



Instructions on how to submit abstracts to the Abstract Submission System

1. CREATE AN ACCOUNT ON THE AMA WEBSITE AND ACCESS THE ABSTRACT SUBMISSION FORM AT AMA-ASSN.ORG/GO/PHYSICIANHEALTH

In order to log into the Abstract Submission System, which is on a SharePoint platform, you must first create an account on the AMA website if you do not already have one. This is standard AMA practice for accessing content on its website. All users—physicians and non-physicians without regard to residency status—are required to create an account. In addition to completing the required information, U.S. physicians, residents and medical students must also enter their date of birth and their state for authentication purposes. If you are not a physician practicing in the United States, do not select “Are you a U.S. physician, medical resident/fellow, or medical student?”. Doing so will create an error indicating that a physician record could not be found as the system authenticates all U.S.-based physicians. Once you have completed registration, you will be directed to the Abstract Submission System. Please note that you are not becoming an AMA member by creating an account on the AMA website.

Once in the Abstract Submission System, select “new item” on the left below the “Contacts” box to generate a new abstract submission form. It is important to note that once abstracts, demographic information and any supporting documentation are submitted, no changes can be made. Corresponding/submitted authors are not permitted to re-enter the Abstract Submission System to make any changes. If a change is necessary, contact ICPH staff at physicianhealth@ama-assn.org or 001 (312) 464-4043 to request a change.

2. FILL OUT “CORRESPONDING AUTHOR” AND “ABSTRACT INFORMATION” SECTIONS, INCLUDING ALL REQUIRED FIELDS.

- a. A form will open up with all the fields to input all corresponding author and abstract information. Be sure to fill out all required fields, which are designated with an asterisk.

Required fields include:

- Submission type
- Three learning objectives
- Identify any finding source(s)
- Identify if this presentation is related to a commercial or for-profit activity
- Identify if this is your first time submitting an abstract to the ICPH. If no, please indicate what ICPH conference you submitted an abstract to, along with the title
- Identify if this abstract has been presented/ submitted at another event or for publishing. If yes, please elaborate

3. AFTER FILLING OUT THE CORRESPONDING AUTHOR INFORMATION, ATTACH YOUR ABSTRACT AS A DOCUMENT ALONG WITH ANY RELATED SUPPORTING MATERIALS.

- a. To attach abstracts and supporting documents, select “Add Attachment” located within the form.
- b. Choose the appropriate file(s) from your system to attach abstracts and supporting documentation. When attaching documents, please use the following naming convention, which will allow ICPH staff to ensure all materials are



attached to the appropriate abstract. In order to ensure blind review, do not include any author names on the abstract itself or on any of the supporting materials:

- One to three words (no spaces) describing abstract
- Designate if attachment is the abstract itself or supporting material

Example: A researcher is submitting an abstract entitled, "How meditation can reduce stress." They are submitting four files/documents: an abstract and three pieces of supporting material. Four file names are needed and are to be structured as follows:

Ex 1: meditationstress_abstract

Ex 2: meditationstress_supporting1

Ex 3: meditationstress_supporting2

Ex 4: meditationstress_supporting3

4. ADD DEMOGRAPHIC INFORMATION FOR ALL CO-AUTHORS IN THE APPROPRIATE FIELDS.

- a. To add multiple authors, select "Add Author" underneath the co-author demographic information and fill in the appropriate fields.
- b. In order to ensure blind review, do not include any author names on the abstract itself or on any of the supporting materials.

5. WHEN ALL INFORMATION IS COMPLETE, SELECT "SUBMIT" AT THE BOTTOM RIGHT OF THE PAGE TO SUBMIT YOUR ABSTRACT.

- a. After you complete your submission, print out the "Thank you" page confirming that your submission was successfully received. Keep a copy of this receipt for your records, along with a copy of the submission documents.
- b. Once abstracts, any supporting materials and other demographic information are submitted, no changes can be made. Submitting authors are not permitted to re-enter the Abstract Submission System to make any changes. If a change is necessary, contact us at physicianhealth@ama-assn.org or 001 (312) 464-4043 to request a change.



Frequently asked questions

How will I know if my abstract was submitted?

After you complete your submission, print out the "Thank you" page confirming that your submission was successfully received. Keep a copy of this receipt for your records, along with a copy of the submission documents.

Can I make any changes to any part of my abstract submission (e.g., demographic information, edits to the abstract document, addition or deletion of supporting material)?

No. Once all information (abstracts, supporting materials and other demographic information) is submitted and saved in the Abstract Submission System, it cannot be changed. If a change is necessary, contact ICPH staff at **physicianhealth@ama-assn.org** or **001(312) 464-4043** to request a change.

If I am submitting more than one abstract, do I need to enter in all of my demographic information again?

Yes. If an author is submitting more than one abstract, they will be required to fill out the demographic information with each new abstract submission. Demographic information is tied to each individual abstract, not to the corresponding/submitting author themselves.

When will I be notified if my abstract was accepted?

Acceptance or decline of the abstract will be communicated via email to the corresponding/submitting author by April 2016. If you need to get ahold of ICPH staff prior to this notification, contact us at **physicianhealth@ama-assn.org** or **001 (312) 464-4043**.

When can I register for the conference and book my hotel room?

Registration for the conference, as well as when you can book your hotel, will start in the spring of 2016. Check the 2016 ICPH conference website at **ama-assn.org/go/physicianhealth** for updates. You can also email ICPH staff at **physicianhealth@ama-assn.org** with the subject "Include me on the ICPH list serv" to receive an announcement of when conference registration opens, along with other important conference-related updates.