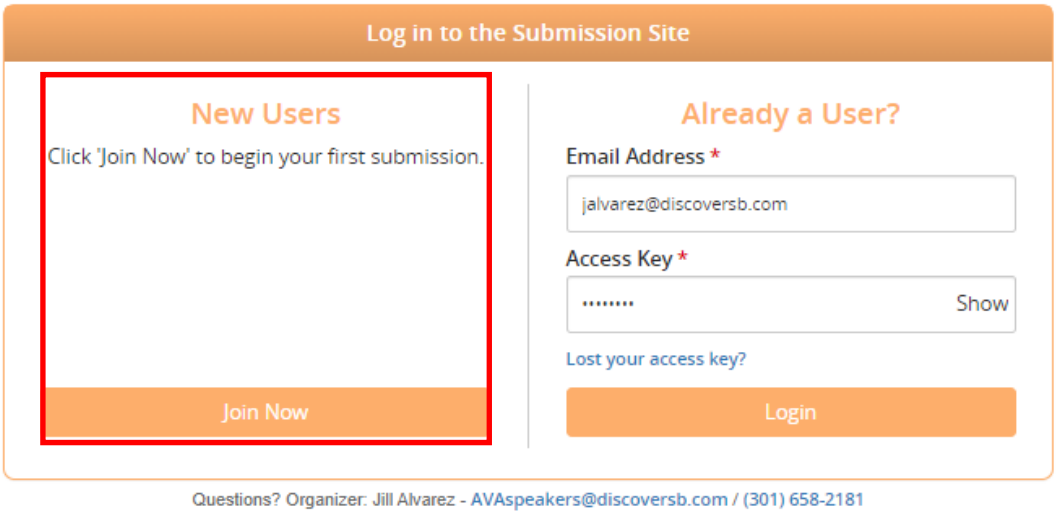
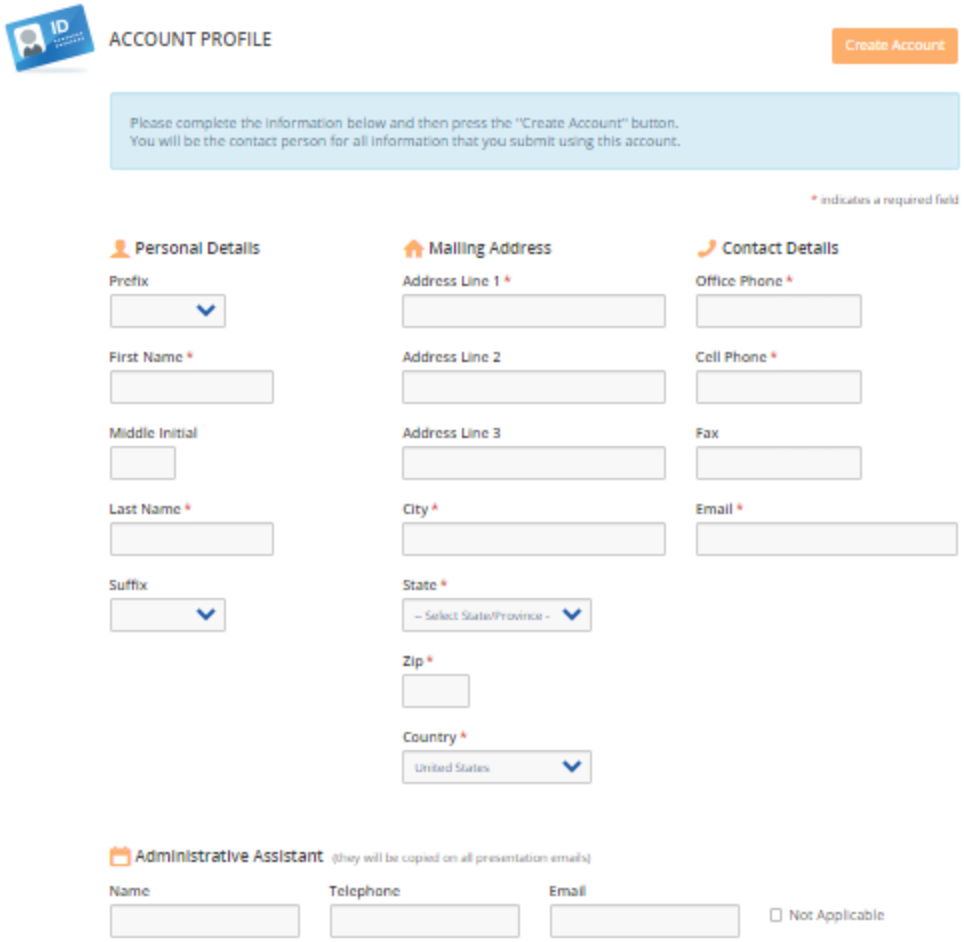
AVA Submission Process

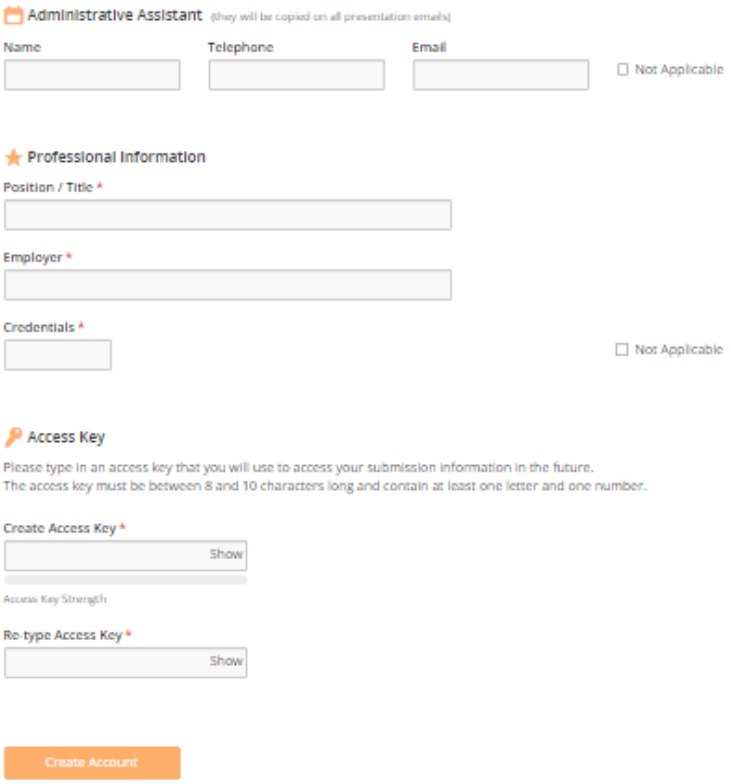
Please note, you may stop and come back to your submission at any time during the process. All submissions must be completed by January 17th, 2023.

