

General Instructions

1. All presenters must be available to present during **all dates** of the conference.
2. Submissions must meet all the requirements of the proposed category. Requirements are category specific and the information each category requirements can be viewed on the website. Incomplete submissions will not be reviewed.
3. Do not submit the same proposal in more than one category (i.e., poster and 20 minutes research presentation).
4. Acknowledgement of receipt of submissions will be emailed to the lead presenter automatically after you complete your submission. Letters of acceptance will be emailed to the lead presenter after the peer review process is completed.
5. All presenters must pay the registration fee. Travel and/or honoraria is not included.
6. Presenters may not use any conference presentation to market products or services; exhibit space and literature displays are available for that purpose.
7. The conference will provide one data projector and laptop computer in each presentation room. Presenters should bring their presentation to the conference on a USB data key.
8. **Please make sure you have your CV and headshot photo (should you want the photo featured on our conference mobile application) ready for upload before beginning the submission process. Also note that completing the online Continuing Medical Education Disclosure form during the submission process is required.**

Using the Submission Portal

1. Enter your first name, last name, and email address and click the “Search” button. If you have submitted to ACCJH before, the system will find your name. Click the radio button next to your name and start the application.
2. If you have not submitted to ACCJH before, you will need to create a new registration.
3. Enter all information in upper/lower case and **do not** use abbreviations.
4. Fields in red indicate required fields.
5. When acknowledging the CME Disclosure Form, click on the calendar icon to the right of the text box and click today’s date.
6. Headshots are **not required** to submit an abstract and are not accessed by the peer review committee. Headshots are used on the conference mobile application if the presenters have given prior permission to do so.
7. Pay attention to word counts in each of the fields as the system will not allow submissions beyond the maximum word count.