
HOW TO SUBMIT A GRAND ROUNDS PRESENTATION FOR THE NAN ANNUAL CONFERENCE

Submission Deadline: March 30, 2018

1. [Click here](#) to access the submission site.
2. **NAN Members** enter your email address and Member ID number to log in. Don't know your Member ID? Click on the '[Lost Your Member ID](#)' link on the login page to have it emailed to you. **Skip to step 4.**

Non-members use the '[Create an Account](#)' button to complete your profile and proceed to the submission process. Returning users enter your email address and access key to log in. Don't know your access key? Click on the '[Lost Your Access Key](#)' link on the login page to have it emailed to you.



Welcome to the National Academy of Neuropsychology Abstract Submission Site

NAN Members enter your email address and Member ID number to log in. Don't know your Member ID? Click on the '[Lost Your Member ID](#)' link on the login page to have it emailed to you.

Non-members use the '[Create an Account](#)' button to complete your profile and proceed to the submission process. Returning users enter your email address and access key to log in. Don't know your access key? Click on the '[Lost Your Access Key](#)' link on the login page to have it emailed to you.

Submit by **Friday, March 30, 2018** at 11:59 p.m. Eastern Time

- [Submission Requirements](#) - find out what information NAN needs in your abstract
- [How to Submit a Poster Presentation](#)
- [How to Submit an Oral Paper Presentation](#)
- [How to Submit a Grand Rounds Presentation](#)
- [Abstract Submission Process](#) [shop](#)
- [How to Withdraw a Submission](#)
- [Frequently Asked Questions](#)

Questions? Please contact office@nanonline.org

Log in to the Abstract Submission Form

Non-Members

Click 'Create an Account' to begin your first submission.

Create an Account


Member or Returning User?

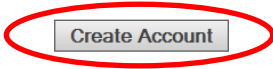

Lost your member id/access key? or Need help?


Login


Questions? Organizer: NAN Conference Team - office@nanonline.org / (303) 691-3694


3. **Non-members** will create an account profile before beginning the submission process. Enter your information into the required fields and click “Create Account” to begin your submission. Your account details and login information will also be emailed to you so that you can continually access the submission site up to the submission deadline.


**ACCOUNT PROFILE**



 Please complete the information below and then press the 'Create Account' button.
You will be the contact person for all information that you submit using this account.

**Personal Details**

**Mailing Address**

**Contact Details**

Prefix

First Name

Middle Initial

Last Name

Suffix

Address Line 1

Address Line 2

Address Line 3

City

State / Province

Zip / Postal Code


Country

Office

Cell

Fax

Email


**Administrative Assistant** (they will be copied on all emails)

Name

Telephone

Email

☐ Not applicable


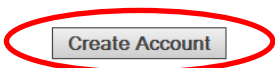
**Professional Information** (as it will appear on program materials)


Position

Affiliation

Degree(s)

☐ Not applicable



 indicates required field

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Tel 410.638.9239 | Help@ConferenceAbstracts.com


4. Once you are logged in, you are ready to begin a new submission. Click on the “New Submission” link as shown.


The screenshot shows a user dashboard with three main sections at the top: **EVENT INFORMATION** (with a blue 'i' icon), **YOUR PROFILE** (with a blue ID card icon), and **SUBMIT FEEDBACK** (with a green speech bubble icon). Below these are links for 'NAN 2015 Annual Conference', 'Contact the Event Organizer', 'Sample Submission Samples', 'Logins: Log Out', and 'View / Edit Your Profile'. The **SUBMISSIONS** section (with a folder icon) shows 'you have 0 complete submissions, 0 incomplete submissions and 0 withdrawn submissions'. A red circle highlights the link 'Click here to begin a new Submission', with a red arrow pointing to it from the right. At the bottom, there is a 'Frequently Asked Questions' link with a yellow arrow icon.

5. **Enter your submission title.** Titles are limited to 75 words or less. Please use “Title Case” (This is an Example of Title Case) when entering your submission title.

The screenshot shows the 'START A NEW SUBMISSION' form. At the top left is a green plus icon, and at the top right is a 'Continue' button. Below the title is a blue information icon. The 'Submission Title' field is circled in red, with a red arrow pointing to it from the left. Below the title field is a text box with the placeholder 'A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the submission.' To the right of the text box are the character and word counts: '0 characters (200 max)' and '0 words (75 max)'. Below the title field is a 'Submission Type' dropdown menu with the text 'Select one...' and an asterisk. At the bottom center is a 'Continue' button, and at the bottom right is a legend: '* indicates required field'. The footer contains copyright information: 'Copyright 2012 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited.' and contact information: 'Tel 410.638.9239 | Help@ConferenceAbstracts.com'.