If you are submitting a 2023 session proposal for the first time please click the "Join Now" button.



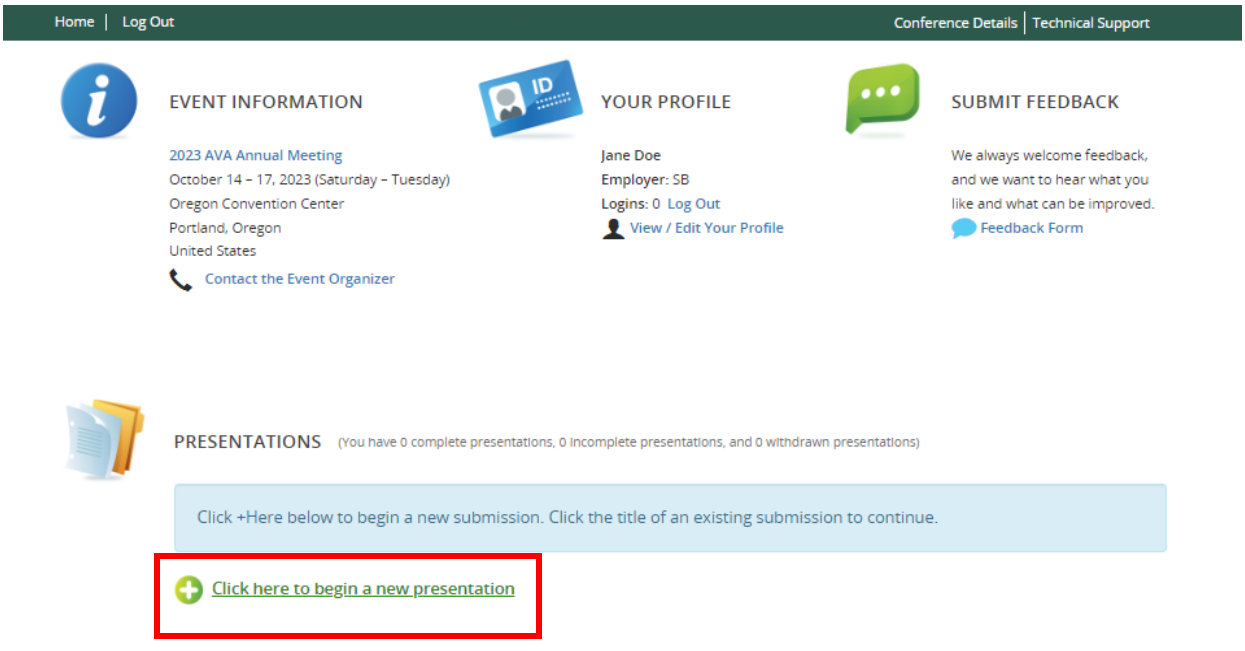
You will be navigated to the “Account Profile” page. Here you will complete your personal and professional information. All fields marked with a red asterisk are required fields.

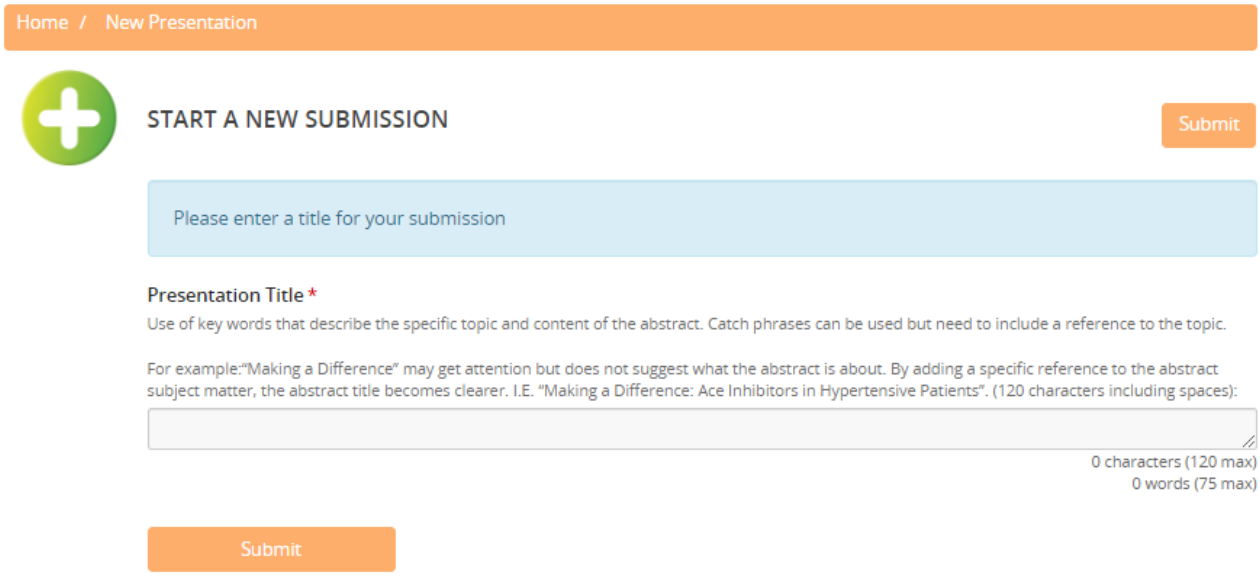




Once you have completed all fields, click “Create Account”.

