# 2026 Submission Instructions with Screenshots

## 1. Log into the submission site:
https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=OJBDBRZU

If you haven't added a submission for 2026, you will need to create an account under "New Users." This is required even if you submitted in past years.



## 2. Once you log in, click "Click Here to Begin a New Submission"

**2026 Submission Instructions with Screenshots**



**EVENT INFORMATION**

2026 AOPA National Assembly
September 9 – 12, 2026 (Wednesday –
Saturday)
Mandalay Bay
Las Vegas, Nevada
United States

Contact the Event Organizer

**YOUR PROFILE**

Ashley Vande Bunte
Affiliation: American Orthotic ...
Logins: 0  Log Out
View / Edit Your Profile

**SUBMIT FEEDBACK**

We always welcome feedback,
and we want to hear what you
like and what can be improved.
Feedback Form

**SUBMISSIONS**  (You have 0 complete submissions, 4 incomplete submissions, and 0 withdrawn submissions)

If you need help submitting your ideas, please review the submission instructions and FAQs under Frequently Asked
Questions below.

Click here to begin a new submission

3. **Enter a submission title on the new page and select the submission type. You can also click View Submission Type Descriptions" to read the calls.**



**START A NEW SUBMISSION**                    Submit

**Submission Title** *
A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

0 characters (200 max)
0 words (75 max)

**Submission Type** *
Clinical Free Paper Track Submission

View Submission Type descriptions.

Submit

4. **This will take you to a new page. On this page, you need to complete all tasks (different submission types have different tasks). As you complete each task, there will be a green checkmark next to it.**

**Business Education Paper Example:**

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large **green check mark.**

After you have completed all of the tasks below, select "Save Submission".

**Business Education Paper**
Submission ID: 2247728
Submission Type: **Business Education Individual Paper/Presentation Submission**
Submission Status: **Active**

New submission was successfully added.

1. Individual Paper/Presentation Submission Information
Enter information about your submission.

2. Keyword List
Provide three keywords for your presentation content.

3. Individual Presentation Speaker
Add speakers who will be presenting this submission in Las Vegas.

4. Upload Table, Graphic, or File
Upload a file you would like to include with your submission

5. Submission Agreement
Read and agree to the following statement

6. Additional Information
Answer the following questions

Save Submission

**Digital Roundtable Example:**

## 2026 Submission Instructions with Screenshots

**TASK LIST**

Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large **green check mark**.

After you have completed all of the tasks below, select "Save Submission".

**Digital Roundtable Test**
Submission ID: **2247731**
Submission Type: **Digital O&P Care Roundtable Full Session Submission**
Submission Status: **Active**

New submission was successfully added.

**1. Roundtable Submission Information**
Enter information about your submission.

**2. Keyword List**
Provide three keywords for your presentation content.

**3. Roundtable/Symposium Speakers**
Click here to add speakers who will be presenting this submission in Las Vegas.

**4. Upload Table, Graphic, or File**
Upload a file you would like to include with your submission

**5. Submission Agreement**
Read and agree to the following statement

Save Submission

For Roundtable and Presentation Information, you will need to enter the title, experience level, and description/synopsis.

## 2026 Submission Instructions with Screenshots

Please provide your presentation overview below.

* Indicates a required field

**Submission Title** *
A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

Digital Roundtable Test

23 characters (Max 200 characters)
3 words (Max 75 words)

**Experience Level of intended audience** *

-- Select One --

**Description/Synopsis of Roundtable** *
Please provide a description or synopsis of the proposed roundtable to be included in the prorgam.

0 characters
0 words

Continue

**For the Keyword List, you will need to select at least one keyword and up to three keywords:**

EDIT KEYWORD LIST TASK FOR 'DIGITAL ROUNDTABLE TEST'

Continue

Select three keywords from the dropdown.

