AAAR – Abstract Submission Process

I want to submit an abstract to the AAAR Annual Conference. What are the first steps if I didn't register on the abstract submission site previously?

1. The first thing to do is to register on the AAARAbstract.com site if you don't have an account with us. (If you already have an account please skip this step). You can register by clicking here. The username for the site is your email address. This email address will also be used to inform you about the acceptance of your abstract.
2. Then, you login to the site. You can login by clicking here.
3. Answer a few questions related to your abstract.
4. Make sure to hit "Submit" at the end of the process to ensure your abstract is submitted.

I already registered on the abstract submission site in a previous year. Do I need to register again? No, you do not need to register again. To make the process faster, we have kept active registered users on the system. Proceed directly to log in or click here.

But I forgot my password. What can I do? No problem. You can reset your password by clicking here. The system will immediately send a new password to the email address associated with the account.

I also forgot which email address I used. What can I do? Contact support@AAARabstracts.com and we will assist you.

What is the submission process in 2014? The submission process for 2014 is the same as last year. Please note that the board of directors of AAAR instituted a change in the abstract process last year. All submissions require an abstract submission code. **Please see further clarification below explaining why a submission code is required.** Each AAAR member will be given a code for one free abstract submission to the AAAR Annual Conference. Codes are transferable, so they can be gifted or traded. Additional abstract submissions will cost $50 each.

Why did the Board of Directors feel it was necessary to implement an abstract fee? Every year there are people who submit abstracts and then do not come to the meeting. This leaves gaps in the program, costs AAAR money and reduces the opportunities for attending members to share their research.

I am a current AAAR member. Where is my submission code? In early February current AAAR members (including student members) were emailed an abstract submission code to be used for your one (1) free abstract submission. ***Each specific abstract submission code can be used only once.***

Oh yes… that email…. I lost it. What can I do? If you misplaced the email with your submission code, please contact Caroline Olson at colson@aaar.org.

I already used my free code. How can I get another abstract submission code without having to pay? Abstract submission codes are transferable, so they can be gifted or traded. For example, co-authors can let you have their abstract submission codes if they have not already been used. Alternatively, if your advisor will not be using his/her free abstract submission code, ask if you could use it. Or ask another AAAR member not using his/her abstract submission code to share it with you.

I am not able to get a code from another AAAR member. What can I do? You can purchase as many abstract submission codes as needed on the AAAR site. Each additional abstract submission code costs $50. You will receive the additional abstract submission code approximately two (2) business days after the purchase has been completed. We strongly advise you to purchase additional abstract submission codes prior to any other submission step and in advance of the submission deadline. Go to the AAAR site to purchase a code with enough time to account for 48-hour processing at AAAR Headquarters. Purchase the abstract submission code. Receive the abstract submission code. Start the submission process with abstract submission code in hand.

Due to the deadline [or for some other reason], I need to submit my abstract NOW. What can I do? For the time being you can use the abstract submission code 0000-0000-0000-0000. Your abstract will be stored for seven days to allow you to obtain a valid abstract submission code. Purchase your additional abstract submission code here. Receive the abstract submission code within two business days. Update your abstract within five days. **Note that abstracts with no valid code seven (7) days after submission will be removed from the database.**

I received the email with the purchased code. How do I update my abstract? Log in to the abstract submission site. Once you are logged in, click on "My Abstracts" in the left-hand Navigation area. You will see a list of the abstracts you have submitted with the abstract submission code 0000-0000-0000-0000, which the system is temporarily saving for you. (See below for an example of the web site.)

Abstracts

Below is a list of the abstracts that you have submitted. It has been sorted alphabetically by abstract title. Each presenting author is identified with all capital letters. Click an abstract's title for complete details and to edit it if needed.

> **WARNING** : This abstract does not have a valid submission code and is marked to be removed from the database. To fix this issue click here to edit it and enter a valid code.
>
> Abstract Title Test 1. DONALD DABDUB, Athanasios Nenes, *University of California, Irvine*

Abstract Title Test 2. Donald Dabdub, ATHANASIOS NENES, *Georgia Institute of Technology*

Figure 1 – Example abstract status summary. Here, "Abstract Title Test 2" has a valid code. However, "Abstract Title Test 1" needs to be updated. To do so, simply select "click here to edit," and enter a valid code.