



Annual Meeting Frequently Asked Questions

Special Circumstances for 2024 Meeting:

1. **COVID-safe protocols will be in place for the meetings and within all CDC guidelines for the city we are in.**

2. **Will there be a virtual option for the people that cannot attend?**

No, at present, we do not offer virtual participation options. However, if you wish to arrange a virtual presentation using your own resources, please contact a participant in your session to coordinate the details.

Submissions and Presentations

3. **What information do I need before submitting a paper or session?**

- Your name, contact information, co-authors information, title of your presentation and an abstract.
- If your co-authors are not in the ASC system, you also need their contact information.

All abstracts must be submitted on-line through the [ASC submission](#) website. On the site you will be asked to indicate the type of submission you wish to make. Your submission choices include: (1) Thematic Panel, (2) Individual Paper Presentation, (3) Poster Presentation, (4) Roundtable Submission, and (5) Author Meets Critics.

A typical abstract will summarize, in one paragraph of 200 words or less, the major aspects of your research, including: 1) the purpose of the study and the research problem(s) you investigate; 2) the design of the study; 3) major findings of your analysis; and 4) a brief summary of your interpretations and conclusions. Although not all abstracts will conform to this format, they should all contain enough information to frame the problem and orient the conclusions.

Additional information can be found on the [Guidelines for Annual Meeting Participants](#) on the ASC Annual Meeting website.

If you have any questions or concerns, please email meeting@asc41.org.

4. **Can I submit the same abstract to more than one category of the program?**

No.

5. **Deadlines for submission?**

Please see [Call for Papers](#) on the ASC Annual Meeting website

6. **What if I forget my username and password for the ASC abstract submission site?**

If this is your first time submitting work this year, you will need to create a new profile on the [ASC submission site](#). Note: it is not the same as your ASC membership information.

If you've already submitted this year and forget your username/password, ***DO NOT*** create another profile. Instead, use the password reset function on the submission site or contact meeting@asc41.org for assistance.



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Creating duplicate profiles can lead to scheduling conflicts. While ASC will attempt to merge duplicate profiles, it's not guaranteed, and a decision must be made which one to keep in the program.

7. What if I want to make changes to author information, title or abstract after I have submitted my proposal?

The person who originally submitted the work is the only one that can make changes. To do so, log into the [submission website](#) with the username and password you created during the initial submission. Changes can be made up to the submission deadline.

After the submission deadlines, please email meeting@asc41.org if you have other changes that must be made.

8. Will I receive an email of acceptance on the submission I am listed on?

Yes, acceptance emails will be sent to all participants near the end of June. A submission confirmation email is sent to the submitter at the time the submission was placed in the submission system. If you have not received an acceptance email or have questions, please email meeting@asc41.org.

9. How do I find where and when I appear on the program?

Before the November meeting, you can access details about presentation dates and times via the ASC Online Program, which will be available on the ASC website by late July. Please note that by participating in the Annual Meeting program, you consent to having your name, affiliation and/or email address will appear in the program in all its versions.

10. Can I change the time and location of my presentation after it is scheduled?

No, changes to presentation time and location are not allowed due to scheduling complexity and potential impact on others. If you submit, please be available for all meeting days and times as scheduled.

11. Will the session rooms have internet for presenting?

Yes, internet will be available.

12. I will need special equipment for my presentation. Who can assist me in obtaining equipment?

Screens, LCD projectors & laptop connections (HDMI/Mac dongles) will be available in all meeting rooms except for roundtables and poster sessions. Overhead projectors, computers, monitors, and VCRs/DVDs are not provided.

*If you need other equipment (e.g., laptop, speakers, virtual meeting tools), please inform the ASC office prior to September 1st, so we can verify the session's time frame to determine its feasibility. Any special equipment can be ordered through the hotel and will be at your expense.

13. I do not have access to a computer or the internet. How can I submit an abstract?

You must have access to a computer and the internet to submit an abstract.



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14. What do I do if I need to cancel a submission?

- a. If cancelling before the submission deadline in your area, you can log on and delete the submission.
- b. If after the submission deadline and BEFORE Sept. 1st, email meeting@asc41.org
- c. After Sept. 1st, contact someone on the session to let them know you cannot present.



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Date, Time, Location, & Travel

15. What are the dates of the meeting? When does it start and end?

- Meeting dates are November 13th – 16th, 2024.
 - Pre-meeting workshops are held on the Tuesday before the meeting kicks off.
- The regular sessions for the conference will take place from Wednesday to Saturday, starting at 8:00 a.m. on Wednesday and concluding on Saturday morning. The conference will conclude with a closing brunch open to all attendees on Saturday.
- The meeting registration desk will be open at 1:00 pm on Tuesday.
- Please see the [ASC Annual Meeting](#) website for the specific dates, times, and location.

12. How do I contact the hotel for reservations or special services?

Please visit the ASC [Annual Meeting](#) website for hotel information & ASC room rates.

13. Does ASC provide funding for travel?

No, ASC does not offer stipends for travel or conference expenses for meeting presenters.

14. Are meals provided at the meeting?

No meals are provided.

Dues and Registration for the Meeting

15. Are my ASC membership dues paid up?

Please check the online [ASC Online Member Directory](#) or contact Nicole at ncoldiron@asc41.org

16. Do program participants have to register?

Yes. Every attendee, including presenters and speakers, must register for the conference; no exceptions will be made.

Submitting an abstract does **NOT** register you for the meeting. To attend, you must complete the registration form and pay the registration fee separately. (Note: membership and registration are separate items).

17. What is the difference between Pre-Registration and On-Site Registration?

Please see the ASC [Annual Meeting](#) website for details.

18. Registration Cancellation

Advance registration fees will be refunded for cancellations received up to Sept. 30th. Before October 1, you can call the ASC office at (614) 826-2000 or email Nicole at ncoldiron@asc41.org to cancel and receive a full refund. No refunds will be made for cancellations received after September 30th.

19. Am I pre-registered for the meeting?

A list of Meeting Registrants can be found on the ASC [Annual Meeting](#) site. Please allow at least 10 business days for processing registration forms. If more than 10 days have



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passed since you registered, and you still do not see your name, kindly email ncoldiron@asc41.org.

20. What time does the On-Site Registration desk open?

The Registration desk hours are:

Tuesday, 1:00 p.m.-5:00 p.m.

Wednesday, 7:30 a.m.- 6:00 p.m.

Thursday, 7:30 a.m.- 5:00 p.m.

Friday, 7:30 a.m.- 5:00 p.m.

Saturday, 7:30 a.m.- 11:00 a.m.

*For more presentation information, please visit the [Guidelines for Annual Meeting Participants](#)

* For additional meeting information, please visit the [ASC Annual Meeting](#) website.