* Indicates a required field

**1 Keyword 1** *

-- Select One --

**2 Keyword 2**

-- Select One --

**3 Keyword 3**

-- Select One --

Continue

**2026 Submission Instructions with Screenshots**

For Roundtable Speakers, you will need to enter all speaker information to complete your submission. You will default as a moderator on the roundtables, but you can remove this, by clicking "Remove *NAME*" To add a speaker/moderator, you will need to enter their first name, last name, and email – and select a role for them.



Click "Save Speakers" once you are done.

For Individual Presentation Speakers, you will do a similar task, but there will not be an option to add a moderator and "Speakers" are labeled "Presentation Speakers:"

EDIT INDIVIDUAL PRESENTATION SPEAKER TASK FOR 'BUSIN...    **Save Presentation Speakers**

Please create the list of speakers who will be presenting this submission onsite in Las Vegas

To add an speaker:
- Type the speaker's first name, last name, and email address.
- Click 'Add Speaker.'

To complete an speaker's profile:
- Click on the 'Edit Speaker' button to complete the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Speakers' to complete the task.

\* Indicates a required field

**Add New Presentation Speaker**

First Name \*    Last Name \*    Email \*    Select a Role \*

-- Select Select a Role --

**Add Presentation Speaker**

**Presentation Speaker List**

You must add at least 1 presentation speaker and no more than 3.
You can add a maximum of 3 presentation speakers for this submission.

**1**    Ashley Vande Bunte
Director, Education, American Orthotic and Prosthetic Association
Profile incomplete ⊗
Select a Role: Presentation Speaker

**Edit Ashley Vande Bunte's Profile**    **Remove Ashley Vande Bunte**

**Save Presentation Speakers**

## Upload Table/Graphic/File Task

You then have an option to upload a table, graphic, or file. You can skip this step by clicking "I do not wish to upload a file."

## Submission Agreement
**You will need to sign the Submission Agreement and click to agree to the terms and conditions:**



## Edit Submission Agreement Task for 'Digital Roundtable Test'
**Instructions**

*By submitting this proposal, the submitter and participants all agree that this presentation may be videotaped, audio-taped and/or photographed, and that it may be reproduced in a number of different media, including mp4 video, Internet and print media.*
*I agree to any such reproduction and release with respect thereto in consideration of my participation on the faculty. By submitting this form and/or accepting the invitation to participate, presenters agree that*

**2026 Submission Instructions with Screenshots**

*they have obtained (or will have done so by the time of their meeting presentation) any necessary copyright permission(s), and to indemnify AOPA for any inadvertent unauthorized use if any portion of the presenter's educational activity materials are not the original work of the presenter and/or if the presenter does not hold the copyright for the materials in question, to use previously published illustrations or material.*

Once a submission step is completed, you will see a green checkmark next to it:

**TASK LIST**

Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large **green check mark**.

After you have completed all of the tasks below, select "Save Submission".

**Digital Roundtable Test**
Submission ID: 2247731
Submission Type: Digital O&P Care Roundtable Full Session Submission
Submission Status: Active

Submission Agreement task was successfully completed on Friday, October 3, 2025, 3:37 PM
This form is complete, but you can continue to update it. If you make changes, don't forget to press the 'Submit Agreement' button to save your changes.

**1. Roundtable Submission Information**
Completed Friday, October 3, 2025, 3:32 PM
Enter information about your submission.

**2. Keyword List**
Completed Friday, October 3, 2025, 3:32 PM
Provide three keywords for your presentation content.

**3. Roundtable/Symposium Speakers**
Completed Friday, October 3, 2025, 3:35 PM
Click here to add speakers who will be presenting this submission in Las Vegas.

**4. Upload Table, Graphic, or File**
Completed Friday, October 3, 2025, 3:36 PM
Upload a file you would like to include with your submission

**5. Submission Agreement**
Completed Friday, October 3, 2025, 3:37 PM
Read and agree to the following statement

Save Submission

**2026 Submission Instructions with Screenshots**

You will need to click "Save Submission"

Then you will need to click "Submit" to successfully submit it:

Home / Submission / Tasks / Submit

**SUBMISSION SUMMARY**

Submit

**Digital Roundtable Test**
Submission ID: 2247731
Submission Type: Digital O&P Care Roundtable Full Session Submission
Submission Status: Active

You have completed all the required tasks for this submission.
Use the "Submit" button to complete your submission.

