

2017 ASC Annual Meeting

Frequently Asked Questions

Submissions and Presentations

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

You need your name, contact 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 website at 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/2017/Ethics_of_Participation_in_and_Guidelines.pdf.

If you have any questions or concerns, please email the program chairs at asc2017Philly@gmail.com.

2. What information should be included in an abstract?

Abstracts are 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:	Friday, March 10, 2017.
INDIVIDUAL PAPER:	Friday, March 10, 2017.
AUTHOR MEETS CRITICS:	Friday, March 10, 2017.
ROUNDTABLE SESSION:	Friday, May 12, 2017.
POSTER SESSION:	Friday, May 12, 2017.

5. What 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 asc2017Philly@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 account and so we have no choice but to decide which one to keep in the program.

6. What 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, or author meets critic submission up to the submission deadline of March 10, 2017. You can make changes to your poster or roundtable submission up to the submission deadline of May 12, 2017. You make such changes but logging in to the website where you originally submitted the abstract using the username and password that you created when you initially submitted the abstract. The only person who can make changes to the submission is the person who made the submission. After that submission deadlines, please contact the program co-chairs if you have other changes that must be made.

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

Prior to the meeting in November, information on the dates and times of all presentations 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 after it is scheduled?

No. We have a large amount of submissions to schedule; to try and change even one creates a domino effect. We ask that if you submit please plan on the entire meeting days and times so you can allow for whatever time you are scheduled.

9. I will 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, internet access, and 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.

If you wish to show a video or movie during a session you will need to bring your own speakers, they will not be provided at the meeting.

Please see:

http://asc41.com/Annual_Meeting/2017/Ethics_of_Participation_in_and_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 pre-meeting workshops held on Tuesday, November 14, 2017. Regular sessions for the conference will begin at 8:00 a.m. on Wednesday, November 15, 2017 and extend through the morning of Saturday, November 18, 2017. The conference will end on Saturday with a closing brunch. The registration desk will be open at 1:00 pm on Tuesday, November 14, 2017.

12. What is the location of the meeting?

Philadelphia Marriott Downtown, Philadelphia, PA

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

For all hotel information, please see the ASC website at:

http://www.asc41.com/Annual_Meeting/2017/2017hotelres.html

14. Does ASC provide funding for travel?

No, the 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. Anyone on the program who attends the meeting must register for the conference, whether or not they are the presenter/attendee/speaker. There are **NO** exceptions. Submitting an abstract does **NOT** register you for the meeting. You must pay the registration fee to attend the meeting. Membership and registration are separate items.

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

Pre-Registration fees cost less than onsite registration if done so before October 1st. If you pre-register after October 1st the fee will be higher. For pre-registration you only have to stand in line to pick up your receipt, name badge (already printed), name badge holder, program book, and meeting bag when you arrive at the meeting. (Pre-registration forms are available on our Annual Meeting website in mid-April.).

If you register onsite, you will likely have a longer wait in line because you will have to fill out a registration form, pay, and have your name badge printed. **Please save yourself time and money by pre-registering.**

18. What if I will not be able to attend the meeting?

a.) Removal from the Program

Until the submission deadline, you can remove yourself or a co-author from the program if you are listed on a paper, thematic panel, or author meets critic submission. Go 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 to login. After the submission deadlines, please notify your Session Chair and the Program Co-Chairs at asc2017Philly@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, 2017. Before October 1, 2017, you can call the ASC office at (614) 292-9207 or

email them at asc@asc41.com to cancel and receive a full refund. No refunds will be made for cancellations received after September 20, 2017.

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 more than 10 days have passed since you registered for the meeting and you 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 14, 2017 at 1:00 p.m.