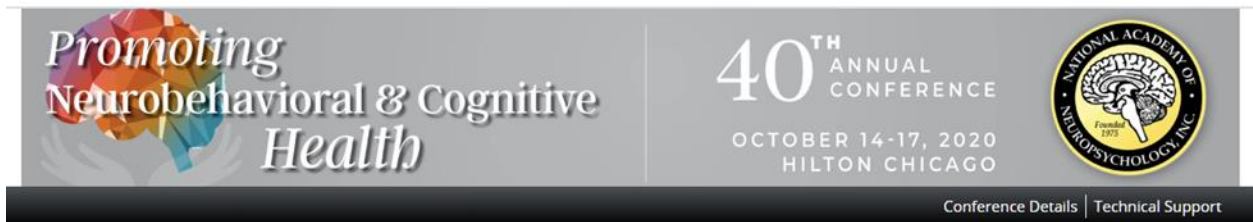

HOW TO SUBMIT A GRAND ROUNDS PRESENTATION FOR THE NAN ANNUAL CONFERENCE

Submission Deadline: April 1, 2020

1. [Click here](#) to access the submission site.
2. **NAN Account Holders:** please click on the Login. This will direct you to the NAN website where you will be asked to login using your username and password. Don't know your username or password? Click on [Forgot my password or my username](#) link on the NAN website to have it emailed to you.

Users Without a NAN Account: please click on the Create an Account. This will direct you to the NAN website where you will be asked to create a NAN account. Once your account is created, please return to the [abstract submission site](#) and login using the instructions above for NAN Account Holders.



Welcome to the National Academy of Neuropsychology Abstract Submission Site

NAN Account Holders: please click on the Login button below. This will direct you to the NAN website where you will be asked to login using your username and password. Don't know your username or password? Click on [Forgot my password or my username](#) link on the NAN website to have it emailed to you.

Users Without a NAN Account: please click on the Create an Account button below. This will direct you to the NAN website where you will be asked to create a NAN account. Once your account is created, please return to the abstract submission site and login using the instructions above for NAN Account Holders.

Submit by **Wednesday, April 1, 2020** at 11:59pm Eastern Time

- [Submission Requirements](#) - find out what information NAN needs in your abstract
- [F](#)
- [How to Submit an Oral Paper Presentation](#)
- [How to Submit a Grand Rounds Presentation](#)
- [How to Submit a CE Workshop Proposal or Test-Focused Workshop](#)
- [How to Withdraw a Submission](#)
- [Frequently Asked Questions](#)

Questions? Please contact office@nanonline.org

3. Once you are logged in, you are ready to begin a new submission. Click on the “New Submission” link as shown.

The screenshot shows a user dashboard with three main sections: **EVENT INFORMATION** (NAN 2015 Annual Conference, Austin, Texas, 11/4/2015 - 11/7/2015), **YOUR PROFILE** (Sample Submission Samples, Logins: Log Out, View / Edit Your Profile), and **SUBMIT FEEDBACK** (Feedback Form). Below these is a **SUBMISSIONS** section with a sub-header: "(you have 0 complete submissions, 0 incomplete submissions and 0 withdrawn submissions)". A link "Click here to begin a new Submission" is circled in red, with a red arrow pointing to it from the right. A "Frequently Asked Questions" link is at the bottom.

4. **Enter your submission title.** Titles are limited to 75 words or less. Please use “Title Case” (This is an Example of Title Case) when entering your submission title.

The screenshot shows the "START A NEW SUBMISSION" form. At the top right is a "Continue" button. Below is an information icon. The "Submission Title" label is circled in red, with a red arrow pointing to the text input field below it. The input field has a red asterisk and character/word counts: "0 characters (200 max)" and "0 words (75 max)". Below the title field is the "Submission Type" dropdown menu, also with a red asterisk. A "Continue" button is at the bottom center. A legend at the bottom right states "* indicates required field". Footer text includes "Copyright 2012 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited." and "Tel 410.638.9239 | Help@ConferenceAbstracts.com".

5. **Enter your submission type.** Select “Grand Rounds Presentation” from the dropdown menu. Then, click the “Continue” button.

START A NEW SUBMISSION Continue

Provide a title for your submission and choose your submission type.

