



## Abstract System Frequently Asked Questions

- 1. I am trying to login but I am receiving the message “account expired”. What is wrong?**  
Unfortunately, your dues were not renewed by the deadline. Send an email to [exec@aadprt.org](mailto:exec@aadprt.org) and request that your account be deleted so you may create a new account and pay by credit card.
- 2. I am having a problem with the information saving when I click “save” or “save and next”. What is wrong?**  
Likely the cause is Internet Explorer. The system, like others, works best when you use Chrome. We have discovered that many institutions have firewalls in place that cause the system to not perform as expected. In this instance, we recommend submitting on a home computer.
- 3. I am getting an error message, what is wrong?**  
Check your scientific citations. If you do not have any spacing between numbers and parentheses, the system might think you are writing code. Add spaces or the word “page” where appropriate and try again.
- 4. After I submit my materials, can I go back into the system and upload other documents?**  
A submission can be saved at any point along the way and edited at a later time (including uploading other documents). But once “submit” is clicked, the submission can no longer be edited. A warning box appears with this message when the submit button is clicked, allowing you to cancel the submission and click “save” instead.
- 5. How many workshops may I submit?**  
There is no limit to the number of workshops or posters you can submit. However, on a practical level, the maximum number of workshops you can present is three as there are three workshop sessions. Although we will make every attempt to not have presenters' workshops at the same time, we cannot guarantee this.
- 6. What materials should I have ready to upload before I begin?**  
CV and disclosure for each presenter/participant (maximum of five) MUST be uploaded with the submission. Additional presenters or changes will not be considered after the submission has been made. DO NOT SUBMIT BLANK DOCUMENTS. Abstracts submitted with blank disclosure forms or CVs will be rejected.
- 7. Why are there restrictions on the number of presenters?**  
AADPRT's experience with workshops has generally been that more than five presenters creates an overly cramped and less effective workshop so the maximum number of presenters has been set at five.
- 8. Can I submit a workshop and a poster that draw on the same material?**  
Yes. However, if the workshop is accepted, the poster will generally not also be accepted, as we will aim to increase the diversity of the presentation content at the meeting.
- 9. Does the workshop need to be related to the theme of the meeting?**  
No. While workshop submissions that develop the meeting theme are appreciated, we review and accept workshops whose content does not explicitly touch on the meeting theme.



**10. Should I feel intimidated if I have never submitted a workshop to AADPRT (or any meeting) before?**

No! We welcome and encourage first time presenters. AADPRT workshops have long been a terrific opportunity for junior faculty to get their first experience in academic presentations. We hope to see new faces presenting each year. It is a good idea though to seek out mentorship from more seasoned AADPRT members about your proposal prior to submission – the AADPRT mentorship program can be a resource, or the Listserv, or you can contact one of the members of the Program Committee.

**11. I cannot find an AADPRT member in the system. Why not?**

If you cannot find someone you have known to be an AADPRT member in the database, it would be because they are not current on dues. Move forward by adding them as a non-member (or encourage them to renew).

**12. Do I need to join with folks from other institutions in submitting a workshop, or is a presentation from just one program's faculty acceptable?**

Both formats can lead to terrific workshops. Joining colleagues from other programs is especially valuable when you are presenting 'best practices' approaches to a problem in residency training and you do not have a great deal of data demonstrating the value of any one approach.