



2024 Executive Call for Participation Submission Guide

Organizers, before you submit, please review the following.

Important Dates

Executive Call for Participation will open **Thursday, February 8** and close **Friday, March 15, 11:59pm ET***.

The accept/decline notifications will be sent **the week of April 8***.

Updated deadlines! The Executive CFP will stay open until Friday, March 15, 11:59pm ET.

Accept/decline notifications will be sent the week of April 8.

Session Type

The session types available for the 2024 Executive Call for Participation are:

1. **Oral Presentation Session** – includes 4-6 presenters and must list a session title and abstract as well as the names of each presenter, their individual presentation title, and abstract. In order to complete your oral presentation submission, you must upload all individual presentation titles and abstracts.
 - The only modality for this session is in-person.
2. **Roundtable/Town Hall Session** – which includes 4-7 presenters and only a session title and abstract, no individual talk titles or abstracts.
 - The modality options for this session are in-person or virtual live.

*Once you select your submission type and modality, you will not be able to change the type or the modality. There is limited space on the virtual and in-person program. All participants must be able to participate based on the modality and submission type. Hybrid/blended sessions (some participants in person and some virtual) will not be accommodated.

Session Roles

Organizer – each session type will have an organizer. The organizer is responsible for the following;

- Create and submit the session proposal through the submission portal.
- Communicate registration and membership requirements to all session participants.
- Confirm all speaker tasks are completed by each session participant by the deadline.

- Leading up to the Annual Meeting, communicate any plans to meet at the session room to all session participants.

**New for 2024! To recognize the collaborative work that takes place in creating and developing sessions throughout the submission process as well as presenting at the Annual Meeting, we now can have the ability to assign a maximum of two organizers per group submissions.*

Chair – Only oral presentation sessions will have a chair. The chair is responsible for the following;

- Supervise the session
- Introduce each paper, author, and discussant to the audience
- Manage time for presentation.

Discussant – The discussant role responsibilities for each session type are:

- Oral Presentation Session – 1 to 2 discussants are assigned to the session.
 - Review all the paper abstracts within the submission prior to the annual meeting.
 - During the session, highlight and integrate contributions of the various presenters' abstracts.
 - Use expertise to provide general commentary on individual papers within the session, how they relate to each other, and how they help to advance the topic.
 - Plan on discussing the session for 10-15 minutes, depending on available time.
- Roundtable/ Town Hall – 1 discussant is assigned to a roundtable.
 - Serve as a moderator.
 - Introduce the panel to the audience.
 - Use expertise to guide the direction of the discussion between presenters and audience members.
 - Lead the question-and-answer portion of the session.

Presenters – oral presentation sessions and roundtable/ town hall sessions will have 4- 6 presenters. The presenter's role in each session type are;

- Oral Presentation Session
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.
 - Communicate any changes to the session organizer.
 - Provide a copy of your paper to the session discussant.
 - Become a member of AAA, if you aren't one already.
 - Register for the meeting.
 - At the meeting present findings through slide presentation.
- Roundtable/Town Hall
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.
 - Communicate any changes to the session organizer.
 - Work with other roundtable presenters to share ideas on a single topic.
 - Provide a brief opening statement.

Participant Profiles

All participants on the submission must have a profile created on AAA's Community Hub website. Please confirm that all session participants have an AAA profile. If they do not have a profile, they will need to access [AAA's Community Hub](#) and click on "Don't have an account?" to create a profile. When creating a profile, please use an account that you will have continued access to. Creating a profile in the AAA system allows for you to add the colleague to your submission. After searching for your colleague, please make sure you are selecting the correct person.

Character Limits

The following are character limits for sections of the executive submission.

- Submission titles – 150 character limit (includes spaces)
- Submission abstracts – 3,000 character limit (includes spaces)
- Paper abstract titles – 150 character limit (includes spaces)
- Paper abstracts – 1,500 character limit (includes spaces)

Ready to Submit?

1. Visit the [2024 AAA 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.
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 a submission is started, it 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 **Friday, March 15, 2024 at 11:59 PM ET***.
 - **Please make sure to finalize your submission anytime you make any changes.**