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


Sample Submission Title *
21 characters (200 max)
3 words (75 max)

Submission Type *


- Select one...
- Select one...
- Poster Presentation
- Oral Paper Presentation
- Grand Rounds Presentation
- CE Workshop Proposal
- Test Focused Workshop

* indicates required field



6. You are now ready to begin inputting the details of your submission. Your submission task list tracks the required information you must include with your submission. You may complete the tasks in any order and do not have to complete all of the tasks in one session. Click “Primary Author” to begin.





TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here
Submission Type: [Grand Rounds Presentation](#) **Save Submission**
Submission Status: [Active](#)

 **Primary Author** 
Click here to add the primary author to this submission.

 **Co-Author List**
Click here to add co-authors to this submission.

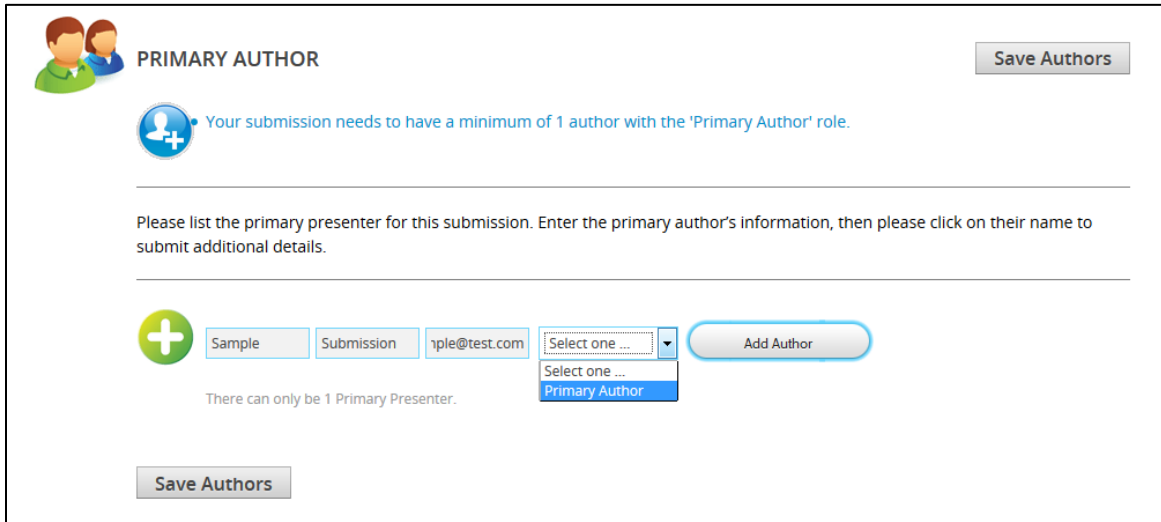
 **Research Attestation Statements**
A series of agreement statements about the research being submitted.

 **Abstract Submission Details - Grand Rounds Presentation**
Submit information about your abstract.

 **Upload Images**
Upload an image file to support your abstract submission or opt-out.

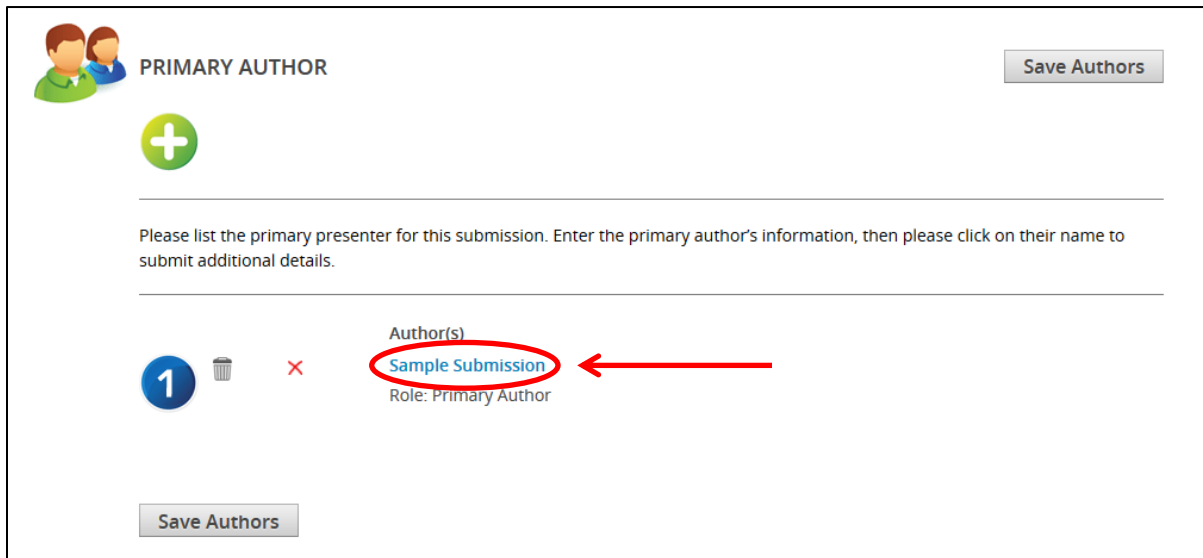
Save Submission

7. **Enter the Primary Author information.** Please enter the first name, last name, and email address of the primary author of the submission. Choose “Primary Author” from the dropdown menu and click on the “Add Author” button.