✔ 1. Roundtable Submission Information
Completed - Friday, October 3, 2025, 3:32 PM

✔ 2. Keyword List
Completed - Friday, October 3, 2025, 3:32 PM

✔ 3. Roundtable/Symposium Speakers
Completed - Friday, October 3, 2025, 3:35 PM

✔ 4. Upload Table, Graphic, or File
Completed - Friday, October 3, 2025, 3:36 PM

✔ 5. Submission Agreement
Completed - Friday, October 3, 2025, 3:37 PM

Click here for a preview of your submission.

**2026 Submission Instructions with Screenshots**
**Clinical Free Papers/Posters**
Clinical Submissions add a few additional steps. First, it requests some additional information in the presentation information module, including presentation delivery method (Lecture or Poster Showcase or just Poster Showcase) and then asks about the best area for the paper:

**Submission Title** *
A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

Clinical Free Paper Test

24 characters (Max 200 characters)
4 words (Max 75 words)

**Presentation Delivery Method** *

-- Select One --

**Please select the area that best fits the type of paper submitted.** *

☐ Business operations or office management
☐ Case study
☐ Clinical technique without patient data
☐ Fabrication technique
☐ Literature review
☐ Novel research
☐ Product/device description or review
☐ Other
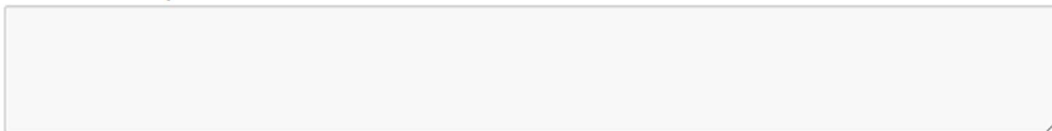
**This paper is appropriate for the following audiences** *

☐ Prosthetists
☐ Orthotists
☐ Pedorthists
☐ Technicians
☐ Post-Mastectomy Fitters
☐ Business owners or office management

It also asks for an introduction/purpose, Methods, Results, and Discussion/Conclusion:

## 2026 Submission Instructions with Screenshots

**Introduction or Purpose** *

0 characters
0 words

**Methods** *

0 characters
0 words

**Results** *

0 characters
0 words

**Discussion/Conclusion** *

0 characters
0 words

Followed by the significance, the 2-3 sentence synopsis that goes in the event program, and references:

**2026 Submission Instructions with Screenshots**

0 words

Significance

0 characters
0 words

2-3 Sentence Synopsis *
Provide a 2-3 sentence synopsis that can be included in the meeting program to describe your presentation.

0 characters
0 words (Max 75 words)

References

0 characters
0 words (Max 75 words)

Continue

Additionally, Clinical allows you to add "Non-Presenting Authors" in Step 4. These are authors who contributed to the presentation, but will not be sp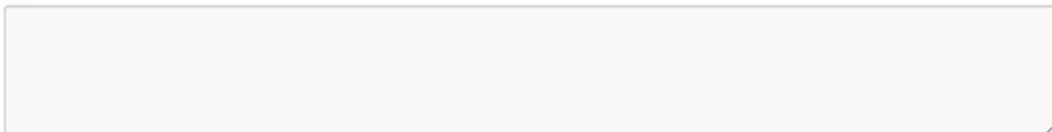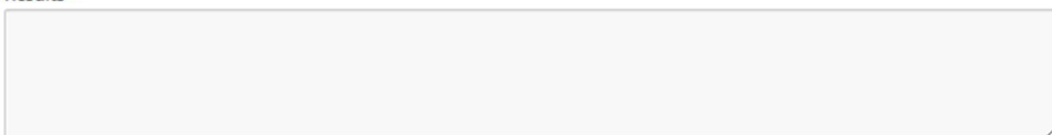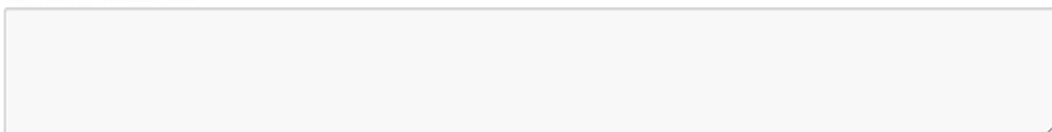eaking at the event.  They will not receive access to Cadmium. Anyone speaking at the event in Las Vegas should be listed under "Free Paper/Poster Presenter."