6. **Enter your submission type.** Select “Grand Rounds Presentation” from the dropdown menu. Then, click the “Continue” button.

 **START A NEW SUBMISSION** Continue

 Provide a title for your submission and choose your submission type.

Submission Title
A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the submission.
 *
21 characters (200 max)
3 words (75 max)

Submission Type *

Select one...

Select one...

Poster Presentation

Oral Paper Presentation


Grand Rounds Presentation

CE Workshop Proposal


Test Focused Workshop

* Indicates required field

7. You are now ready to begin inputting the details of your submission. Your submission task list tracks the required information you must include with your submission. You may complete the tasks in any order and do not have to complete all of the tasks in one session. Click “Primary Author” to begin.



TASK LIST




You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here

Submission Type: [Grand Rounds Presentation](#)


Submission Status: [Active](#)

Save Submission




Primary Author

Click here to add the primary author to this submission.




Co-Author List

Click here to add co-authors to this submission.




Research Attestation Statements

A series of agreement statements about the research being submitted.



Abstract Submission Details - Grand Rounds Presentation

Submit information about your abstract.

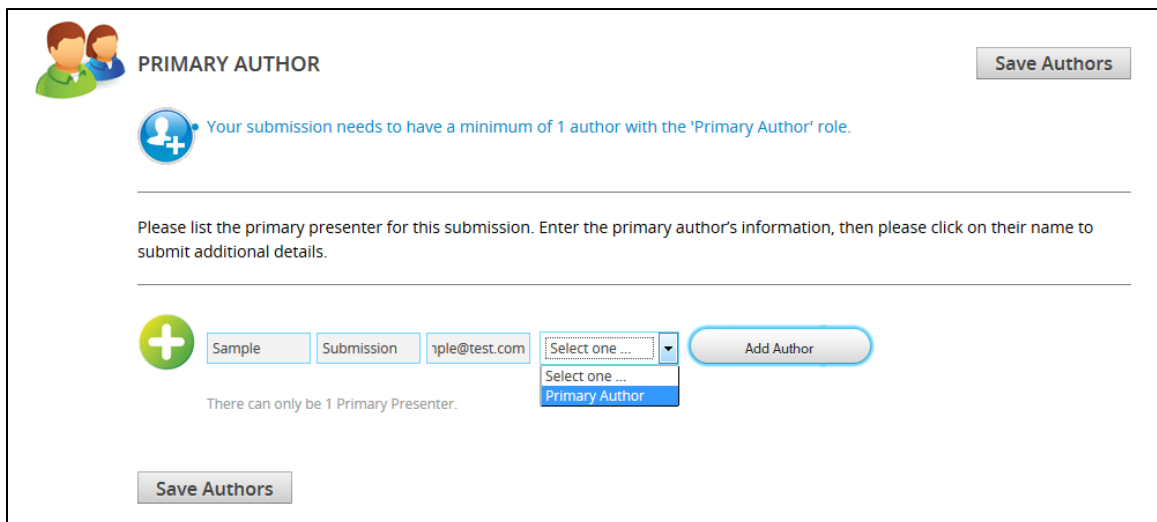


Upload Images

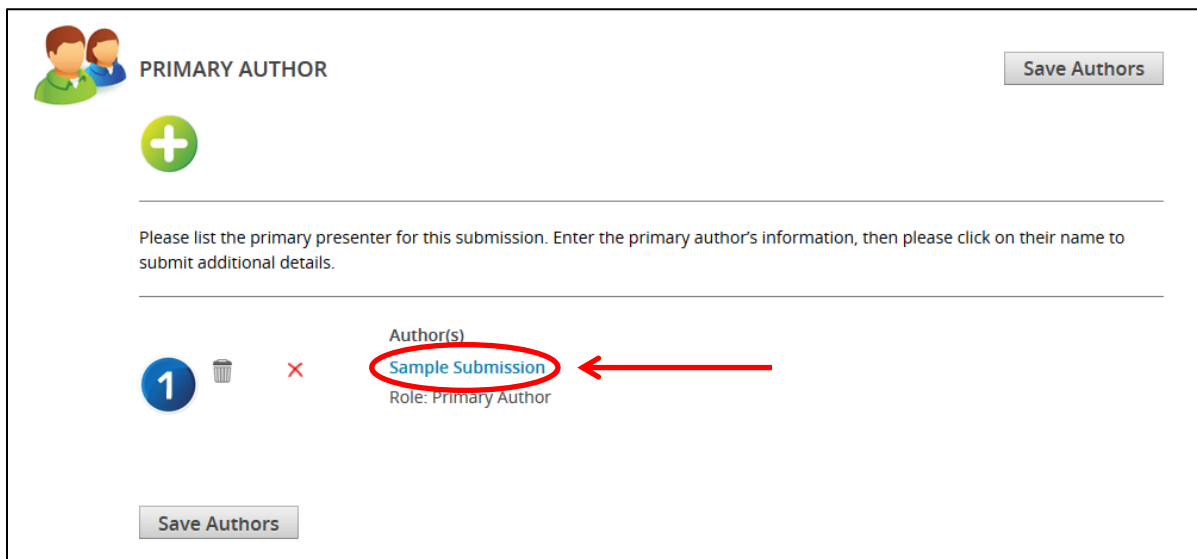
Upload an image file to support your abstract submission or opt-out.