The screenshot shows a form titled "PRIMARY AUTHOR" with a "Save Authors" button in the top right. A blue notification icon and message state: "Your submission needs to have a minimum of 1 author with the 'Primary Author' role." Below this is a horizontal line and a text instruction: "Please list the primary presenter for this submission. Enter the primary author's information, then please click on their name to submit additional details." The form contains a green plus icon, three input fields with values "Sample", "Submission", and "1ple@test.com", a dropdown menu with "Select one ..." selected and "Primary Author" visible in the list, and an "Add Author" button. A note below the fields says "There can only be 1 Primary Presenter." A second "Save Authors" button is at the bottom left.

Next, click on the primary author’s name as shown to finish completing the contact information portion.



This screenshot shows the same "PRIMARY AUTHOR" form, but now with one author listed. On the left, there is a blue circle with the number "1", a trash can icon, and a red "X" icon. The author's name "Sample Submission" is circled in red, and a red arrow points to it from the right. Below the name, it says "Role: Primary Author". The "Save Authors" button is at the bottom left.

Enter the contact information for the primary author and click on the “Continue” button.

 Please complete as much of the information as you can and then press the 'Continue' button.

Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State / Province *

Zip / Postal Code *

Country *

Contact Details

Office Phone

Cell Phone

Fax

Email *

Administrative Assistant (they will be copied on all emails)

Name	Telephone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

Not applicable

Professional Information (as it will appear on conference materials)

Position *

Affiliation *

Credentials *

Not applicable

Presenter Role

There can only be 1 Primary Presenter.

*

Continue . . . ←

* indicates required field

Your primary author information is now complete, click on the “Save Authors” button.

 **PRIMARY AUTHOR** **Save Authors**


Please list the primary presenter for this submission. Enter the primary author's information, then please click on their name to submit additional details.

1  


Author(s)
Sample Submission
Role: Primary Author

Save Authors ←


8. You are now ready to input the co-author(s) information for your submission. Click on “Co-Authors List” as shown to begin.





TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here
Submission Type: [Grand Rounds Presentation](#) **Save Submission**
Submission Status: [Active](#)

 **Primary Author**
Click here to add the primary author to this submission.

 **Co-Author List** ←
Click here to add co-authors to this submission.

 **Research Attestation Statements**
A series of agreement statements about the research being submitted.

 **Abstract Submission Details - Grand Rounds Presentation**
Submit information about your abstract.

 **Upload Images**
Upload an image file to support your abstract submission or opt-out.

Save Submission


9. **Enter the Co-Author(s) information.** If you do not have any co-authors, click on the “Save Co-Author List” button to continue on to the next task. To add a co-author, enter in the required fields and click on the “Add New Co-Author” button.

The screenshot shows the 'CO-AUTHOR LIST' interface. At the top right, the 'Save Co-Author List' button is circled in red. Below the header, there is an information icon and a text block: "Please enter your co-authors for this submission. An individual who helped you work on the abstract or someone that you would like to recognize in creation of the submission may be included as a co-author. If you do not wish to include any additional authors, you may click the 'Save Co-Author List' button at the top of the page." Below this is a 'PREVIEW' section with a yellow star icon and a box containing "Co-Authors: None". At the bottom, there are input fields for "First Name ...", "Last Name ...", "Degree(s) ...", "Email ...", "Position ...", and "Organization ...", followed by an "Add New Co-Author" button. A red arrow points from the "Degree(s) ..." field to a red-bordered box at the bottom containing the text: "To add a co-author, enter the author's information here." The footer includes "Copyright 2012 CadmiumCD. All Rights Reserved. Ur" and "Help@ConferenceAbstracts.com".


If you add more than one co-author, you will have the option to re-order the authors using the arrow button, if needed. Then, click on the “Save Co-Author List” button to continue on to the next task.

