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 [Annual Meeting](#) website. 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.

   A typical abstract will summarize, in one paragraph of 200 words or less, the major aspects of your research, including: 1) the purpose of the study and the research problem(s) you investigate; 2) the design of the study; 3) major findings of your analysis; and 4) a brief summary of your interpretations and conclusions. Although not all abstracts will conform to this format, they should all contain enough information to frame the problem and orient the conclusions.

   You can view the [Ethics and Guidelines](#) for each on the ASC [Annual Meeting](#) website.

   If you have any questions or concerns, please email meeting@asc41.com.

   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.

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

   No.

3. **Deadlines for submitting?**

   Please see Call for Papers on the ASC [Annual Meeting](#) website

4. **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 meeting@asc41.com to reset the password. You must create a new profile each year. 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.

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

You can make changes up to the submission deadline. 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 email meeting@asc41.com if you have other changes that must be made.

6. **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.

7. **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.

8. **Will the session rooms have internet for presenting?**

No internet will be provided. (See below)

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.

The ASC office needs to be notified ahead of the meeting so the session time frame can be checked to see if this can be workable.

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 of the meeting. Regular sessions for the conference will begin at 8:00 a.m. on Wednesday and extend through the morning of Saturday. The conference will end on Saturday with a closing brunch. The registration desk will be open at 1:00 pm on Tuesday. Please see the ASC Annual Meeting website for specific dates and location.

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

We will place hotel specifics on the ASC Annual Meeting website.

13. Does ASC provide funding for travel?

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

14. Are meals provided at the meeting?

No meals are provided.

Dues and Registration for the Meeting

15. Are my dues paid up?

Please check the online ASC Online Member Directory.

16. Do program participants have to register?

Yes. Anyone 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 email meeting@asc41.com that you will not be attending the conference.

b.) Registration Cancellation
Advance registration fees will be refunded for cancellations received up to September 30th. Before October 1 you can call the ASC office at (614) 292-9207 or email Nicole at ncoldiron@asc41.com to cancel and receive a full refund. No refunds will be made for cancellations received after September 30th.

19. Am I pre-registered for the meeting?

Please check the List of Meeting Registrants on the ASC [Annual Meeting](#) website. 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 Nicole at ncoldiron@asc41.com.

20. What time does the On-Site Registration desk open?

The Registration desk opens on Tuesday, 1:00 p.m.