Save Submission


8. **Enter the Primary Author information.** Please enter the first name, last name, and email address of the primary author of the submission. Choose “Primary Author” from the dropdown menu and click on the “Add Author” button.





Next, click on the primary author’s name as shown to finish completing the contact information portion.




Enter the contact information for the primary author and click on the “Continue” button.

 Please complete as much of the information as you can and then press the 'Continue' button.

**Personal Details**

**Mailing Address**

**Contact Details**

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Address Line 1 *

Address Line 2

Address Line 3

City *

State / Province *

Zip / Postal Code *


Country *

Office Phone

Cell Phone

Fax

Email *


 **Administrative Assistant** (they will be copied on all emails)

Name

Telephone

Email

☐ Not applicable


 **Professional Information** (as it will appear on conference materials)

Position *

Affiliation *

Credentials *

☒ Not applicable

 **Presenter Role**

There can only be 1 Primary Presenter.

*

* indicates required field

Your primary author information is now complete, click on the “Save Authors” button.

**PRIMARY AUTHOR**

Please list the primary presenter for this submission. Enter the primary author's information, then please click on their name to submit additional details.

1






Author(s)


[Sample Submission](#)

Role: Primary Author

9. You are now ready to input the co-author(s) information for your submission. Click on “Co-Authors List” as shown to begin.



TASK LIST




You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here

Submission Type: [Grand Rounds Presentation](#)


Submission Status: [Active](#)

Save Submission




Primary Author

Click here to add the primary author to this submission.




Co-Author List

Click here to add co-authors to this submission.




Research Attestation Statements

A series of agreement statements about the research being submitted.



Abstract Submission Details - Grand Rounds Presentation

Submit information about your abstract.

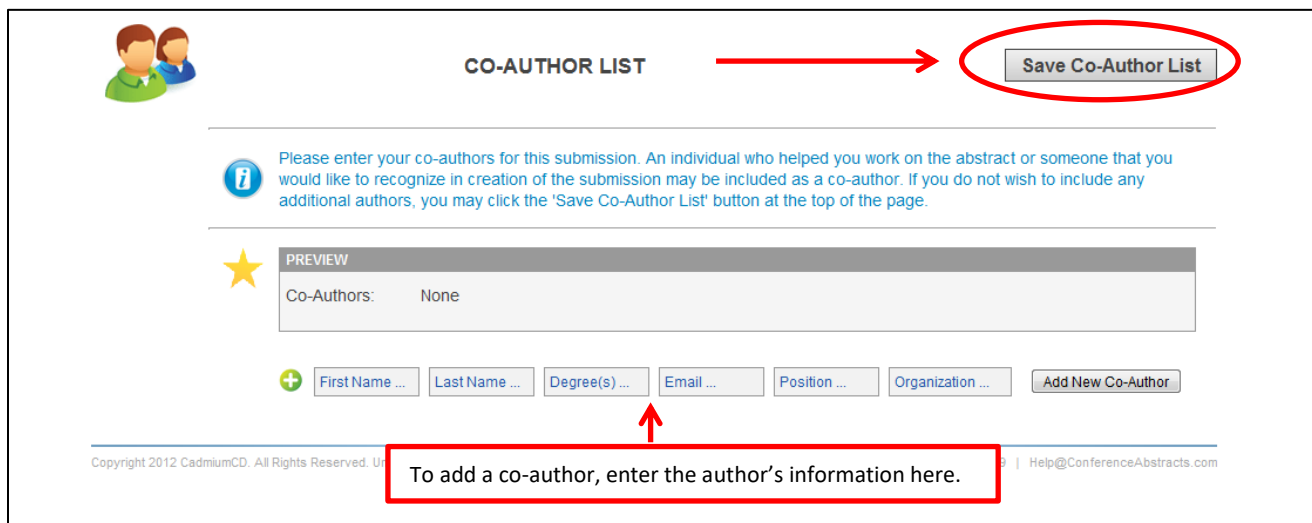


Upload Images

Upload an image file to support your abstract submission or opt-out.