The screenshot shows the 'CO-AUTHOR LIST' interface with two co-authors added. At the top right, the 'Save Co-Author List' button is circled in red. Below the header, there is an information icon and a text block: "Please enter your co-authors for this submission. An individual who helped you work on the abstract or someone that you would like to recognize in creation of the submission may be included as a co-author. If you do not wish to include any additional authors, you may click the 'Save Co-Author List' button at the top of the page." Below this is a 'PREVIEW' section with a yellow star icon and a box containing "Co-Authors: John Doe - Professor, University of Knowledge Jane Deer, Ph.D. - Research Analyst, Data Plus". Below the preview, there are two entries: "Doe John - Professor, University of Knowledge" and "Deer Jane, Ph.D. - Research Analyst, Data Plus". A red arrow points to a yellow arrow icon (used for re-ordering) next to the first entry. At the bottom, there are input fields for "First Name ...", "Last Name ...", "Degree(s) ...", "Email ...", "Position ...", and "Organization ...", followed by an "Add New Co-Author" button. The footer includes "Copyright 2012 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited." and "Tel 410.638.9239 | Help@ConferenceAbstracts.com".


10. You are now ready to complete the Research Attestation Statements for your submission. Click on “Research Attestation Statements” as shown to begin.





TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here
Submission Type: [Grand Rounds Presentation](#) **Save Submission**
Submission Status: [Active](#)

 **Primary Author**
Click here to add the primary author to this submission.

 **Co-Author List**
Click here to add co-authors to this submission.


 **Research Attestation Statements** ←
A series of agreement statements about the research being submitted.

 **Abstract Submission Details - Grand Rounds Presentation**
Submit information about your abstract.

 **Upload Images**
Upload an image file to support your abstract submission or opt-out.

Save Submission

11. **Read and electronically sign the Research Attestation Statements.** Submit your agreement by typing your name and clicking the “Submit Agreement” button.



RESEARCH ATTESTATION STATEMENTS

You must agree to all of the following statements in order for your submission to be considered.

By submitting this abstract, the corresponding author attests that the research to be presented is:

A. Original and not previously presented or published.

B. Research and/or data to be presented were conducted in compliance with institutional guidelines for human or animal research and/or the Helsinki Declaration <http://www.wma.net/en/30publications/10policies/b3/>. We appreciate that many clinicians without an institutional affiliation collect and publish valuable information. By conforming to these guidelines, the corresponding author declares that all human data were collected with participants' informed consent.

C. Disclosure of conflict of interest will be clearly stated in the methods and/or during the presentation. Conflicts of interest include funding sources for the reported study/data or having a financial interest in a test or product or with a company that published a test being investigated.

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


Submitter Name

Please indicate your agreement by typing in your full name above


Submit Agreement

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12. You are now ready to input your abstract for your submission. Click on “Abstract Submission Details” as shown to begin.





TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here
Submission Type: [Grand Rounds Presentation](#) **Save Submission**
Submission Status: [Active](#)

 **Primary Author**
Click here to add the primary author to this submission.

 **Co-Author List**
Click here to add co-authors to this submission.

 **Research Attestation Statements**
A series of agreement statements about the research being submitted.

 **Abstract Submission Details** [Grand Rounds Presentation](#)
Submit information about your abstract.

 **Upload Images**
Upload an image file to support your abstract submission or opt-out.

Save Submission

13. **Enter your abstract details.** You may edit your title in this step, if needed. You must also select a topic for your abstract from the dropdown options that best describes the nature of your presentation. **Choose from Adult Grand Rounds, Diversity Grand Rounds, Forensic Grand Rounds, Geriatric Grand Rounds, or Pediatric Grand Rounds.**

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

Sample Submission Title *

21 characters (200 max)
3 words (75 max)

Topic
Select a topic that best describes the nature of your presentation (Adult Grand Rounds, Pediatric Grand Rounds, Forensic Grand Rounds, Diversity Grand Rounds).

Select one ... *

- Select one ...
- Adult Grand Rounds
- Diversity Grand Rounds
- Forensic Grand Rounds
- Pediatric Grand Rounds
- Geriatric Grand Rounds

ate category for your submission. *

Next, you will choose a category for your abstract.

Submission Category
Please select the most appropriate category for your submission.

Select One *

- Select One
- Case Study
- Experimental Design
- Not Applicable

Abstract
Please review the instructions above for sections to include.

