

# 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 9th, 2024.

If you are submitting a 2024 session proposal for the first time please click the "Join Now" button.

### Log in to the Submission Site

#### New Users

Click 'Join Now' to begin your first submission.

Join Now

#### Already a User?

Email Address \*

j Alvarez@discoversb.com

Access Key \*


..... Show

[Lost your access key?](#)

Login

Questions? Organizer: Jill Alvarez - [AVASpeakers@discoversb.com](mailto:AVASpeakers@discoversb.com) / (301) 658-2181

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.



ACCOUNT PROFILE

Create Account

Please complete the information below and then press the "Create Account" button. You will be the contact person for all information that you submit using this account.

\* indicates a required field

#### Personal Details

Prefix

First Name \*

Middle Initial

Last Name \*

Suffix

#### Mailing Address

Address Line 1 \*

Address Line 2

Address Line 3

City \*

State \*

Zip \*

Country \*

#### Contact Details

Office Phone \*

Cell Phone \*

Fax


Email \*

#### Administrative Assistant


(they will be copied on all presentation emails)

Name Telephone Email

Not Applicable

 **Administrative Assistant** (they will be copied on all presentation emails)


Name  Telephone  Email  ☐ Not Applicable

 **Professional Information**

Position / Title \*

Employer \*

Credentials \*  ☐ Not Applicable

 **Access Key**

Please type in an access key that you will use to access your submission information in the future.  
The access key must be between 8 and 10 characters long and contain at least one letter and one number.

Create Access Key \*  Show

Access Key Strength


Re-type Access Key \*  Show


[Create Account](#)


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”.


[Home](#) | [Log Out](#)[Conference Details](#) | [Technical Support](#)


**EVENT INFORMATION**


2023 AVA Annual Meeting  
October 14 - 17, 2023 (Saturday - Tuesday)  
Oregon Convention Center  
Portland, Oregon  
United States  
 [Contact the Event Organizer](#)

**YOUR PROFILE**


Jane Doe  
Employer: SB  
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](#)

**PRESENTATIONS** (You have 0 complete presentations, 0 Incomplete presentations, and 0 withdrawn presentations)

Click +Here below to begin a new submission. Click the title of an existing submission to continue.

 [Click here to begin a new presentation](#)



## START A NEW SUBMISSION

Submit

Please enter a title for your submission

**Presentation Title \***

Use of key words that describe the specific topic and content of the abstract. Catch phrases can be used but need to include a reference to the topic.

For example: "Making a Difference" may get attention but does not suggest what the abstract is about. By adding a specific reference to the abstract subject matter, the abstract title becomes clearer. I.E. "Making a Difference: ACE Inhibitors in Hypertensive Patients". (120 characters including spaces):

0 characters (120 max)  
0 words (75 max)

Submit

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.

Presentation Title: Presentation



## TASK LIST

Next

Thank you for your interest in participating in the AVA 37th Annual Scientific Meeting! Please complete the form below so that we may review your presentation for consideration in the conference program.  
Please make note of the following information:

- Information entered into the fields will be lost if you leave the screen idle for longer than 20 minutes.
- You will be able to log back in to make edits to your presentation proposal up until the submission deadline date of January 17 2023.
- A confirmation email from AVAspeakers@discoversb.com will be sent to the submitter when the application is successfully submitted. If you do not receive a confirmation, please check your junk mail folder or contact AVAspeakers@discoversb.com.

All of the task items must be completed by **January 17, 2023** in order for this presentation to be considered for a session during the AVA 2023 Annual Scientific Meeting.

Presentations with incomplete task items are marked as "pending" submissions until all task items have been completed.

To get started on your submission, please click on each of the five task items below. Remember to click on the CONTINUE button to save your progress.

Presentation

Presentation ID: 1336967

Presentation Type: Abstract Submission

Presentation Status: Active

New presentation was successfully added.

**1. Proposal Presenters**

Click here to add authors to this submission.

**2. Guidelines for Presenters**

Read and agree to the terms &amp; conditions.

**3. Presentation Details**

Provide details about your abstract.



#### 4. Learning Objectives

Provide 3 learning objectives that are clear, measurable, and achievable.



#### 5. Presentation Dates & Submission History

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

Next

## Task List item #1

Click on the first item in the task list "Proposal Presenters".



### 1. Proposal Presenters

Click here to add authors to this submission.

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

Presentation Title: Presentation

[Home](#) / [Presentation](#) / [Tasks](#) / Edit Proposal Presenters Task for 'Presentation'

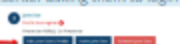


#### EDIT PROPOSAL PRESENTERS TASK FOR 'PRESENTATION'

Save Presenters

Please create a roster of presenters for this proposal.

