**SHA 2019 ABSTRACT SUBMISSION - TIPS AND GUIDELINES**

**ALL USERS:**

1. **Go to** [**www.conftool.com/sha2019**](http://www.conftool.com/sha2019) **and click on the link for “Register New” under the green Account Log In bar.** User accounts are not carried over from one conference to the next, so you must create a new user account for the 2019 Conference.
2. **Pay the $25 non-refundable per abstract submission fee by clicking on “Submission Fee Purchase and Payment.”**

You will not be able submit your abstract or view the list of submitted symposiums without paying the $25 fee.

1. **Submit your Abstract by clicking “Your Submissions.”**

Abstracts should be **no more than 150 words**.

Please be sure to check the spelling, capitalization, and grammar in your abstract. Your abstract will appear in all printed materials exactly as it was entered. If you have co-authors on your paper or are submitting an abstract for a symposium or forum, check with each individual first to be sure you are entering their name as they wish it to appear (Joseph B. Smith vs. Joe Smith vs. J. B. Smith) and the email they will be using (work email vs. personal email).

NOTE: ConfTool uses email addresses to check for users and individual roles. It is very important that **only one email address be used for each individual** in ConfTool so that the conflict checker can work properly.

**TO SUBMIT AN ABSTRACT FOR AN ORGANIZED SYMPOSIUM:**

1. Follow steps 1, 2 and 3 above. Pay only the $25 non-refundable abstract submission fee and submit only the Symposium Proposal abstract.

List the presenters in your symposium in the order you want them to present in your session. Be sure to check with each individual first to ensure you are entering their name as they wish it to appear (Joseph B. Smith vs. Joe Smith vs. J. B. Smith) and the email they will be using (work email vs. personal email).

Use the “Outline Structure of Session or Forum” field in ConfTool to provide specific session requests, i.e. the amount of time needed for your session, where breaks should be placed, order of discussants, etc.

1. Once you have submitted the Symposium abstract, the Program Chairs will then accept your proposal in ConfTool (allow 24 to 48 hours for this to occur) and mark your record “allowed to submit,” enabling you to submit a paper or introduction abstract to your own symposium at no additional cost.

**TO SUBMIT AN ABSTRACT TO AN ORGANIZED SYMPOSIUM:**

1. Follow steps 1, 2 and 3 above.
2. Select the correct symposium from the dropdown list. If you do not see the symposium listed, contact the symposium organizer to ensure that the symposium has been entered into ConfTool and accepted and that you have the correct title for the symposium.

NOTE: Submitting your abstract to a general session and sending an email to the Program Chairs indicating that your paper should be added to a symposium is not the correct way to submit to an organized symposium and does not guarantee proper placement.