Upon completion of your account, you will be redirected to the below page. To submit your presentation, navigate to the “Presentations” area on the page and select “Click here to begin a new presentation”.

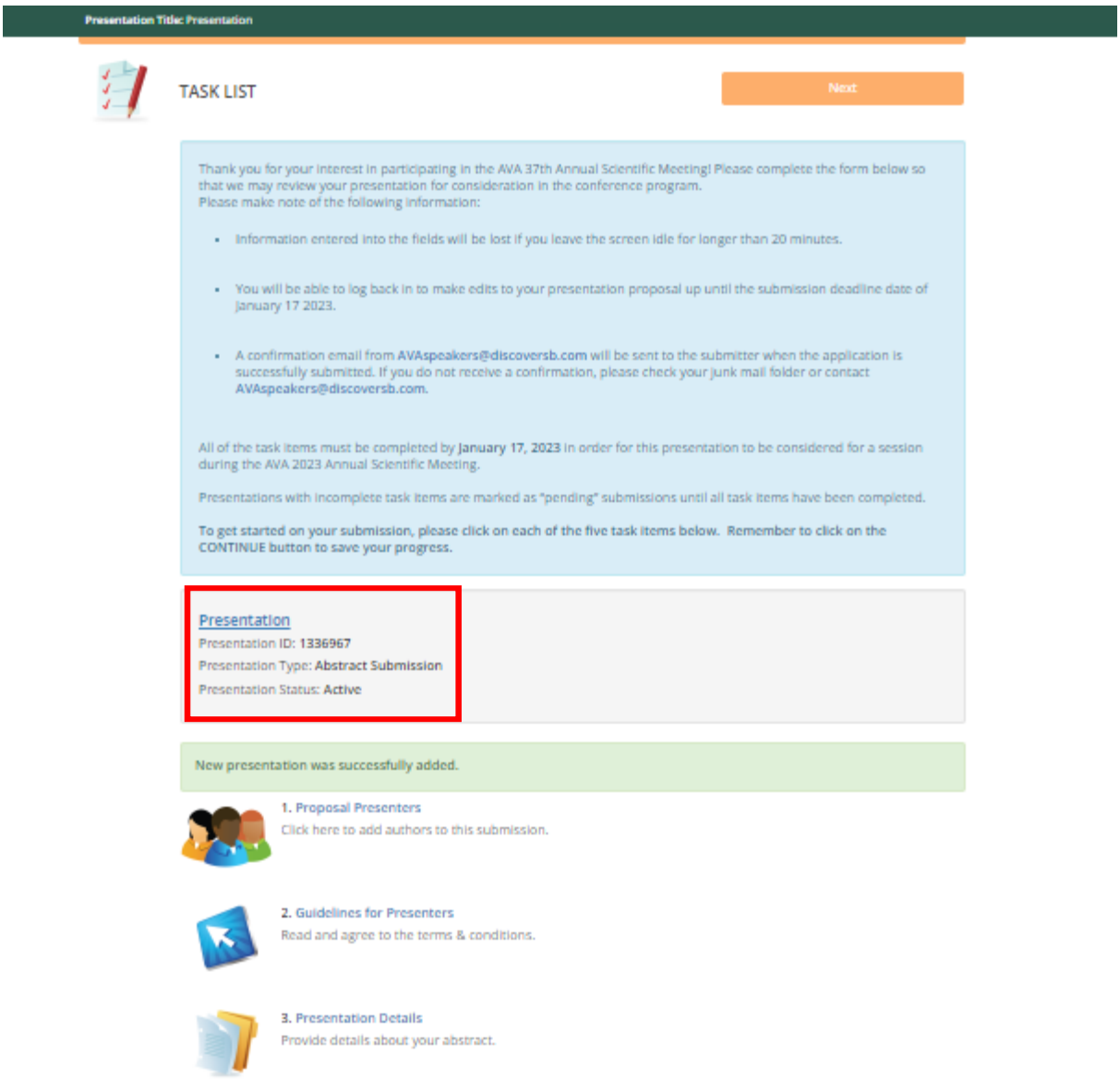


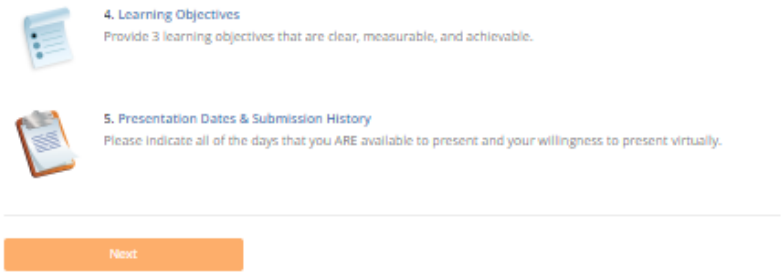


Fill in the Presentation Title field, then hit “Submit”.

You will be directed to the “Task List” page within the portal where you will need to follow each step to complete the submission process.

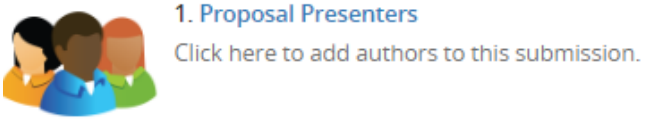
Please note, your submission has been assigned a Presentation ID, as shown in the red box below.



