# Abstract Submission: Panel

1. Select 'Begin a Submission' under Panel



2. You will be asked to log in with your existing AAPOR username and password.

If you do not have one, please return to aapor.org to set up an account.

**You will NOT be able to set up an account through the submission process.**

3. Select appropriate track, and select 'Save'



4. Complete necessary information and select 'Save'.

5. Select up to four pre-populated keywords then click 'Submit'. At least one keyword is required.



6. Enter the abstract text which should not exceed 300 words. Select 'Save and Continue'.



7. Input the first of the author to see if they are already in the system and click 'Search'.

8. If the person you are looking for is listed, simply click the radio button. If the person you are looking for isn't listed, select 'Not Found- Enter New Name'.
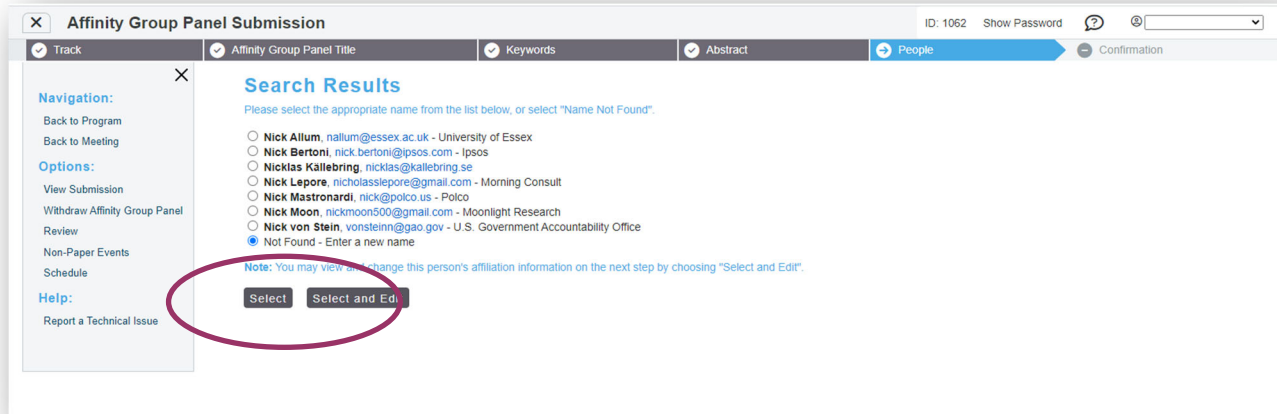


