>. No new submissions will be accepted following the March 22<sup>nd</sup> deadline.**