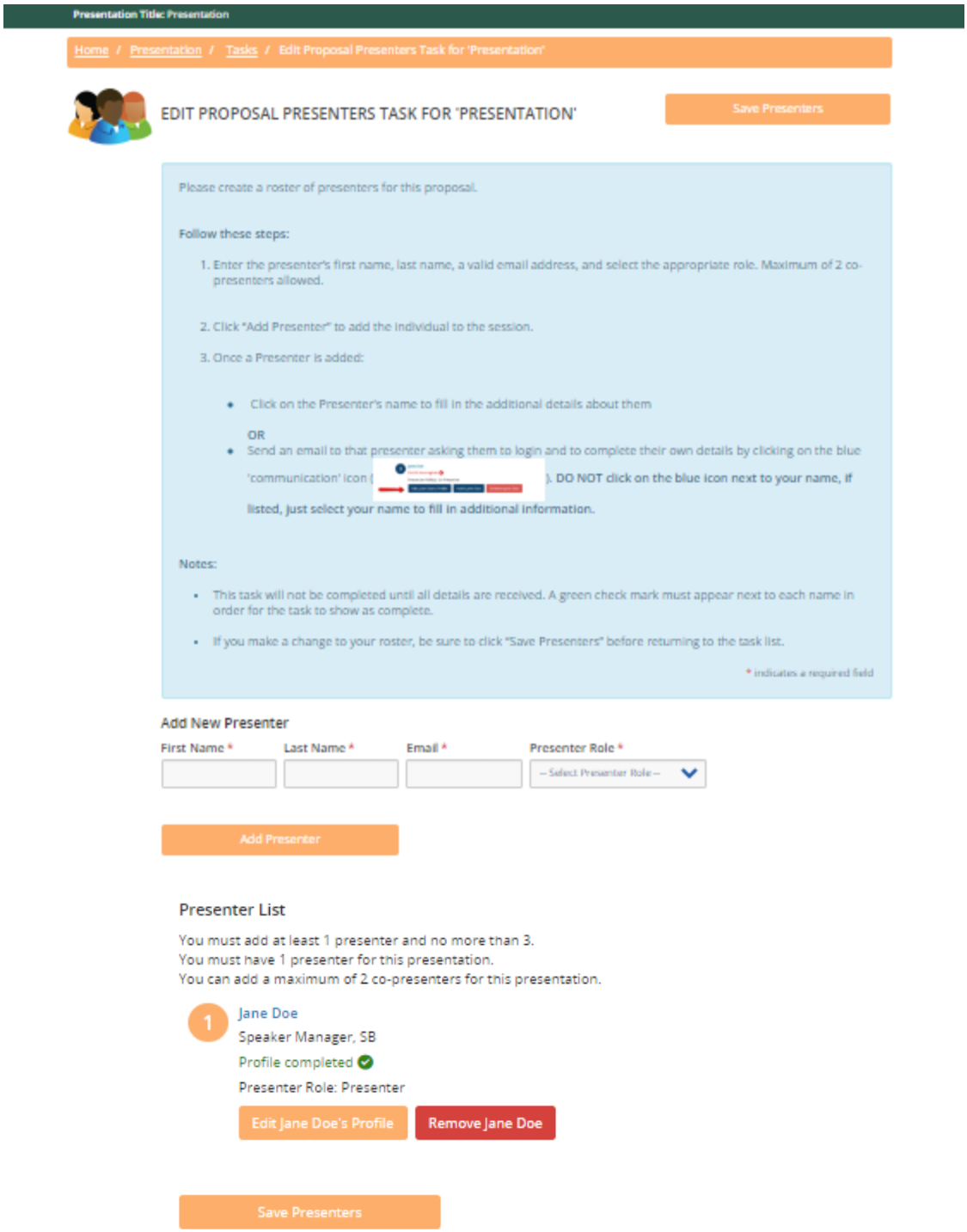


Task List item #1

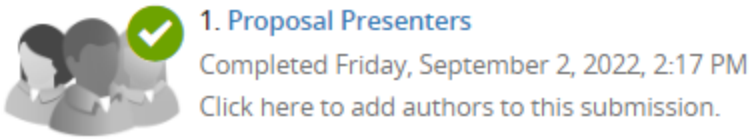
Click on the first item in the task list “Proposal Presenters”.



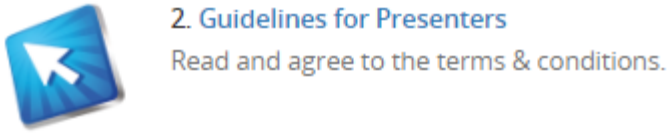
Follow the instructions below to complete the task for the Proposal Presenters.