9. Add in the necessary information, and select 'Save and Continue'.
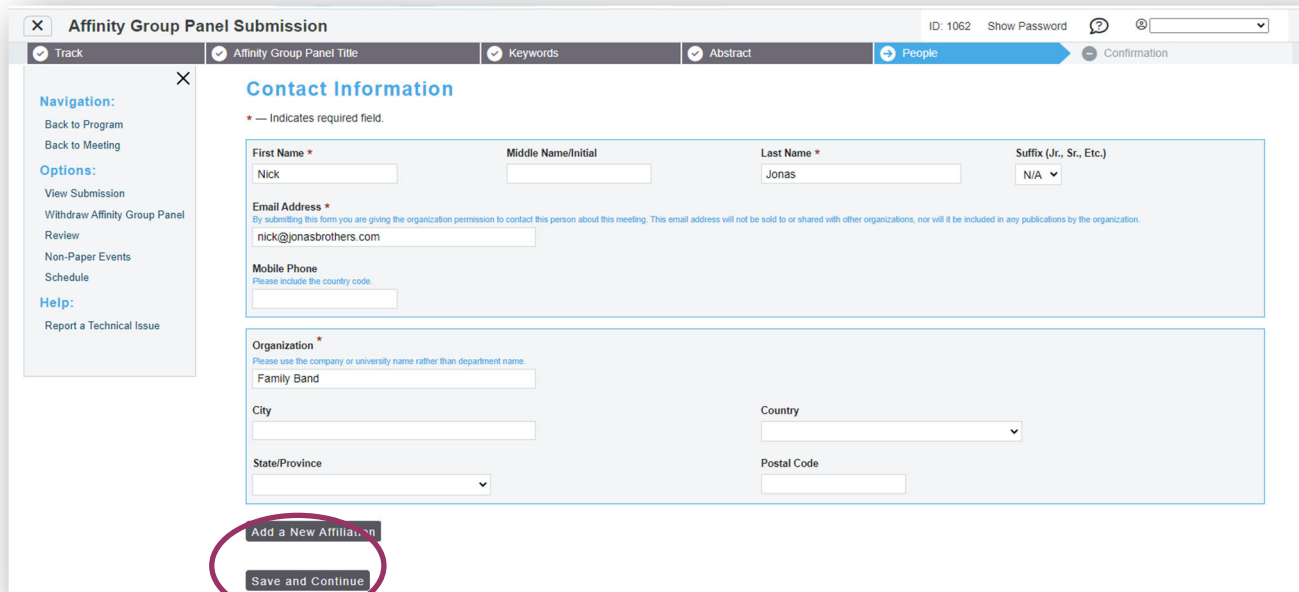


10. Continue to add all panelists repeating steps 7 through 9.
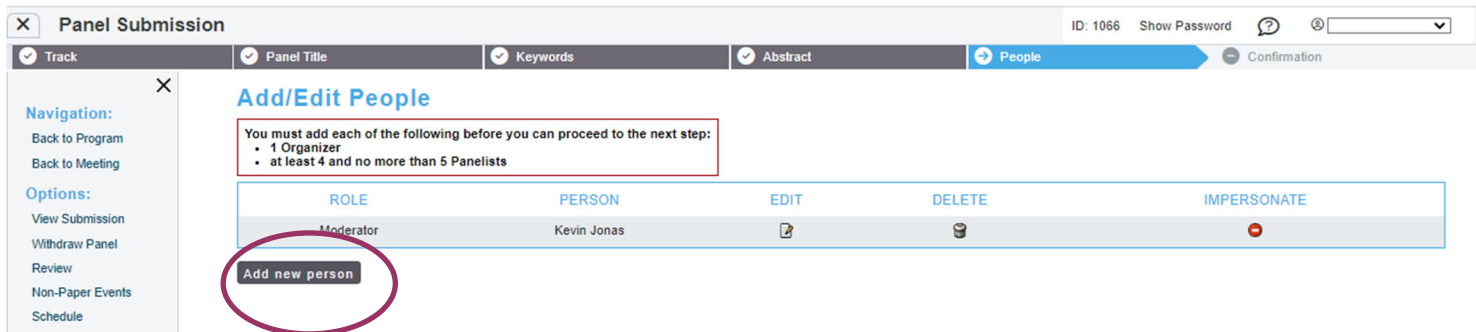
11. Once the panelists are entered, the submitter will enter the details for the papers in the panel. Begin by clicking the paper icon next to each paper.



12. A popup will appear asking for the panelist's track information for their paper. Select 'Save'.

13. Complete the necessary information and select 'Save'.



14. Add at least one keyword (but no more than four) and select 'Submit'.

15. Enter the abstract text which should not exceed 300 words. Select 'Save and Continue'.



16. Once the panelist's information has been added, select 'next step: Agreement & Disclosures'.



17. The submitter will click 'Not Answered' and complete the agreement and disclosure on the panelist's behalf.

**18. The submitter will complete the form on the panelist's behalf and click 'Submit'.**

## Laurie Partridge

**Financial Disclosure**

It is the policy of AAPOR to ensure balance, independent, objective, and scientific rigor in all its activities. To this end, all conflicts of interest or perceived conflicts must be disclosed. All authors of an AAPOR conference presentation must disclose (here and at the beginning of their presentation/poster) that the individual(s) either.

1. Have no financial interest or relationship with a commercial survey organization or client that would benefit from the research results presented OR

2. Have a financial interest with a commercial survey organization that could benefit from the research results presented.

It is not necessary to disclose relationships with non-profit organizations or propriety entities that do not relate to survey or polling products or survives or could benefit from the research findings. Relationships of immediate family members with propriety entities relating to survey or polling products should be disclosed if they are of a nature that may influence objectivity of the individual in a position to control the content of the AAPOR presentation or poster. If you are employed by a survey organization and that is your only financial connection, this will be disclosed as your affiliation, and you should choose "no financial interest to disclose."

Do you have relevant financial interest(s) related to survey or polling products or services or clients? *
○ Yes   ○ No

You must disclose the names of the organizations with which you have this relationship, the nature of your relationship, and the clinical or research area involved.

| Organization Name: | Relationship: | Delete: |
|---|---|---|
| | | 🗑 |

[Add another row]

☐ **Speaker Release Policy**
　Click here to download the AAPOR Speaker Release form. Please mark the box to indicate you have read and understand the AAPOR Speaker Release Policy.