Powered by Google Translate

Home / Submission / Tasks / Edit Non-Presenting Authors (Clinical Free Paper & Posters) Task for 'Clinic...

EDIT NON-PRESENTING AUTHORS (CLINICAL FREE PAPER & P...     Save Non-Presenting Co-Author List

Please add your non-presenting co-authors for this submission. This includes individuals who helped you work on the abstract or someone that you would like to recognize in creation of the submission, but is not speaking/presenting onsite in Las Vegas. They are not listed under the "Speakers" section and will not receive information to log into the speaker portal in Cadmium.  If you do not wish to include any additional authors, you may click the 'Save Non-Presenting Co-Author List' button at the top of the page.

* Indicates a required field

Add a New Non-Presenting Co-Author

Non-Presenting Co-Author List

No Non-Presenting Co-Authors have been added yet.
Click the "Add Non-Presenting Co-Author" button above to add your first one.

**TASK LIST**

Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large **green check mark.**

After you have completed all of the tasks below, select "Save Submission".

**Clinical Free Paper Test**
Submission ID: 2247743
Submission Type: **Clinical Free Paper Track Submission**
Submission Status: **Active**

New submission was successfully added.

**1. Clinical Free Paper Submission Information**
Enter information about your submission.

**2. Keyword List**
Provide three keywords for your presentation content.

**3. Free Paper Speakers**
Click here to add the presenting authors of this submission in Las Vegas.

**4. Non-Presenting Authors (Clinical Free Paper & Posters)**
Click here to add non-presenting co-authors to this submission.

**5. Upload Table, Graphic, or File**
Upload a file you would like to include with your submission

**6. Clinical Free Paper/Student Poster Learning Outcomes**
Provide learning outcomes that are clear, measurable, and achievable.

**7. Submission Agreement**
Read and agree to the following statement

**2026 Submission Instructions with Screenshots**

There is also a Clinical Outcomes Task with questions that need to be answered.

Home / Submission / Tasks / Edit Clinical Free Paper/Student Poster Learning Outcomes Task for 'Clinic...

EDIT CLINICAL FREE PAPER/STUDENT POSTER LEARNING OU...                    Continue

Provide up to 3 learning outcomes that are clear, measurable, and achievable. What can attendees expect to learn during this program? Specifically, what is the clinical or technical applicability?

For more information on how to effectively write objectives click here.

\* Indicates a required field

**1  Answer the following questions for Learning Outcome 1**

**Learning Outcome 1 \***
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning outcome, such as list, describe, define, demonstrate, conduct, etc.

| Upon completion, participants will be able to ... |
|---|

0 words (Max 30 words)

**2  Answer the following questions for Learning Outcome 2**

**Learning Outcome 2 \***
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning outcome, such as list, describe, define, demonstrate, conduct, etc.

| Upon completion, participants will be able to ... |
|---|

0 words (Max 30 words)

**3  Answer the following questions for Learning Outcome 3**

**Learning Outcome 3**
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning outcome, such as list, describe, define, demonstrate, conduct, etc.

| Upon completion, participants will be able to ... |
|---|

0 words (Max 30 words)

Continue

**2026 Submission Instructions with Screenshots**