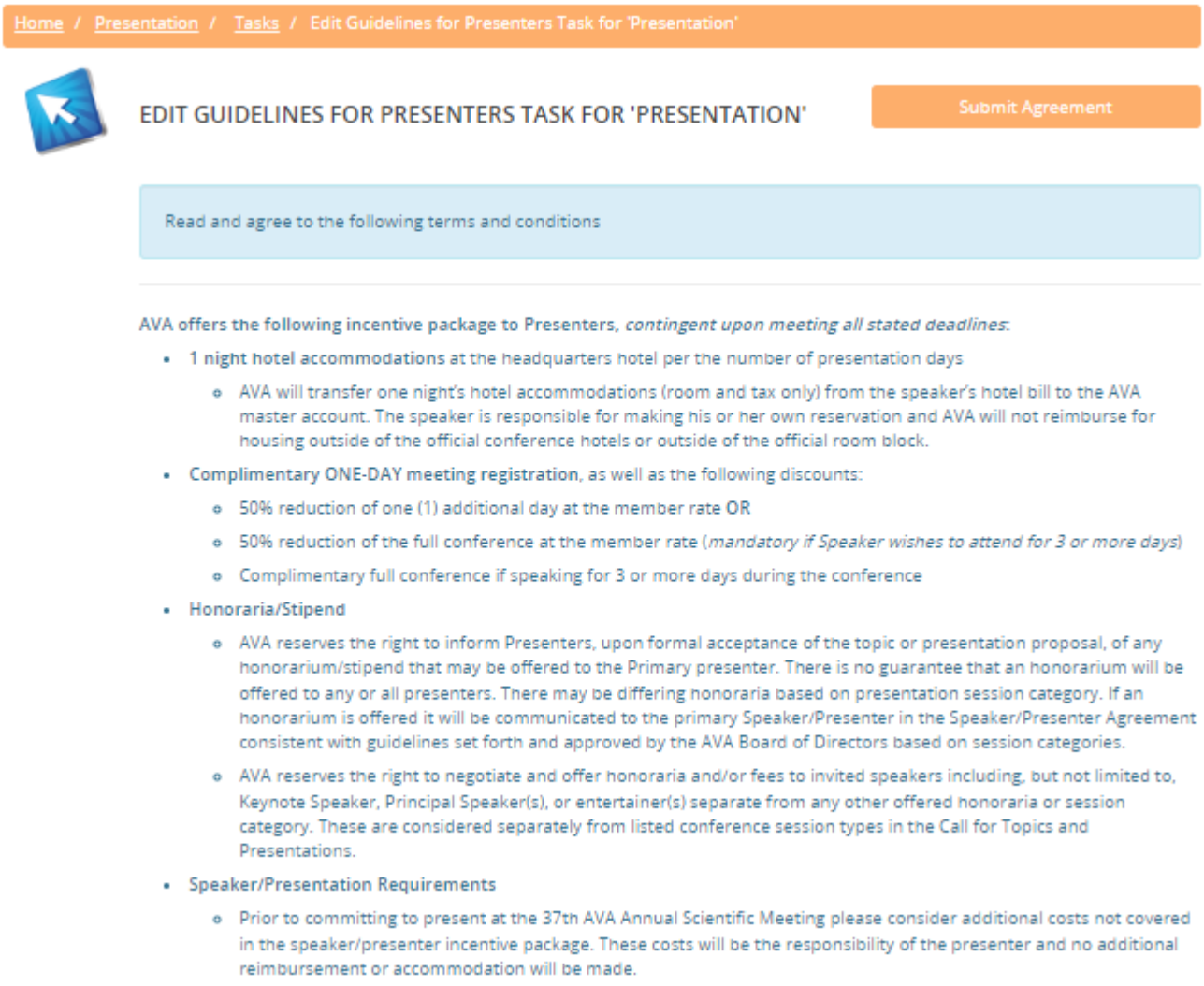
When you have completed all the required information, click the "save presenters" button. You will be navigated back to the task list and the “Proposal Presenters” task will show that the task is complete by the ✓.



Task Item #2 “Guidelines for Presenters”. Click on the blue hyperlink “Guidelines for Presenters”.



Upon entry you’ll see "Guidelines For Presenters Task For Presentation" at the top. Please read and agree to the terms.



- Final presentations must be submitted prior to the meeting by the deadline date stated in the Speaker Terms & Conditions, provided to Presenters upon selection to speak. During the meeting, Presenters must present from the slides submitted by the deadline date. These presentations will be pre-loaded onto session room computers. Presenters are no longer permitted to present from personal computers.
- Presentations must be created in the required style and format. A slide template will be provided. AVA Annual Scientific Meeting Sessions must be in keeping with regulations set forth in healthcare continuing education provider agreements, guidelines, and regulations.
  - Use of trademarked brand names is not allowed
    - If referring to a specific product or device it is acceptable to use a common generic descriptor, the manufacturer's name and location – example Antimicrobial Short-term Acute Central Venous Catheter (XXXXXXXXXX, Irvine, California)
    - Drugs and solutions should be named appropriately – example 0.9% Sodium Chloride for injection (USP) or Normal Saline for injection USP rather than Normal Saline.
  - Promotion of specific products is prohibited
  - Use of media such as photos, images, video created by other than the presenter(s) must be acknowledged and permission for use obtained. You may not use brand specific promotional images or materials.
  - For questions regarding current rules, regulations and guidelines please contact the AVA Scientific Meeting Planners/Coordinators.
  - You may be required to submit specific documentation and releases by date(s) set forth in the Speaker/ Presenter Agreement. The primary speaker/presenter will be responsible for all documentation and releases required of other session speaker/presenter(s) for the submitted/accepted presentation session. Presentation content shall not infringe or violate any copyright, trademark, patent or intellectual property rights of any person(s) or entity or entities. Permission for use for any of the above must be documented in writing from the holder of the copyright, trademark, patent, or intellectual property.
- Presenters must refrain from overt statements or pointed humor that disparages the rightful dignity and social equity of any individual or group.
- Any formal, informal, paid, funded, relationship, or financial benefit from or interest in, or with, another for-profit or not-for-profit organization or company must be disclosed.
  - Significant financial interest or other relationship may include grants or research support, employee or contractor relationship, consulting relationship(s), major shareholder positions (defined as >5% equity), member of speakers bureau, or other relationships. This disclosure must be made on the Financial Disclosures slide of the presentation. You need not disclose more than the generic relationship you have with named persons, organizations or entities in keeping with confidentiality agreements you may have in place.

☐ I have read and agree to the above terms and conditions.

Please indicate your agreement by typing in your full name above

Submit Agreement

Check the box, type your name and then click the "Submit Agreement" button.

