



2024 General Call for Participation Submission Guide

Organizers, before you submit, please review the following.

Important Dates

The General Call for Participation will open **Wednesday, March 20** and close **Friday, April 26, 11:59pm ET**.

Session Type

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

Individual Presentation Options –

(Flash and Poster sessions will be placed in session timeslots that are 90 minutes. Talk sessions are 15 minutes).

- Flash Presentation Session** – This presentation is a rapid-fire performance of a current project/research. Flash presenters will be combined in a session block with 6-8 other flash presenters who will present on a variety of topics. Each flash presenter will have 6 minutes to present.
 - The modality options for this session are in-person or virtual live.
- Poster Presentation Session** – Poster sessions require a visual presentation of your research. You will be provided with a board to display your materials. There are two poster sessions time slots that will not compete with other scholarly sessions.

**New this year! We will be hosting a poster session happy hour on Thursday evening, and poster session coffee break on Friday morning. These poster sessions will not compete with scholarly programming and will be held in the exhibit hall allowing for more space to accept additional sessions and reach a wider audience.*

 - The only modality for this session is in-person.
- Talk Presentation Session** – Talk sessions are all pre-recorded and placed in the on-demand library for attendees to access at any time once the meeting starts. Talk presenters must provide a link to their recorded presentation in the Speaker Resource Center by September 27, 2024, 11:59pm ET.
 - The only modality for this session is pre-recorded.

Group Presentation Options – (All group sessions are 90 minutes long)

- Oral Presentation Session** – This session includes 4-6 presenters and Organizers must list a session title and abstract for the entire session, as well as the names of each presenter, their individual presentation title, and individual abstract during submission.
 - The only modality for this session is in-person.

2. **Roundtable/Town Hall Session** – This session includes 4-7 presenters and requires a session title and abstract for the entire session; no individual talk titles or individual abstracts are needed. Roundtable/Town Hall sessions allow participants to discuss and share ideas with each other on a topic of shared interest with the aid of a discussant.
 - The modality options for this session are in-person or virtual live.
3. **Conversation/Debate** – This session includes 4-7 presenters and requires a session title and abstract for the entire session; no individual talk titles or individual abstracts are needed. Conversations are a less formal discussion of a topic or person. The debate is a traditional-style debate with a moderator (discussant role).
 - The modality options for this session are in-person or virtual live.
4. **Interview** – This session includes 2-4 participants, one of which serves as the host who interviews the other participants in a lively discussion.
 - The modality options for this session are in-person or virtual live.
5. **Podcast** – This session is pre-recorded and placed in the on-demand library for attendees to access at any time once the meeting starts. Podcast presenters must provide a link to their recorded presentation in the Speaker Resource Center by **September 27, 2024, 11:59pm ET**.
 - The only modality for this session is pre-recorded.

**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 this year, we will have the ability to have a maximum of two organizers per submission.***

Chair – The only session type with this role is the oral presentation session. The chair is responsible for the following:

- For Oral Presentation Sessions –
 - 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.
- Conversation/ Debate – (1-2 discussants):
 - Serve as moderator in a traditional style debate.
 - Introduce presenters to the audience.
 - Used prepare questions to guide the conversation or debate.
 - Lead the question-and-answer portion of the session.

Presenters – each submission type will have a presenter role:

- Oral Presentation Session (4 – 6 presenters per submission)
 - 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 (4 – 7 presenters per submission):
 - 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 (3-5 minute) opening statement.
- Conversation / Debate (2 -3 presenters per submission):
 - Answer questions posed by moderator.
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.
- Interview:
 - Conduct an interview.
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.
 - If a virtual modality is selected, provide an open access link to the pre-recorded interview, housed in the cloud service of your choice.

- Poster (1 presenter per submission):
 - Prepare and present research or current work through visual display.
 - During session time be available near your poster to answer questions and discuss your work with fellow attendees.
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.
- Flash (1 presenter per submission):
 - Present current projects or concepts within a 6-minute timeframe.
 - Be available after your presentation to engage with the audience and answer questions.
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.
- Talk (1 presenter per submission):
 - Present findings through a pre-recorded visual presentation.
 - Provide an open access link to the pre-recorded interview, housed in the cloud service of your choice.
 - Leading up to the meeting, complete all tasks assigned in the Speaker Resource Center.

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 make use to use an email address 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 and not someone else with a similar name.

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, April 26, 2024, 11:59pm ET.**

- **Please make sure to finalize your submission anytime you make any changes.**