☐ **Please mark the box to indicate that your presentation will abide by requirements of the AAPOR Code of Professional Ethics Practice. Click here to review the Code.**
　I have read and agree that my presentation will abide by the Code of Ethics.

☐ **Speakers are responsible for their registration fees**
　I accept that I am responsible for conference registration fees if I am selected to present my proposal, and that I must be registered to attend the conference.

☐ **Abstract is ready for review**
　I accept that I am responsible for checking my abstract for typographical errors and the information I submit is ready for review. All changes to my submission need to be completed before the submission deadline (which is Friday, November 4, 2022, 11:59 PM Eastern).

☐ **I am the Primary Contact Person**
　I accept that, as a submitter, I am the PRIMARY contact person and am responsible for notifying all other participants of acceptance, rejection, scheduling and any other information by AAPOR.

Required Signature: * [_____]
Electronic Signature must match: *Laurie Partridge*

[Submit]

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**19. Once completed, the 'Not Answered' will become 'Answered'. Select 'Save & Continue'.**

| ☰ | **Paper Submission** | | | | | ID: 1131   Show Password   ⑦   ⑧ [____▾] |
|---|---|---|---|---|---|---|

| ✓ Track | ✓ Title | ✓ Keywords | ✓ Abstract Text | ✓ Author | ✓ Agreements & Disclosures | ✓ Confirmation |
|---|---|---|---|---|---|---|

### Agreements & Disclosure

### Add or Edit

Click on the hyperlink in the "Agreements & Disclosure" column to complete the required conference agreements.
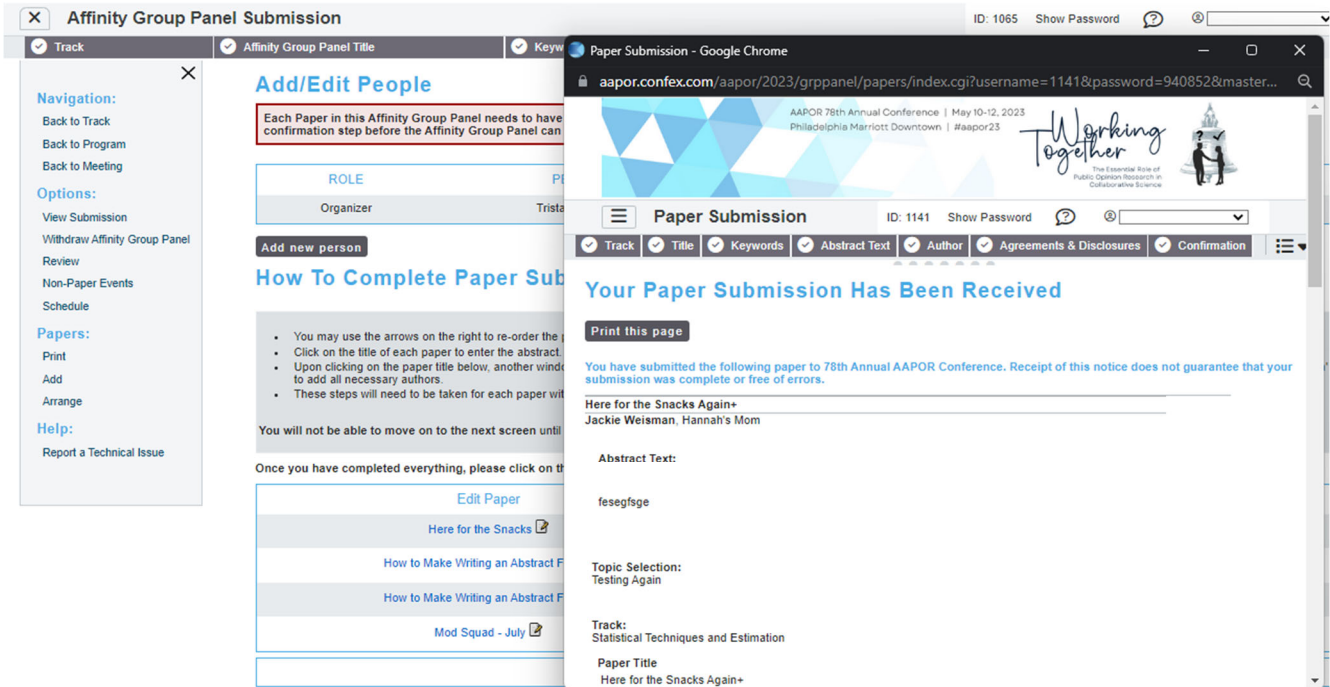
The presenting author must complete their agreements to move to the next step.