Follow these steps:

1. Enter the presenter's first name, last name, a valid email address, and select the appropriate role. Maximum of 2 co-presenters allowed.
2. Click "Add Presenter" to add the individual to the session.
3. Once a Presenter is added:
  - Click on the Presenter's name to fill in the additional details about them
  - OR
  - Send an email to that presenter asking them to login and to complete their own details by clicking on the blue 'communication' icon (  ). DO NOT click on the blue icon next to your name, if listed, just select your name to fill in additional information.

Notes:

- This task will not be completed until all details are received. A green check mark must appear next to each name in order for the task to show as complete.
- If you make a change to your roster, be sure to click "Save Presenters" before returning to the task list.

\* indicates a required field


#### Add New Presenter

First Name \* Last Name \* Email \* Presenter Role \*

Add Presenter

#### Presenter List

You must add at least 1 presenter and no more than 3.  
 You must have 1 presenter for this presentation.  
 You can add a maximum of 2 co-presenters for this presentation.

1 Jane Doe  
 Speaker Manager, SB  
 Profile completed   
 Presenter Role: Presenter

Edit Jane Doe's Profile

Remove Jane Doe

Save 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 ✓.



## 1. Proposal Presenters

Completed Friday, September 2, 2022, 2:17 PM

[Click here to add authors to this submission.](#)

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



## 2. Guidelines for Presenters

[Read and agree to the terms & conditions.](#)

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

[Home](#) / [Presentation](#) / [Tasks](#) / [Edit Guidelines for Presenters Task for 'Presentation'](#)



### EDIT GUIDELINES FOR PRESENTERS TASK FOR 'PRESENTATION'

[Submit Agreement](#)

Read and agree to the following terms and conditions

AVA offers the following incentive package to Presenters, *contingent upon meeting all stated deadlines:*

- 1 night hotel accommodations at the headquarters hotel per the number of presentation days
  - AVA will transfer one night's hotel accommodations (room and tax only) from the speaker's hotel bill to the AVA master account. The speaker is responsible for making his or her own reservation and AVA will not reimburse for housing outside of the official conference hotels or outside of the official room block.
- Complimentary ONE-DAY meeting registration, as well as the following discounts:
  - 50% reduction of one (1) additional day at the member rate OR
  - 50% reduction of the full conference at the member rate (*mandatory if Speaker wishes to attend for 3 or more days*)
  - Complimentary full conference if speaking for 3 or more days during the conference
- Honoraria/Stipend
  - AVA reserves the right to inform Presenters, upon formal acceptance of the topic or presentation proposal, of any honorarium/stipend that may be offered to the Primary presenter. There is no guarantee that an honorarium will be offered to any or all presenters. There may be differing honoraria based on presentation session category. If an honorarium is offered it will be communicated to the primary Speaker/Presenter in the Speaker/Presenter Agreement consistent with guidelines set forth and approved by the AVA Board of Directors based on session categories.
  - AVA reserves the right to negotiate and offer honoraria and/or fees to invited speakers including, but not limited to, Keynote Speaker, Principal Speaker(s), or entertainer(s) separate from any other offered honoraria or session category. These are considered separately from listed conference session types in the Call for Topics and Presentations.
- Speaker/Presentation Requirements
  - Prior to committing to present at the 37th AVA Annual Scientific Meeting please consider additional costs not covered in the speaker/presenter incentive package. These costs will be the responsibility of the presenter and no additional reimbursement or accommodation will be made.

- 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.

Presentation Title: Presentation



EDIT PRESENTATION DETAILS TASK FOR 'PRESENTATION'

Continue

ADMIN MODE

☐ Disable all word and character limitations on this page

Complete the required fields and press 'Continue'

\* indicates a required field

**Presentation Title \***

Use of key words that describe the specific topic and content of the abstract. Catch phrases can be used but need to include a reference to the topic.

For example: "Making a Difference" may get attention but does not suggest what the abstract is about. By adding a specific reference to the abstract subject matter, the abstract title becomes clearer. I.E. "Making a Difference: ACE Inhibitors in Hypertensive Patients". (120 characters including spaces)

Presentation

12 characters (Max 120 characters)  
1 word (Max 75 words)

**Track \***

-- Select a Track --

**Choose Secondary Topic (optional):**

-- Select a Secondary Track --

**Has this presentation been given before? \***

-- Select one --

**If Yes, when and where?**

**Level of experience of the target audience? \***

-- Select One --

**What type of presentation is this? \***

Check all that apply

**\*\*PLEASE NOTE: Breakout Sessions may be scheduled from 30 to 60 minutes in length at the discretion of the selection committee.**

☐ General Session

☐ Hands-On Workshop

☐ 30-Minute Breakout Session

☐ 60-Minute Breakout Session

**Registration Acknowledgement \***

For presenters that require an invitation letter in order to obtain a Visa to attend the AVA Annual Scientific Meeting, please note that meeting registration must be completed before an invitation letter can be issued. Please submit your agreement to this policy by checking the first statement below. If you do not require a Visa, please check "Not applicable".