B I U | **☰ ☲** | **☰ ☲** | **☰ ☲** | **Ω** **🔗** *

Abstract submission details go here

5 Words (350 max)

Continue

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Next, you will enter your abstract content. Please use the instructions at the top of the page to compose your abstract to ensure your submission is not missing any of the required elements on which your submission will be reviewed. Click on the “Continue” button to proceed to the next task.

The screenshot shows a web form with three main sections. The first section, 'Submission Title', has a text input field with the placeholder 'Abstract Title Goes Here' and a red asterisk. Below the field, it shows '21 characters (200 max)' and '4 words (75 max)'. The second section, 'Topic', has a dropdown menu with 'Select one ...' and a red asterisk. The third section, 'Abstract Submission Details', is circled in red and has a red arrow pointing to it from the right. Below this section is a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, and undo. The editor's status bar shows 'Normal' and 'Words:0 Characters:0'. At the bottom left of the form, a 'Continue' button is circled in red with a red arrow pointing to it from the left.

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

Abstract Title Goes Here *

21 characters (200 max)
4 words (75 max)

Topic
Select a topic that best describes the nature of your presentation.

Select one ... *


Abstract Submission Details
Please review the instructions above for sections to include

B I U x³ x₂ Ω ↺ ↻


Normal Words:0 Characters:0

Continue


14. You may now upload an image file (.jpg, .png, .gif, .bmp, .pdf) to support your abstract or you may opt-out of uploading an image in this step as well. Images may be tables, figures, charts, or graphs that support the content of your abstract. An image is not required for acceptance. Both submissions with and without images will be given the same consideration. Click on "Upload Images" as shown to begin.





TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here
Submission Type: [Grand Rounds Presentation](#) **Save Submission**
Submission Status: [Active](#)

 **Primary Author**
Click here to add the primary author to this submission.

 **Co-Author List**
Click here to add co-authors to this submission.

 **Research Attestation Statements**
A series of agreement statements about the research being submitted.

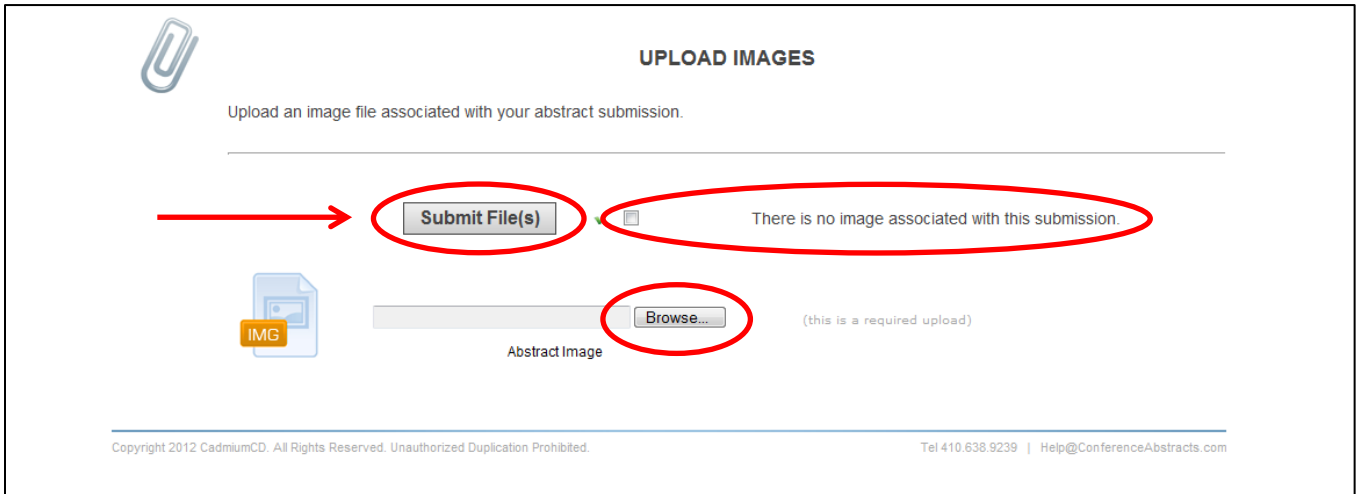
 **Abstract Submission Details - Grand Rounds Presentation**
Submit information about your abstract.