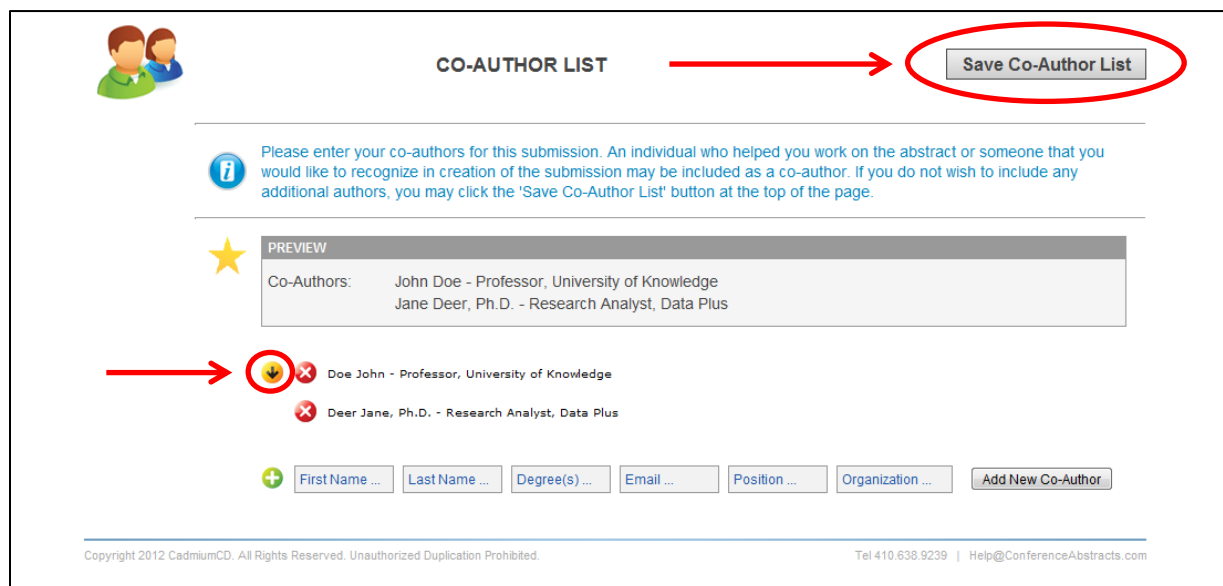
Save Submission

10. **Enter the Co-Author(s) information.** If you do not have any co-authors, click on the “Save Co-Author List” button to continue on to the next task. To add a co-author, enter in the required fields and click on the “Add New Co-Author” button.




The screenshot shows the "CO-AUTHOR LIST" section of a web form. At the top right, the "Save Co-Author List" button is circled in red. Below the title, an information icon and text explain the purpose of the section. A "PREVIEW" box shows "Co-Authors: None". Below this, there are input fields for "First Name", "Last Name", "Degree(s)", "Email", "Position", and "Organization", followed by an "Add New Co-Author" button. A red arrow points from the "Degree(s)" field to a red-bordered box at the bottom containing the text: "To add a co-author, enter the author's information here."

If you add more than one co-author, you will have the option to re-order the authors using the arrow button, if needed. Then, click on the “Save Co-Author List” button to continue on to the next task.




The screenshot shows the "CO-AUTHOR LIST" section with two co-authors added. The "PREVIEW" box now lists "John Doe - Professor, University of Knowledge" and "Jane Deer, Ph.D. - Research Analyst, Data Plus". Below the preview, the co-authors are listed with a yellow arrow icon and a red 'X' icon next to each name, indicating they can be reordered. A red arrow points to the yellow arrow icon for "Doe John". At the bottom, the "Add New Co-Author" button is visible. The "Save Co-Author List" button at the top right is again circled in red.

11. You are now ready to complete the Research Attestation Statements for your submission. Click on “Research Attestation Statements” as shown to begin.