-- Select One --

**Target Audience: \***

What population is this session designed to benefit most? (Maximum 150 characters):

0 characters (Max 150 characters)  
0 words

**Prerequisite: \***

Include the minimum knowledge and/or skills required to most benefit from this session. (Maximum of 150 characters including spaces)

0 characters (Max 150 characters)  
0 words

**Purpose/Goals: \***

This statement should be the most important primary information you want to convey for the abstract. This should be one or two sentences. The title should not be repeated. (Maximum 250 characters including spaces)

0 characters (Max 250 characters)  
0 words

**Content Description: \***

The content description should be concise yet comprehensive. Ask yourself as you are reading the session description,—"As an attendee, do I know what this abstract is about and would I want to attend?" Ask a colleague to read it as well asking him/her the same questions. (max. 1,000 characters including spaces)

0 characters (Max 1,000 characters)  
0 words

**Additional Text**

Any additional text that expands the content description to be used for the review process. This narrative is your opportunity to provide a convincing overview of the value of your proposed session. If the reviewers cannot clearly understand what this session is about, your odds of having your abstract selected are greatly reduced. Expansion of the content description must be written in a brief, well-organized, and focused manner. In one paragraph the potential speaker should have written a narrative that: 1) Identifies the key topics that will be addressed 2) Describes any special learning activities, such as case study analysis, audience participation, or interactive discussion (max. 2,000 characters including spaces)

0 characters (Max 2,000 characters)  
0 words

Continue

Once all the fields have been completed click "Continue".

Next, click on #4 "Learning Objectives".



#### 4. Learning Objectives

Provide 3 learning objectives that are clear, measurable, and achievable.

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

Presentation Title: Presentation

[Home](#) / [Presentation](#) / [Tasks](#) / Edit Learning Objectives Task for 'Presentation'



EDIT LEARNING OBJECTIVES TASK FOR 'PRESENTATION'

Continue

Minimum of 3 objectives are required. Provide three to five outcomes that complete the statement: "By the end of this session the participant will be able to". Do not type this statement in the text box when entering each of your outcomes.

For more information on how to effectively write objectives click [here](#).

\* indicates a required field

##### 1 Answer the following questions for Learning Objective 1

**Learning Objective 1 \***

Complete the sentence, "By the end of this session the participant will be able to". Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

By the end of this session the participant will be able to...

0 words (Max 30 words)

## 2 Answer the following questions for Learning Objective 2

### Learning Objective 2 \*

Complete the sentence, 'By the end of this session the participant will be able to'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

By the end of this session the participant will be able to...

0 words (Max 30 words)

## 3 Answer the following questions for Learning Objective 3

### Learning Objective 3 \*

Complete the sentence, 'By the end of this session the participant will be able to'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

By the end of this session the participant will be able to...

0 words (Max 30 words)

## 4 Answer the following questions for Learning Objective 4

### Learning Objective 4

Complete the sentence, 'By the end of this session the participant will be able to'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

By the end of this session the participant will be able to...

0 words (Max 30 words)

## 5 Answer the following questions for Learning Objective 5

### Learning Objective 5

Complete the sentence, 'By the end of this session the participant will be able to'. Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

By the end of this session the participant will be able to...

0 words (Max 30 words)

Continue

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.

[Home](#) | [Log Out](#)[Conference Details](#) | [Technical Support](#)

Presentation Title: Presentation

[Home](#) / [Presentation](#) / [Tasks](#) / Edit Presentation Dates & Submission History Task for 'Presentation'

EDIT PRESENTATION DATES & SUBMISSION HISTORY TASK F...[Continue](#)

**NOTE:** Contracts are signed only with the primary presenter. Only the Primary Presenter is eligible for any speaker compensation. All presenters must be aware that this application is being submitted. Please make a copy of this application for all additional presenters.

Some applicants may be contacted by an AVA 2023 D-Team Member for a phone interview between February and March 2023 to discuss the presentation application. Please try to return messages promptly. The sooner the interview is held, the sooner a decision will be made regarding the presentation's acceptance. Failure to participate in an interview may result in non-consideration of the proposed presentation.

