



## 2017 ACRM Abstract System Q&A

### **Q: Do profiles have to be recreated in 2017?**

A: If you created a profile in the 2016 Annual Conference System, you have been emailed your username and login. If you did not create a profile in the 2016 Annual Conference System, you will need to create a new profile.

### **Q: Do I need to add all of my co-presenters to my proposal?**

A: Yes, all presenters must be added to the proposal at the time of submission.

### **Q What if I don't know my co-presenter's information?**

A: If you do not know your co-presenter's information, please add their name, email and presenter role in the system. You can click on the blue button next to their name. This will send an email to inform them that they need to fill out their information.

### **Q: Why are all presenters required to answer all questions and provide bio and?**

A: In order to acknowledge all presenters of a particular session in the conference program, on the conference app and in any marketing material, all questions for each presenter are required. If questions and CV, bio and disclosures are not captured, only the primary presenter will be acknowledged for each individual session and any additional presenters cannot be listed.

### **Q: When will I need to submit my CV, education information and disclosures?**

A: You will need to submit your CV, update your education information and submit your disclosures after your proposal has been accepted. You will receive an email with further information at that time.

### **Q: Why is it important to provide accurate information for myself and my co-presenters?**

A: All information collected within the system will be used for CE purposes or marketing purposes. Please ensure it as accurate as possible.

## Benefits of this new abstract system to Attendees and Presenters

- Less information is now required for initial proposal submission.
- System includes a quick-reference list of outstanding tasks needed for each submission.
- Each presenter may enter their own profile details.
- A separate Presenter Management portal provides accepted presenters access to all of their submissions at once with easy-reference lists of outstanding tasks due for each
- Basic presenter profiles have already been uploaded for everyone who presented at the 2016 conference in Chicago. All presenters will be listed and searchable within the conference app

- All presenters will be recognized and listed as a co-presenter/co-author for each presentation
- We are able to provide CME/CEU for 15 disciplines to our attendees. Each discipline requires different information and all information needs to be captured in each profile.

**Questions?**

We are here to help. Please contact Maegan Criscione – [meetings@acrm.org](mailto:meetings@acrm.org).

Thank you for supporting the ACRM mission to IMPROVE LIVES through interdisciplinary rehabilitation research.