



Call for Abstracts Frequently Asked Questions

When and where is AGHE's 44th Annual Meeting and Educational Leadership Conference?

March 1-4, 2018 in Atlanta, GA at the Sheraton Atlanta Hotel.

When can I submit my abstract for presentation at AGHE's 44th Annual Meeting and Educational Leadership Conference?

The abstract submission site is now open and will close June 1, 2017 at 5:00 pm ET. Submission of all abstracts is through the Cadmium CD submission site. AGHE does not accept abstracts via mail or e-mail.

What is the submission fee?

The nonrefundable abstract submission fee must be paid via credit card at the time of submission. The fees are:

Professional: \$25

Student: \$15

I am having trouble signing in – why doesn't my password work?

- After you select the "Call for Abstracts" link on the left-hand side on aghe.org/am, click "Submit your Abstract Here." It will take you to Cadmium CD's abstract submission site.
- We have a new abstract submission site, Cadmium CD. You must create a new account by clicking Join Now.
- Once you login, under ABSTRACTS, "Click here to begin a new Abstract."

What information do I need to submit an abstract?

Refer to the Call for Abstracts, which can be found on aghe.org/am.

Can I be first author on an abstract if I am not a member of AGHE?

Yes. You do not need to be a member of AGHE to submit an abstract. Participation as a first author is limited to one abstract per person.

What is the difference between the abstract submitter, first author and the co-authors on an abstract?

The abstract submitter is the individual who logs in to submit the abstract. This is the individual who will receive all notification messages, scheduling information, and presenter instructions. You cannot change this after the submission has been started! During the submission process, you can identify who is the first author and who are the co-authors. The first author is the individual assumed to be the presenter at the meeting. If the first author is not able to attend and present, it is acceptable for a co-author to take over presentation duties.

How do I submit an individual abstract that is part of a symposium overview?

Only one symposium abstract that summarizes the content of the overall symposium can be submitted. AGHE does not accept, review, or publish the abstracts of individual presentations that make up a symposium.

Can I request a presentation date/time? Is it possible for my coworkers and me to have sequential presentations?

Unfortunately we are not able to honor requests for specific presentation dates, times, or groupings.

Am I automatically registered for AGHE's Annual Meeting and Educational Leadership Conference by submitting an abstract?

No! You must register for AGHE's meeting separately. Registration for the annual meeting will open in November.



When will I receive confirmation of receipt of my abstract?

All authors will receive an e-mail confirmation of the submission. To check on your submission status, log into the abstract submission site and you can see your submission listed under ABSTRACTS. If your abstract has been successfully submitted a green check mark will appear to the left of the abstract title. Any drafts you have been working on, but have yet to be submitted, will have a pencil icon and state "INCOMPLETE SUBMISSION".

How can I get a receipt for my abstract submission?

To print a receipt for your submission, log into the abstract submission site. Under the Abstracts Header, your completed submission will be listed with an option to VIEW RECEIPT. Click on VIEW RECEIPT and you can print a copy of your receipt.

Can I edit my abstract after it has been submitted?

Your abstract can be edited up until the June 1 submission deadline, but NOT after the deadline. To edit your abstract, log into the abstract submission site, click on your submitted abstract listed under ABSTRACTS. Please note: you MUST click the SAVE SUBMISSION button after making edits for it to be considered during the review process. You will not have to pay the submission fee again.

Can I withdraw my abstract after the submission deadline of June 1, 2017?

Yes. To withdraw an abstract submission e-mail abstracts@aghe.org by December 1, 2017. If the request to withdraw is made after this date, AGHE cannot ensure removal from the printed program.

I am first author of an abstract and I am unable to attend the meeting. What should I do?

Any co-author may present without having to notify AGHE. However, all correspondences will continue to be sent to the individual who submitted the abstract. If no one can attend the meeting and present the abstract, the first author must withdraw the abstract in writing by e-mailing abstracts@aghe.org as soon as possible.

When can I find out my presentation information?

Abstract notifications will be e-mailed to all first authors in August (accept and reject notifications). In October 2017, the first author will receive a confirmation email regarding the final decision on the presentation type and the date and time the presentation is scheduled. To make sure you receive all AGHE correspondence, add abstracts@aghe.org to your e-mail's "safe senders" list.

May I get a refund for my abstract handling fee?

The abstract submission fee is a processing fee and is nonrefundable. Once the abstract has been submitted, it is considered processed.

Any other questions not seen above, please email abstracts@aghe.org