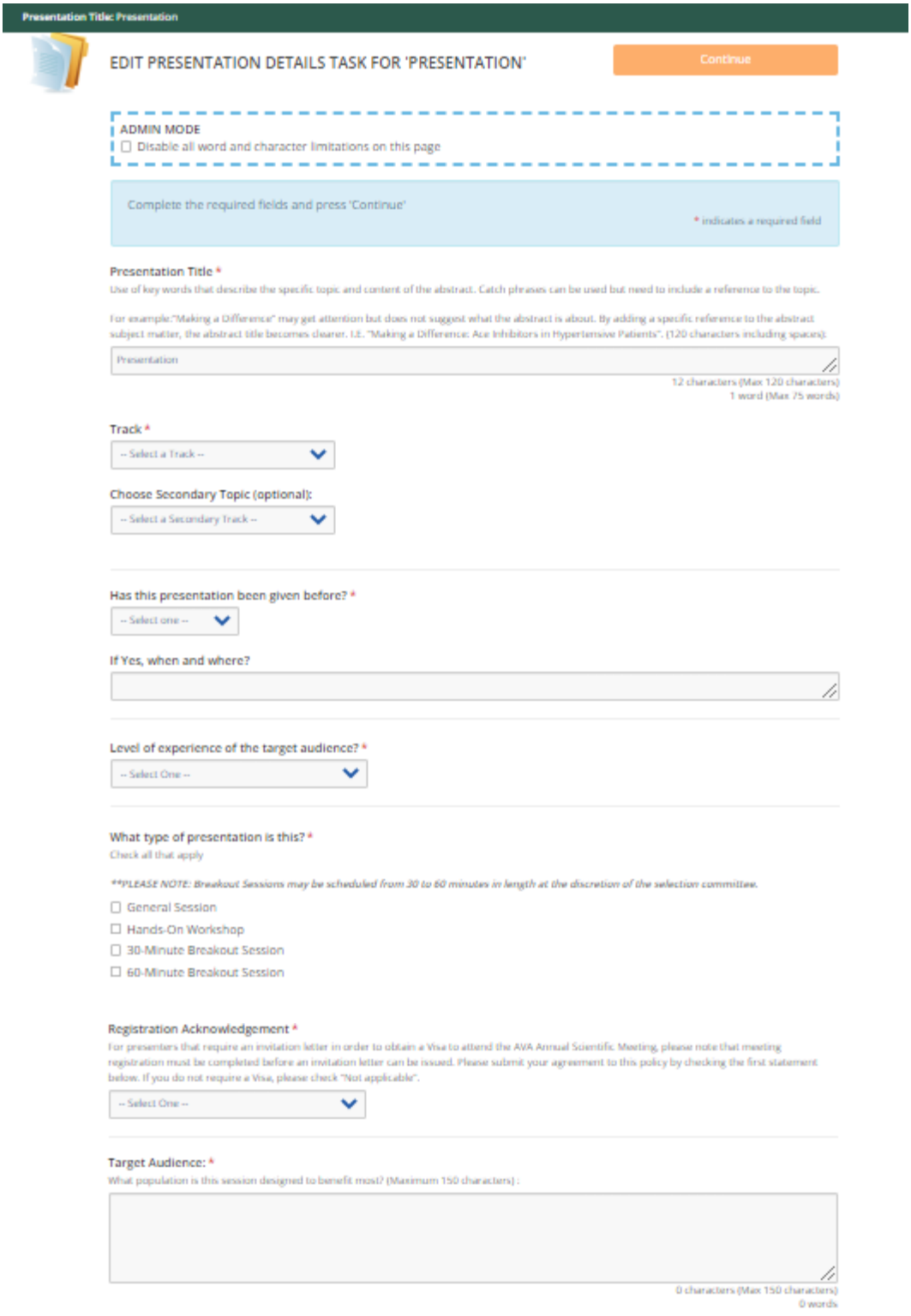
Next, click on #3 “Presentation Details".

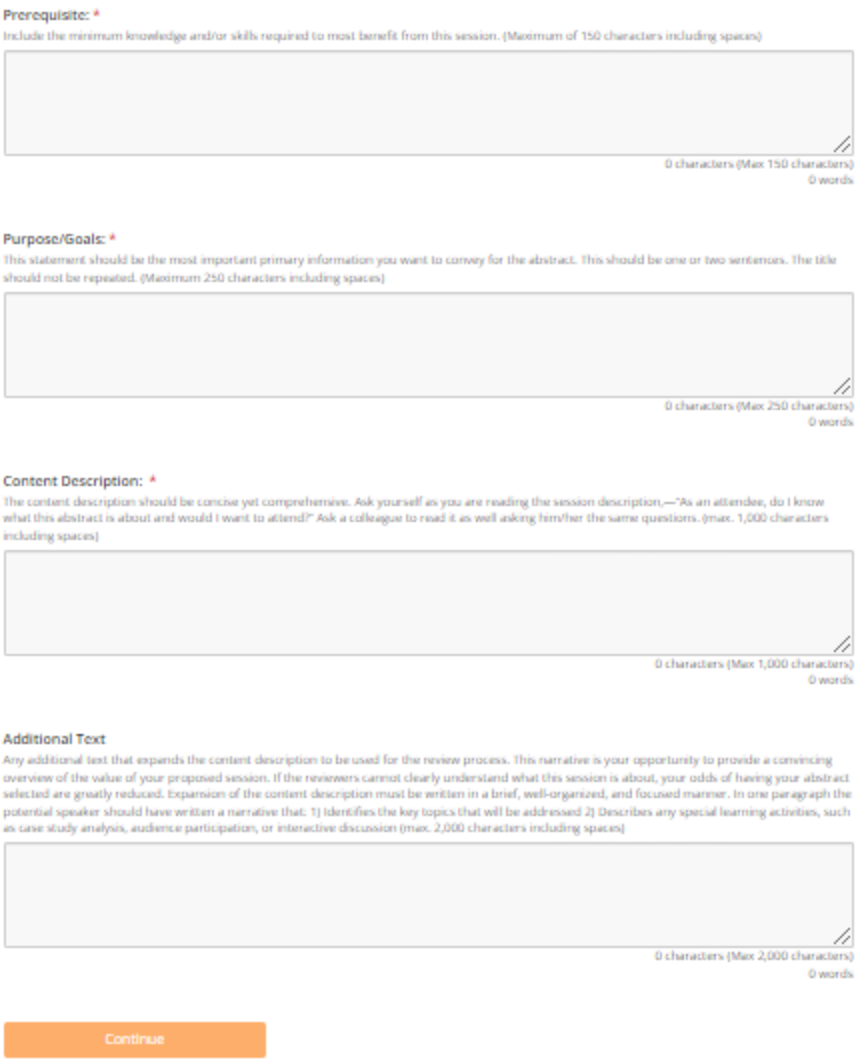


3. Presentation Details

Provide details about your abstract.

