Instructions for Online Abstract Submission

Thank you for your interest in submitting an abstract for the 37th GLMA Annual Conference on LGBTQ Health! This year, GLMA is debuting a more **intuitive abstract submission portal** as we migrate to our new, user-friendly membership software system. We appreciate your patience during this time, as we iron out any issues and finalize design details. We highly recommend you print this document for your reference as you navigate through the new portal.

Be sure to read the Guidelines prior to beginning the submission process.

Tips for using GLMA's online system:

- Be sure to gather all presenter information, including speaker forms, CVs or resumes, headshots, scheduling conflicts, etc., before beginning your abstract submission.

- Once you input primary presenter information, you will be sent a **unique passcode** to access or resume your submission at a later time.

- If you lose your unique passcode for a particular abstract, e-mail annualconference@glma.org and we will resend it. Please do not start a new submission for that abstract.

- For those submitting **multiple abstracts,** you will need to start a new submission for each abstract you would like to submit. The system will send you a unique passcode for each abstract you submit, so be sure to keep track of these different passcodes in case you would like to access or complete your submissions at a later time.

Instructions to Start a New Abstract Submission

1. Follow this link to the **online submission page**.
2. **Click "Submit New Abstract"** and then **"Continue without logging in."** ***Do not sign-in***
3. Enter all presenter information (note please only include information for presenters who will be attending the conference, not authors. (**Only one presenter permitted for research abstracts.)**
    Primary presenter will be the primary point of contact for that abstract submission, and will be the only person who can access and revise the abstract.
4. Once your presenter information is complete, click "**Save & Continue**."
    *At this point, the system will generate an e-mail, which will contain information on how to access your abstract. Your abstract will be assigned a **unique passcode**. Please retain this e-mail and passcode for the future, should you wish to edit or complete your submission at another time.*

If at any point you lose your passcode, please contact annualconference@glma.org and provide the primary presenter e-mail and abstract title associated with the abstract submission, and we will resend your passcode.

5. Select Abstract Type (either workshop abstract or original research abstract) and the click **"Save & Continue."**

   For more information about the types of abstract accepted for the GLMA Annual Conference, click to see our guidelines.

6. The next page will contain questions regarding your abstract. Please answer all questions, and then click "**Save & Continue**."

7. On the Abstract Information page, you will enter the session title, text of the abstract and three learning objectives for the session.

   If your abstract is selected, this text will be used for the conference program. Please consider creating the title, abstract text and learning objectives in a word processer and using the spell check feature prior to submitting the text.

For workshop abstract submissions, you will be required to include a timeline of your proposed workshop. For information regarding workshop format, please refer to the guidelines.

8. In addition, on the Abstract Information page, you must submit Speaker Forms, CV or resume, and a headshot for **ALL** presenters, and then click "**Save & Continue**."

   All uploaded documents must use the following format for file name:
   "PresenterLastName_PresenterFirstName FileType 2019 (e.g. "Doe_John Headshot 2019" or "Doe_Jane Speaker Forms 2019")

Please Note: Failure to include all speaker forms, including the CV/resume, for each presenter by the deadline will disqualify your abstract from the review process.

9. Verify all information is correct and then click "**Confirm and Submit**." You will be given an option to print/save a copy of your submission for your records, and will receive a confirmation email.

Instructions to Access an Existing Abstract Submission

Use these instructions to complete or revise your abstract submission.

1. Follow this link to the **online submission page** and click "**Access Existing Abstract**"

2. Enter the e-mail address of the primary presenter associated with the abstract and the unique passcode that was e-mailed when you originally began your abstract.

   Ignore and skip over the part that asks you to log-in to your account. All you need to access your abstract is your e-mail and the unique passcode e-mailed to you previously.

If at any point you lose your passcode, please contact annualconference@glma.org and provide the primary presenter e-mail associated with the abstract submission, and we will resend your passcode.

Questions? Problems? Contact us at annualconference@glma.org or 202-600-8037, ext 308.