TASK LIST





You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here


Submission Type: [Grand Rounds Presentation](#)

Submission Status: [Active](#)







Primary Author
Click here to add the primary author to this submission.




Co-Author List
Click here to add co-authors to this submission.




Research Attestation Statements
A series of agreement statements about the research being submitted.




Abstract Submission Details - Grand Rounds Presentation
Submit information about your abstract.



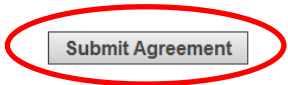

Upload Images
Upload an image file to support your abstract submission or opt-out.



12. **Read and electronically sign the Research Attestation Statements.** Submit your agreement by typing your name and clicking the “Submit Agreement” button.



RESEARCH ATTESTATION STATEMENTS



You must agree to all of the following statements in order for your submission to be considered.



By submitting this abstract, the corresponding author attests that the research to be presented is:

A. Original and not previously presented or published.

B. Research and/or data to be presented were conducted in compliance with institutional guidelines for human or animal research and/or the Helsinki Declaration <http://www.wma.net/en/30publications/10policies/b3/>. We appreciate that many clinicians without an institutional affiliation collect and publish valuable information. By conforming to these guidelines, the corresponding author declares that all human data were collected with participants' informed consent.

C. Disclosure of conflict of interest will be clearly stated in the methods and/or during the presentation. Conflicts of interest include funding sources for the reported study/data or having a financial interest in a test or product or with a company that published a test being investigated.

☒ I have read and agree to the above terms and conditions.



Submitter Name


Please indicate your agreement by typing in your full name above

Submit Agreement


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13. You are now ready to input your abstract for your submission. Click on “Abstract Submission Details” as shown to begin.



TASK LIST




You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here

Submission Type: [Grand Rounds Presentation](#)


Submission Status: [Active](#)

Save Submission




Primary Author

Click here to add the primary author to this submission.




Co-Author List

Click here to add co-authors to this submission.




Research Attestation Statements

A series of agreement statements about the research being submitted.



Abstract Submission Details [Grand Rounds Presentation](#)

Submit information about your abstract.



Upload Images

Upload an image file to support your abstract submission or opt-out.

Save Submission

14. **Enter your abstract details.** You may edit your title in this step, if needed. You must also select a topic for your abstract from the dropdown options that best describes the nature of your presentation. **Choose from Adult Grand Rounds, Diversity Grand Rounds, Forensic Grand Rounds, Geriatric Grand Rounds, or Pediatric Grand Rounds.**

Submission Title
A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the submission.

Sample Submission Title

21 characters (200 max)
3 words (75 max)

Topic
Select a topic that best describes the nature of your presentation (Adult Grand Rounds, Pediatric Grand Rounds, Forensic Grand Rounds, Diversity Grand Rounds).

Select one ...

- Adult Grand Rounds
- Diversity Grand Rounds
- Forensic Grand Rounds
- Pediatric Grand Rounds
- Geriatric Grand Rounds

Select a category for your submission.

Next, you will choose a category for your abstract.

Submission Category
Please select the most appropriate category for your submission.

Select One

- Select One
- Case Study
- Experimental Design
- Not Applicable

Abstract
Please review the instructions above for sections to include.

Abstract submission details go here

5 Words (350 max)

Continue

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Next, you will enter your abstract content. Please use the instructions at the top of the page to compose your abstract to ensure your submission is not missing any of the required elements on which your submission will be reviewed. Click on the “Continue” button to proceed to the next task.

Submission Title
A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the submission.
 21 characters (200 max)
4 words (75 max) *

Topic
Select a topic that best describes the nature of your presentation.
 *

Abstract Submission Details
Please review the instructions above for sections to include.


B *I* U ✕¹ ✕₂ Ω ↺ ↻

Normal


Words:0 Characters:0

Continue

15. You may now upload an image file (.jpg, .png, .gif, .bmp, .pdf) to support your abstract or you may opt-out of uploading an image in this step as well. Images may be tables, figures, charts, or graphs that support the content of your abstract. An image is not required for acceptance. Both submissions with and without images will be given the same consideration. Click on “Upload Images” as shown to begin.



TASK LIST




You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here

Submission Type: [Grand Rounds Presentation](#)


Submission Status: [Active](#)

Save Submission




Primary Author

Click here to add the primary author to this submission.




Co-Author List

Click here to add co-authors to this submission.




Research Attestation Statements

A series of agreement statements about the research being submitted.



Abstract Submission Details - Grand Rounds Presentation

Submit information about your abstract.