| Person | Role | Agreements & Disclosure |
|---|---|---|
| Laurie Partridge | Presenting Author | Answered |

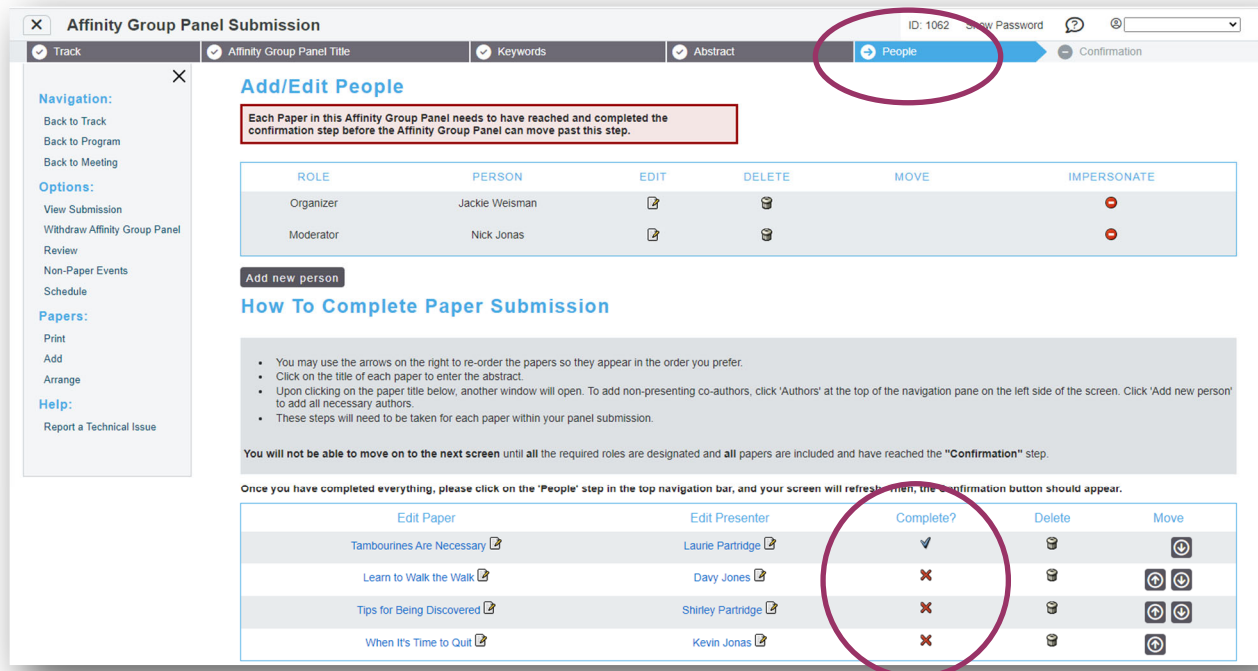[Save and Continue]

20. Once the paper information is added and the agreement and disclosure is signed, a confirmation will appear. Repeat steps 12-19 for each panelist.



21. When returning to the People page of the submission form, you must click 'people' on the top tool bar to refresh the information. If the paper information is complete, the X will become a checkmark.