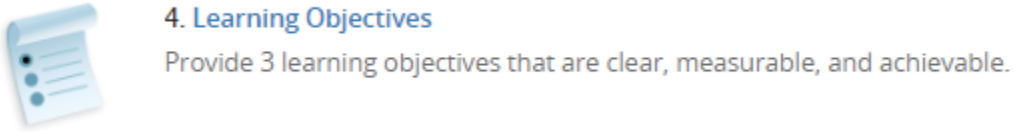
Complete all fields with an * Please note there are tips under each section.



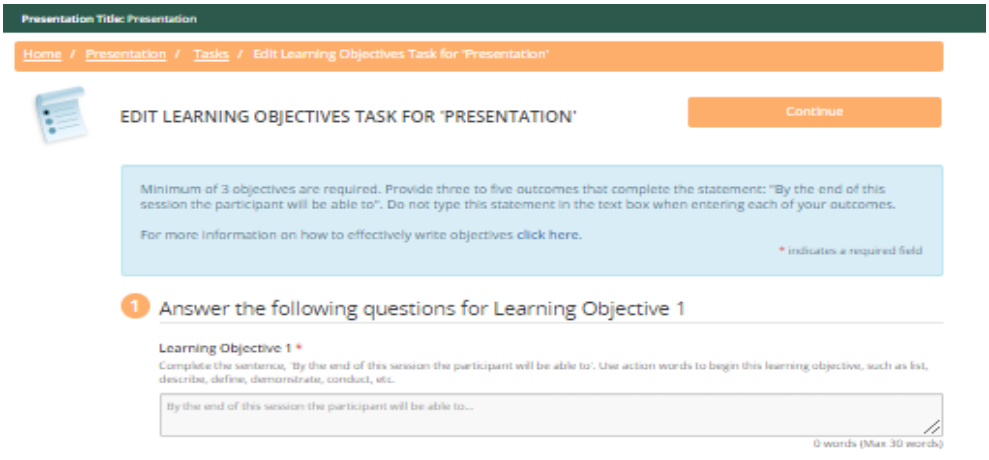


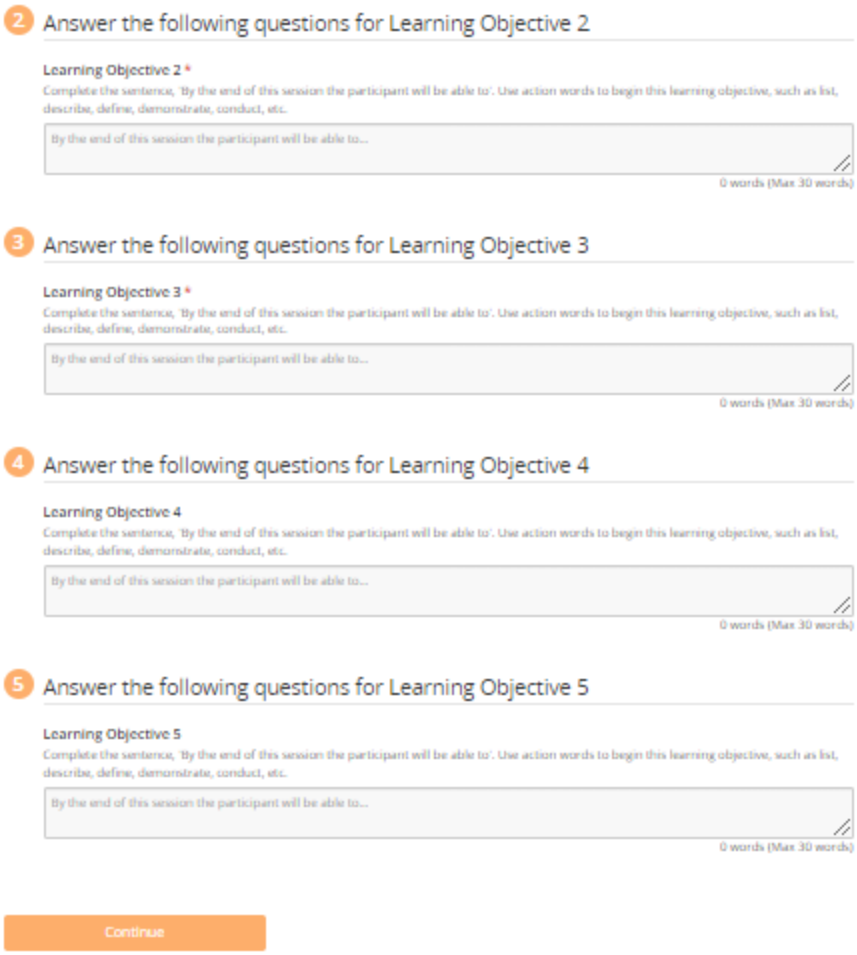
Once all the fields have been completed click “Continue”.

Next, click on #4 “Learning Objectives".



Complete all fields with an * Please note there are tips under each section.





Once all the fields have been completed click “Continue”.