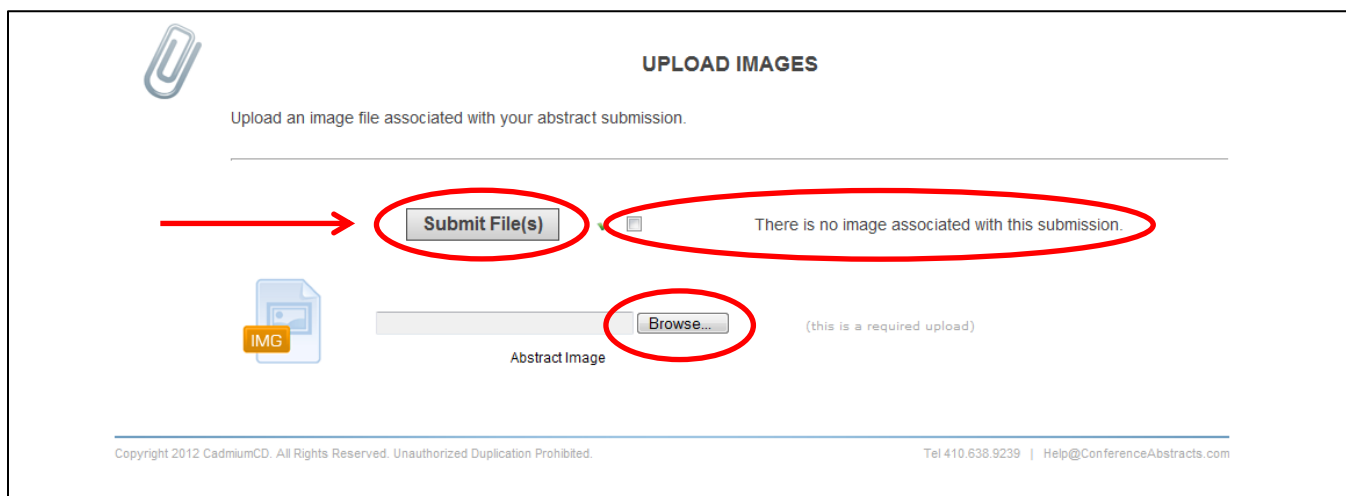
Upload Images

Upload an image file to support your abstract submission or opt-out.

Save Submission

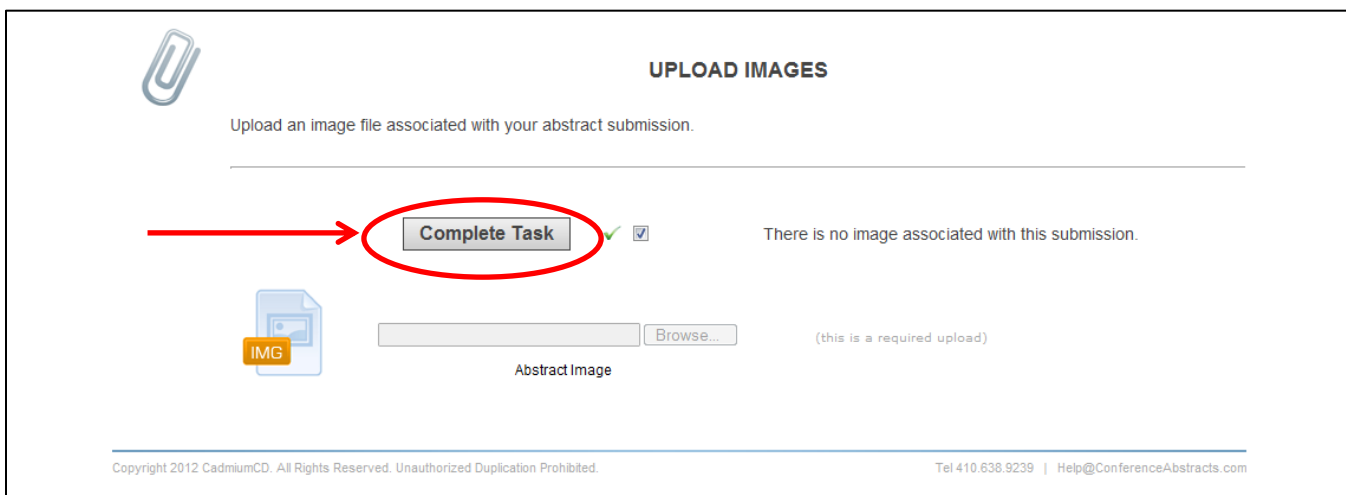
16. **Upload your image.** Select “Browse” to upload the image file (.jpg, .png, .gif, .bmp, .pdf) from your computer. You are limited to one supporting image file no larger than 10 MB in size. Your image will appear at the end of your abstract in black and white and will not have a caption. Please reference your image in the body of your abstract.

