



Executive Call for Participation Submission Guide

Organizers, Before You Submit

1. **Session type: Decide** if you will be submitting either:
 - a. an Oral Presentation Session, which includes 4-7 presenters and must list a session title and abstract as well as the names of each presenter and their individual talk titles and abstracts
 - b. a Roundtable/Town Hall Session, which includes 4-7 presenters and only a session title and abstract, **no individual talk titles and abstracts**
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 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 Executive 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, January 25, 2023 at 11:59 PM ET.**