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

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

All abstracts must be submitted on-line through the ASC website at [www.asc41.com/annualmeeting.htm](http://www.asc41.com/annualmeeting.htm). 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. You can view Guidelines for each at [http://asc41.com/Annual_Meeting/2015/2015_Guidelines.pdf](http://asc41.com/Annual_Meeting/2015/2015_Guidelines.pdf).

If you have any questions or concerns, please email the program chairs at asc2015dc@gmail.com.

2. **What information should be included in an abstract?**

Abstracts must be limited to 200 words and should provide the purpose, method, and results of the study or the general themes of the presentation.

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

No.

4. **Deadlines for submitting?**

**THEMATIC PANEL SUBMISSION:** Friday, March 13, 2015.

**INDIVIDUAL PAPER:** Friday, March 13, 2015.

**AUTHOR MEETS CRITICS:** Friday, March 13, 2015.

**ROUNDTABLE SESSION:** Friday, May 15, 2015.

**POSTER SESSION:** Friday, May 15, 2015.

5. **What do I do if I forget my username and password for the submission site?**

If you forget your username and password for the submission site DO NOT create another. You can use the “Click here to retrieve your username and Password” on the submission site or contact the program chairs at asc2015dc@gmail.com to reset the password. Before the program is complete each duplicate name will be merged. At that point we do not have time to contact each person that has created more than one so we have no choice but to decide which one to keep in the program.

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

You can make changes to your paper, thematic panel and author meets critic submission up to the submission deadline of March 13, 2015, and your poster or roundtable submission up to the submission deadline of May 15, 2015 by going to the website where
you originally submitted the abstract. You will need to use the username and password that you created when you initially submitted the abstract. The only person that can make edits to the submission is the person that submitted it. After that date please contact the program co-chairs for any changes.

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

Prior to the meeting in November, appearance information can be found by using the ASC preliminary on-line search engine. This will be available on the ASC website towards the end of July.

8. Can I change the time and location of my presentation?

No.

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

Screens and LCD projectors will be available in all meeting rooms (except for those where roundtables and poster sessions are held). Overhead projectors, computers, monitors, the internet, VCRs/DVDs are not provided. If you need other equipment (e.g., laptop) you must either bring it yourself or contact the hotel to arrange a rental at your own expense. Please see http://asc41.com/Annual_Meeting/2015/2015_Guidelines.pdf.

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

You will need access to a computer and the internet in order to submit an abstract.

Date, Time, Location, & Travel

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

There will be methodological workshops on Tuesday, November 17, 2015 but the actual meeting starts on Wednesday, November 18, 2015. The registration desk will be open at 1:00 pm on Tuesday, November 17, 2015. Regular sessions will begin at 8:00 a.m. on Wednesday and extend through the morning of Saturday, November 21, 2015. The conference will end at 11:00 a.m. on Saturday with a closing brunch.

12. What is the location of the meeting?

Washington Hilton Hotel, Washington, DC

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

Please see the ASC website at http://asc41.com/Annual_Meeting/2015/2015hotelres.html for all hotel information.

14. Does ASC provide travel funding?

No, ASC does not provide stipends for travel or conference expenses for meeting presenters.
Dues and Registration for the Meeting

15. Are my dues paid up?
   Please check the online ASC Member Directory first. If you are still unsure, then please email the ASC office at asc@asc41.com or call (614) 292-9207.

16. Do program participants have to register?
   Yes. There are NO exceptions. Submitting an abstract does NOT register you for the meeting. You must pay the registration fee to attend the meeting.

17. What is the difference between Pre-Registration and On–Site Registration?
   Pre-Registration fees cost less than onsite registration. When you get to the meeting you only have to stand in line to pick up your receipt, name badge (already printed), name badge holder, program book, and meeting bag. (Pre-registration forms are available on our website under Annual Meeting mid-April.)

   If you register onsite, you will most likely have to endure a longer wait in line because you will have to fill out a registration form, pay higher fees, have your badge printed, and then pick up your name badge holder, program book, and meeting bag.

   Please save yourself time and money by pre-registering on or before October 1st.

18. What do I do if I find out that I will not be able to attend the meeting?
   a.) Removal from the Program
      You will be able to remove yourself from the program if you are listed on a paper, thematic panel and author meets critic submission through March 13, 2015, and poster or roundtable submission through May 15, 2015 by going to the website where you originally submitted the abstract. You will need to use the user account and password that you created upon initial submission. After these deadlines, please notify your Session Chair and the Program Co-Chairs at asc2015dc@gmail.com that you will not be attending the conference.

   b.) Registration Cancellation
      Advance registration fees will be refunded for cancellations received up to September 30, 2015. No refunds will be made on cancellations received after this date there will be no exceptions. Before October 1, 2015, you can call the ASC office at (614) 292-9207 or email them at asc@asc41.com to cancel and receive a full refund.

19. Am I pre-registered for the meeting?
   Please check the List of Meeting Registrants on our website under Annual Meeting. Please allow at least 10 business days for processing registration forms. If you have allowed time for this and still do not see your name, then please email the ASC office at asc@asc41.com.

20. What time does the On-Site Registration desk open?
   The Registration desk opens on Tuesday, November 17, 2015 at 1:00 p.m.