You may opt-out of uploading a supporting image at this point. Select the checkbox for “There is no image associated with this submission” to continue to the next task without uploading. Click the “Submit File(s)” button.




The screenshot shows the 'UPLOAD IMAGES' section of a web form. At the top, there is a paperclip icon and the text 'Upload an image file associated with your abstract submission.' Below this is a horizontal line. In the center, there is a 'Submit File(s)' button, a checkbox labeled 'There is no image associated with this submission.', and a 'Browse...' button. A red arrow points to the 'Submit File(s)' button. Red circles highlight the 'Submit File(s)' button, the 'There is no image associated with this submission' checkbox, and the 'Browse...' button. Below the 'Browse...' button is a text input field labeled 'Abstract Image' and a 'Browse...' button. To the left of the 'Abstract Image' field is a file icon labeled 'IMG'. Below the 'Abstract Image' field is the text '(this is a required upload)'. At the bottom of the form, there is a footer with the text 'Copyright 2012 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited.' and 'Tel 410.638.9239 | Help@ConferenceAbstracts.com'.

Click on “Complete Task” when you are ready to proceed.




The screenshot shows the 'UPLOAD IMAGES' section of a web form. At the top, there is a paperclip icon and the text 'Upload an image file associated with your abstract submission.' Below this is a horizontal line. In the center, there is a 'Complete Task' button, a checkbox labeled 'There is no image associated with this submission.', and a 'Browse...' button. A red arrow points to the 'Complete Task' button. A red circle highlights the 'Complete Task' button. Below the 'Browse...' button is a text input field labeled 'Abstract Image' and a 'Browse...' button. To the left of the 'Abstract Image' field is a file icon labeled 'IMG'. Below the 'Abstract Image' field is the text '(this is a required upload)'. At the bottom of the form, there is a footer with the text 'Copyright 2012 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited.' and 'Tel 410.638.9239 | Help@ConferenceAbstracts.com'.

17. You have now completed all of the required steps to submit a grand rounds presentation. Click on the “Save Submission” button on the task list to submit.




TASK LIST




You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here


Submission Status: [Active](#)




Primary Author
Click here to add the primary author to this submission.




Co-Author List
Click here to add co-authors to this submission.




Research Attestation Statements
A series of agreement statements about the research being submitted.

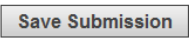


Abstract Submission Details - Grand Rounds Presentation
Submit information about your abstract.




Upload Images
Upload an image file to support your abstract submission or opt-out.





18. You will now see a summary of your submission. Click on the “Submit” button to complete the process. You can preview your data and make edits if needed with the link at the bottom of the page.

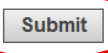




SUBMISSION SUMMARY

[Abstract Title Goes Here](#)


Submission Type: [Grand Rounds Presentation](#)

Submission Status: [Active](#)






You have completed all the required tasks for this submission. Press the 'Submit' button to complete your submission (you can still edit your submission until the closing date).




Task: Primary Author

Completed (2/29/2012, 11:01 AM)




Task: Co-Author List

Completed (2/29/2012, 11:02 AM)




Task: Research Attestation Statements

Completed (2/29/2012, 11:03 AM)




Task: Abstract Submission Details - Grand Rounds Presentation

Completed (2/29/2012, 11:04 AM)




Task: Upload Images


Completed (2/29/2012, 11:04 AM)




[Click here for a preview of your submission.](#)




Your submission is complete and you will be taken back to the login homepage where you can preview your abstract, make edits up until the submission deadline by clicking on the submission title, or submit another abstract.





EVENT INFORMATION

[NAN 2015 Annual Conference](#)
Location: Austin, Texas
Dates: 11/4/2015 - 11/7/2015
 [Contact the Event Organizer](#)





YOUR PROFILE

[Sample Submission](#)
[Samples](#)
Logins: 2 [Log Out](#)
 [View / Edit Your Profile](#)




SUBMIT FEEDBACK


We always welcome feedback, and we want to hear what you like and what can be improved.
 [Feedback Form](#)




SUBMISSIONS

(you have 1 complete submissions, 0 incomplete submissions and 0 withdrawn submissions)

 [Click here to begin a new Submission](#)