22. When **all forms** are complete, select 'Next step: Confirmation'.
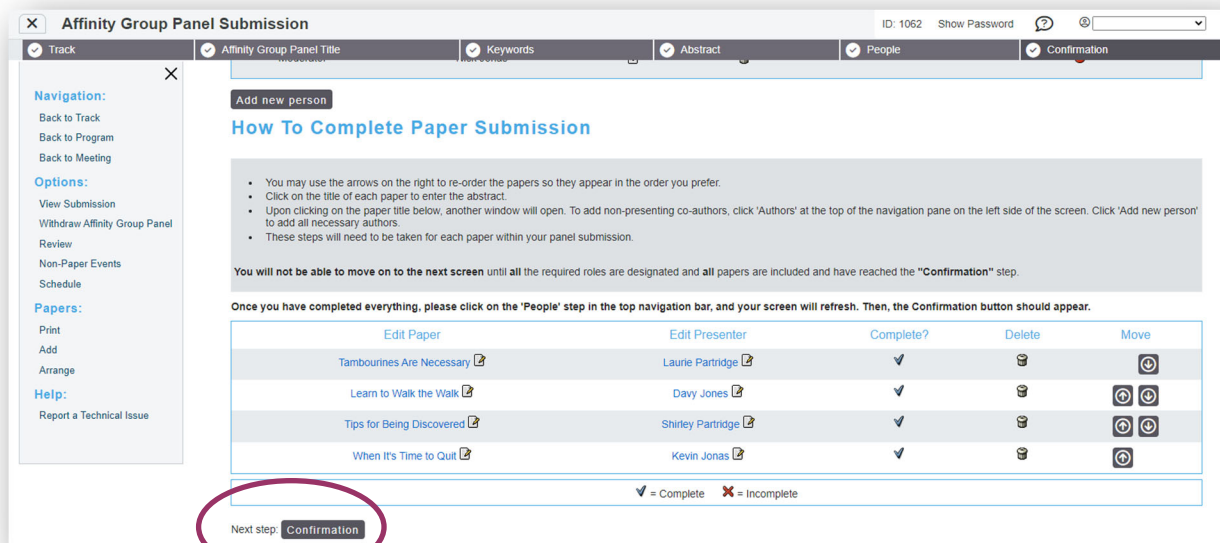


23. A confirmation page will appear and a copy will be sent to your email address. Please review for accuracy and make changes at any point prior to the deadline. To access the submission, use the link provided in the confirmation email.
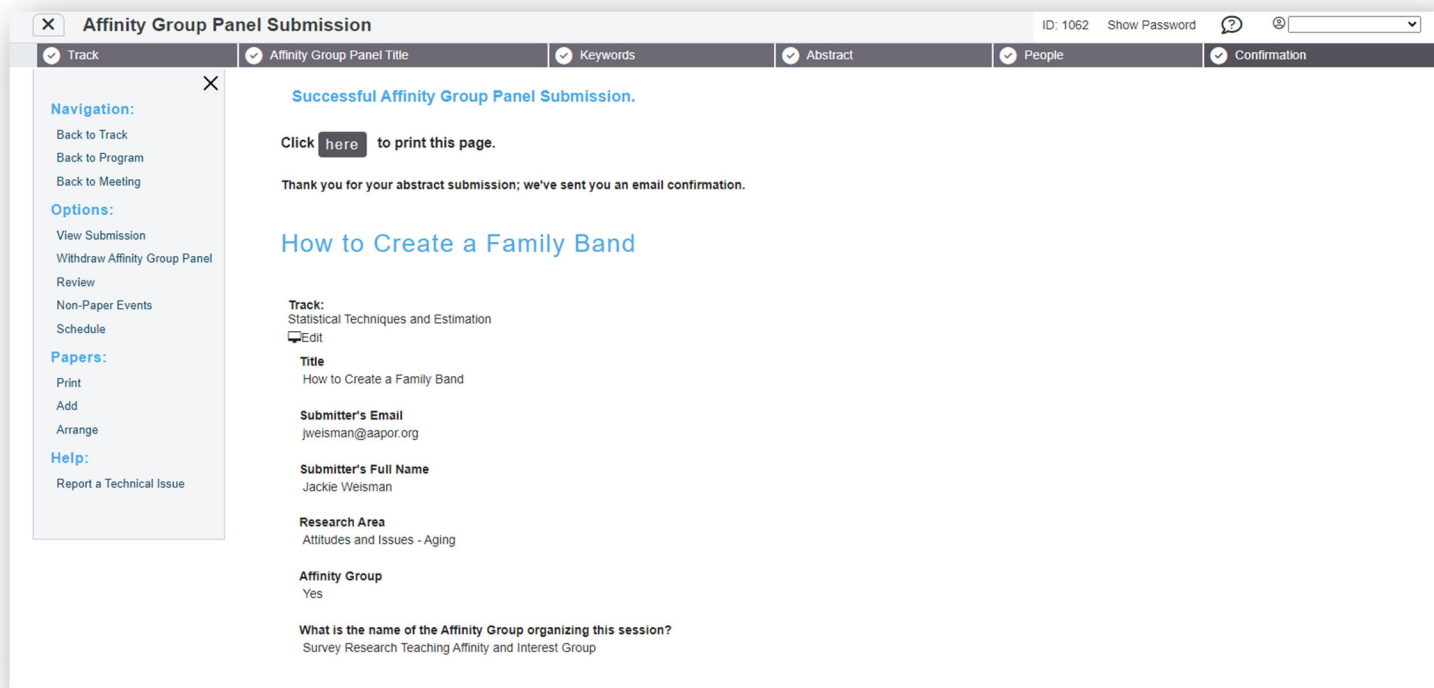


For any questions during the submission process, please contact:

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