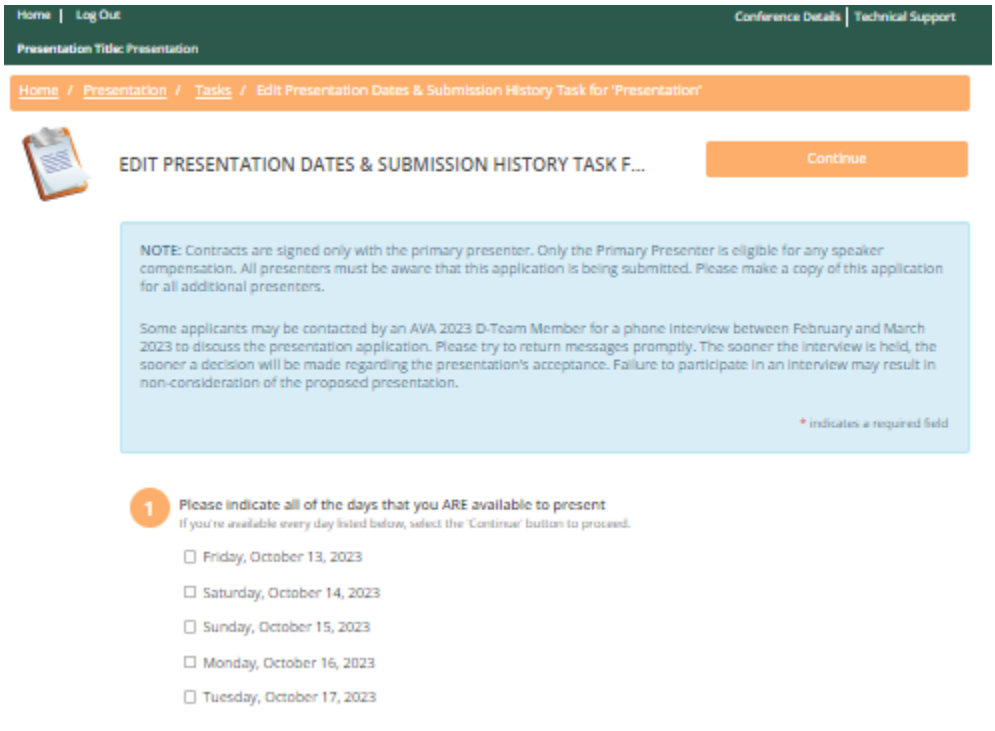
Next, click on #5 “Presentation Dates & Submission History".

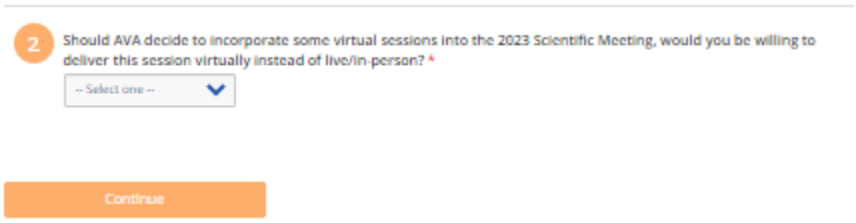


5. Presentation Dates & Submission History

Please indicate all of the days that you ARE available to present and your willingness to present virtually.

Complete the fields below.



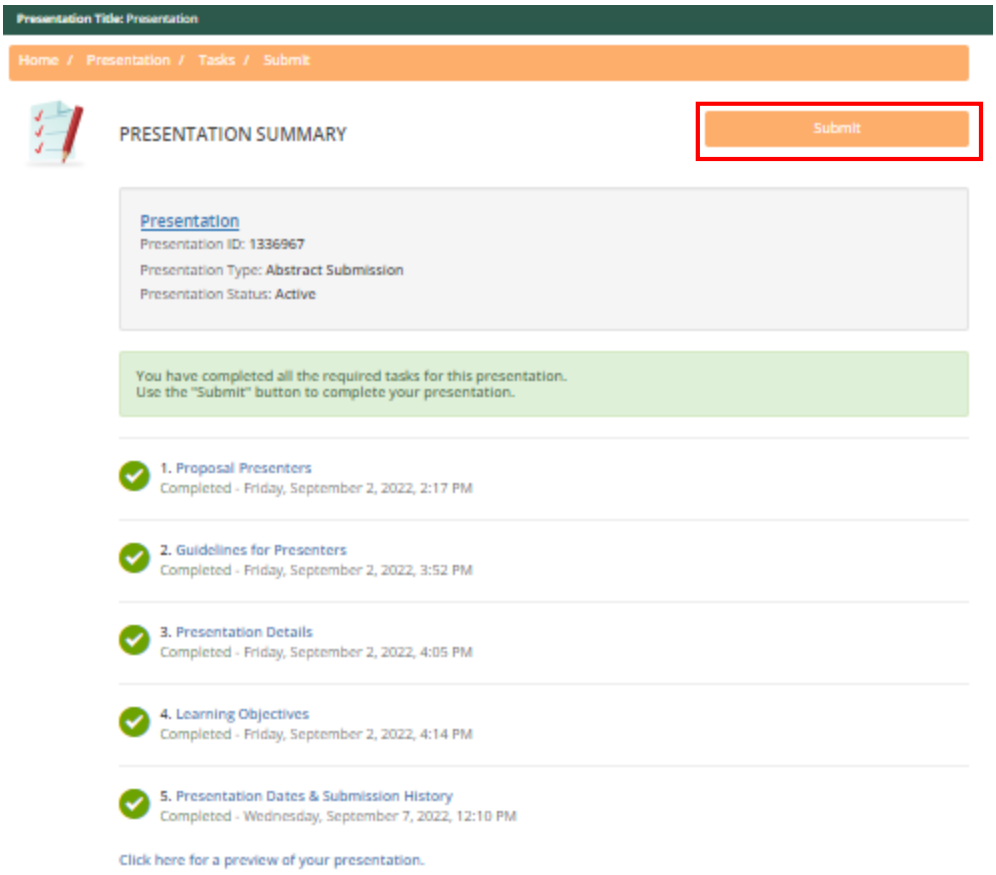


Once all the fields have been completed click “Continue”.

Once you have returned to the home page of the submission site, you will see that all the tasks have been completed. Continue to complete the submission process by clicking “Next”.



Once you click next, you’ll be directed to the page to submit your presentation. At the bottom of the page you’ll see there is an option to preview your submission prior to hitting the “Submit” button. If no edits are needed, complete your submission by hitting “Submit”.



The home page of the submission site will be updated and you will see your presentation has been successfully submitted. In addition, you will receive an email confirmation immediately upon submitting your presentation. If you do not receive this confirmation, please check your junk mail folder or contact the AVA Speakers Department at AVAspeakers@discoversb.com.