[Sample Submission Title](#)
Completed 2/2/2015, 12:01 PM [PREVIEW](#) [RESEND CONFIRMATION EMAIL](#)

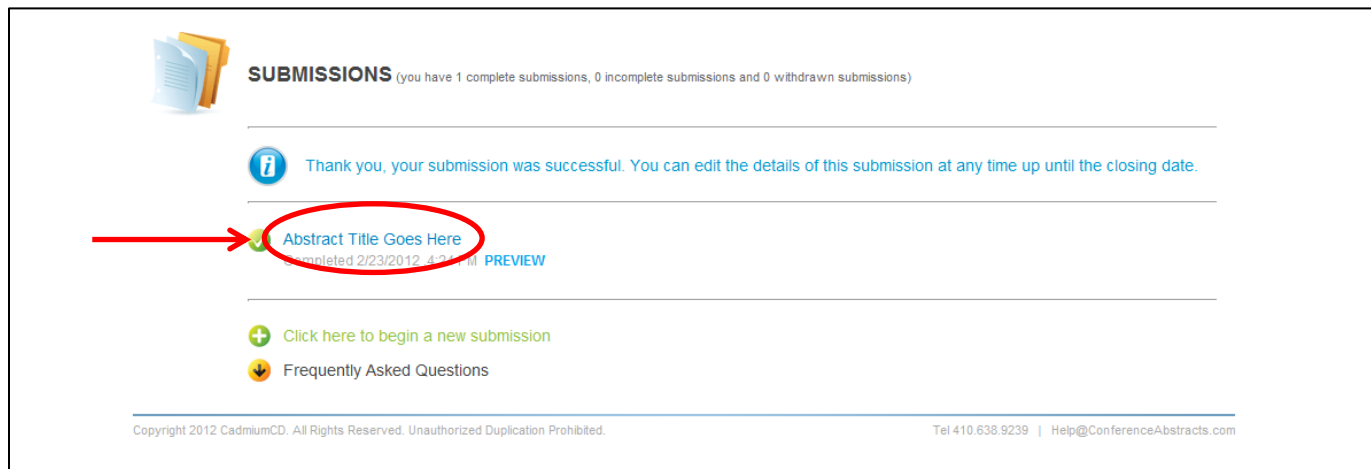
 [Frequently Asked Questions](#)

QUESTIONS?


Contact office@nanonline.org for assistance.

HOW TO WITHDRAW A SUBMISSION FROM THE NAN ANNUAL CONFERENCE


1. If you need to withdraw your submission, log into the submission site and click on the title of your abstract.



2. Next, you will click on the Submission Status “Complete” link.



TASK LIST




You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.

Abstract Title Goes Here


Submission Type: [Poster Presentation](#)

Submission Status: [Complete](#)


[Save Submission](#)




Primary Author
Click here to add the primary author to this submission.




Co-Author List
Click here to add co-authors to this submission.



Research Attestation Statements
A series of agreement statements about the research being submitted.



Abstract Submission Details - Poster Presentation
Submit information about your abstract.



Upload Images
Upload an image file to support your abstract submission or opt-out.

3. On the Submission Settings page, change the Submission Status in the dropdown menu from “Complete” to “Withdrawn” and click on the “Update Settings” button.

The screenshot shows the 'SUBMISSION SETTINGS' page. At the top left is a wrench and screwdriver icon. The title 'SUBMISSION SETTINGS' is centered. A red arrow points from the title to a red circle around the 'Update Settings' button in the top right corner. Below the title is an information icon and a message: 'Editing your Submission's settings is easy. Just adjust the fields below and press the Update Settings button.' The form has three main sections: 'Submission Title' with a text input field containing 'Abstract Title Goes Here' and character/word counts; 'Submission Type' with a dropdown menu set to 'Poster Presentation'; and 'Submission Status' with a dropdown menu showing 'Complete', 'Active', 'Withdrawn', and 'Complete'. A red circle highlights the 'Submission Status' dropdown, and a red arrow points to the 'Withdrawn' option. A red star indicates required fields. At the bottom, there is a footer with copyright information and contact details.

SUBMISSION SETTINGS

Editing your Submission's settings is easy. Just adjust the fields below and press the Update Settings button.

Submission Title
A submission must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the submission.
Abstract Title Goes Here *
21 characters (200 max)
4 words (75 max)

Submission Type
Poster Presentation *

Submission Status *

Complete
Active
Withdrawn
Complete

Update Settings

* indicates required field

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Your submission has now been withdrawn.

QUESTIONS?

Contact office@nanonline.org for assistance.