\* indicates a required field

### 1 Please indicate all of the days that you ARE available to present

If you're available every day listed below, select the 'Continue' button to proceed.

- ☐ Friday, October 13, 2023
- ☐ Saturday, October 14, 2023
- ☐ Sunday, October 15, 2023
- ☐ Monday, October 16, 2023
- ☐ Tuesday, October 17, 2023

2 Should AVA decide to incorporate some virtual sessions into the 2023 Scientific Meeting, would you be willing to deliver this session virtually instead of live/in person? \*

-- Select one --

Continue

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”.

Home | Log Out Conference Details | Technical Support

Registration Title: Presentation

Home / Presentation / Task List for 'Presentation'

 TASK LIST [Next](#)

Thank you for your interest in participating in the AVA 37th Annual Scientific Meeting! Please complete the form below so that we may review your presentation for consideration in the conference program. Please make note of the following information:

- Information entered into the fields will be lost if you leave the screen idle for longer than 20 minutes.
- You will be able to log back in to make edits to your presentation proposal up until the submission deadline date of January 17, 2023.
- A confirmation email from [AVA@pepiwars@discoversb.com](mailto:AVA@pepiwars@discoversb.com) will be sent to the submitter when the application is successfully submitted. If you do not receive a confirmation, please check your junk mail folder or contact [AVA@pepiwars@discoversb.com](mailto:AVA@pepiwars@discoversb.com).

All of the task items must be completed by January 17, 2023, in order for this presentation to be considered for a session during the AVA 2023 Annual Scientific Meeting.

Presentations with incomplete task items are marked as "pending" submissions until all task items have been completed.

To get started on your submission, please click on each of the five task items below. Remember to click on the CONTINUE button to save your progress.

Presentation

Presentation ID: 1336967  
Presentation Type: Abstract Submission  
Presentation Status: Active

Presentation Details & Submission History task was successfully completed on Wednesday, September 7, 2022, 12:10 PM. Thank you for completing this task.


-  **1. Proposal Presenters**  
Completed Friday, September 2, 2022, 2:17 PM  
[Click here to add authors to this submission.](#)
-  **2. Guidelines for Presenters**  
Completed Friday, September 2, 2022, 3:52 PM  
Read and agree to the terms & conditions.
-  **3. Presentation Details**  
Completed Friday, September 2, 2022, 4:05 PM  
Provide details about your abstract.
-  **4. Learning Objectives**  
Completed Friday, September 2, 2022, 4:14 PM  
Provide 3 learning objectives that are clear, measurable, and achievable.
-  **5. Presentation Details & Submission History**  
Completed Wednesday, September 7, 2022, 12:10 PM  
Please indicate all of the days that you ARE available to present and your willingness to present virtually.

[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”.

Presentation Title: Presentation

Home / Presentation / Tasks / Submit

 PRESENTATION SUMMARY Submit

Presentation  
Presentation ID: 1336967  
Presentation Type: Abstract Submission  
Presentation Status: Active


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

- 1. Proposal Presenters  
Completed - Friday, September 2, 2022, 2:17 PM
- 2. Guidelines for Presenters  
Completed - Friday, September 2, 2022, 3:52 PM
- 3. Presentation Details  
Completed - Friday, September 2, 2022, 4:05 PM
- 4. Learning Objectives  
Completed - Friday, September 2, 2022, 4:14 PM
- 5. Presentation Dates & Submission History  
Completed - Wednesday, September 7, 2022, 12:10 PM


[Click here for a preview of your presentation.](#)

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 Fun Lee at [ava@avainfo.org](mailto:ava@avainfo.org).


Home | Log Out Conference Details | Technical Support

 **EVENT INFORMATION**

2023 AVA Annual Meeting  
October 14 - 17, 2023 (Saturday - Tuesday)  
Oregon Convention Center  
Portland, Oregon  
United States  
[Contact the Event Organizer](#)


 **YOUR PROFILE**

Jane Doe  
Employer: SB  
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](#)

**Confirmation**  
Thank you for your submission! You will receive an email confirmation from AVASpeakers@discoversb.com.  
If you do not receive a confirmation, please check your junk mail folder or contact the AVA Speakers' Organizational at AVASpeakers@discoversb.com or (301) 658-2181 with any questions.

 **PRESENTATION** (You have 1 complete presentation, 0 incomplete presentations, and 0 draft presentations)

Click +Here below to begin a new submission. Click the title of an existing submission to continue.

[Click here to begin a new presentation](#)

 Presentation  
Status: Complete (Submitted 09/07/2022, 12:17 PM)  
[Preview Presentation](#) [Resend Presentation Confirmation Email](#)

*Thank you for completing your submission. We would love to hear your feedback on this system.*