 **Upload Images** ←
Upload an image file to support your abstract submission or opt-out.

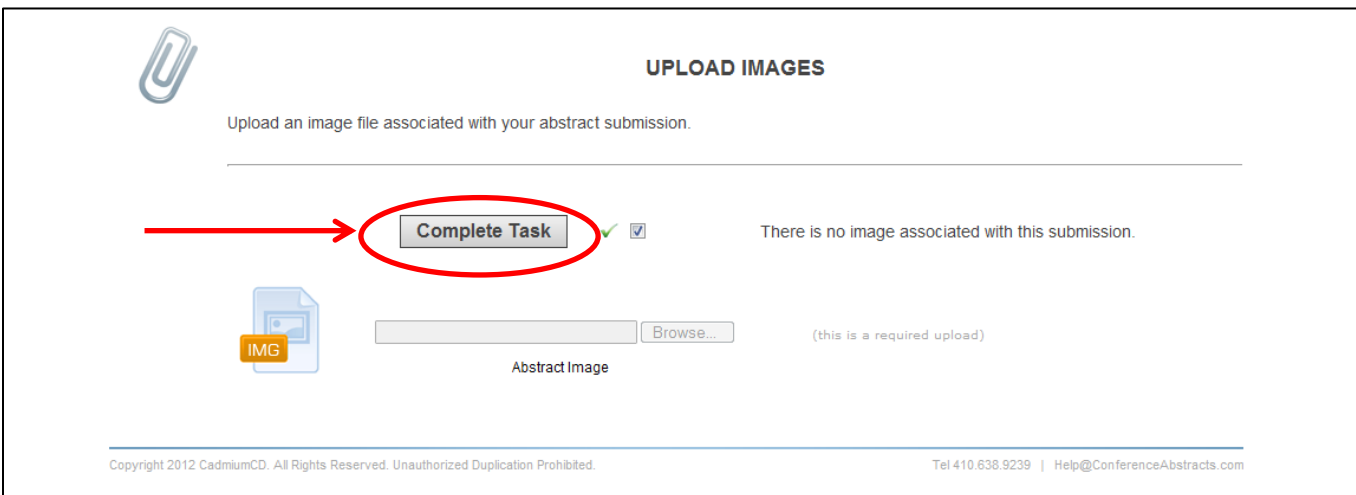
Save Submission

15. **Upload your image.** Select “Browse” to upload the image file (.jpg, .png, .gif, .bmp, .pdf) from your computer. You are limited to one supporting image file no larger than 10 MB in size. Your image will appear at the end of your abstract in black and white and will not have a caption. Please reference your image in the body of your abstract.

You may opt-out of uploading a supporting image at this point. Select the checkbox for “There is no image associated with this submission” to continue to the next task without uploading. Click the “Submit File(s)” button.





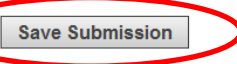
Click on “Complete Task” when you are ready to proceed.




16. You have now completed all of the required steps to submit a grand rounds presentation. Click on the “Save Submission” button on the task list to submit.


TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here  


Submission Status: [Active](#)

 **Primary Author**
Click here to add the primary author to this submission.


 **Co-Author List**
Click here to add co-authors to this submission.

 **Research Attestation Statements**
A series of agreement statements about the research being submitted.

 **Abstract Submission Details - Grand Rounds Presentation**
Submit information about your abstract.


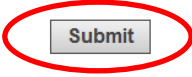
 **Upload Images**
Upload an image file to support your abstract submission or opt-out.


17. You will now see a summary of your submission. Click on the "Submit" button to complete the process. You can preview your data and make edits if needed with the link at the bottom of the page.










SUBMISSION SUMMARY

Abstract Title Goes Here
Submission Type: [Grand Rounds Presentation](#)
Submission Status: [Active](#)


 

 You have completed all the required tasks for this submission. Press the 'Submit' button to complete your submission (you can still edit your submission until the closing date).

-  **Task: Primary Author**
Completed (2/29/2012, 11:01 AM)
-  **Task: Co-Author List**
Completed (2/29/2012, 11:02 AM)
-  **Task: Research Attestation Statements**
Completed (2/29/2012, 11:03 AM)
-  **Task: Abstract Submission Details - Grand Rounds Presentation**
Completed (2/29/2012, 11:04 AM)
-  **Task: Upload Images**
Completed (2/29/2012, 11:04 AM)


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

Your submission is complete and you will be taken back to the login homepage where you can preview your abstract, make edits up until the submission deadline by clicking on the submission title, or submit another abstract.




EVENT INFORMATION

NAN 2015 Annual Conference
Location: Austin, Texas
Dates: 11/4/2015 - 11/7/2015
[Contact the Event Organizer](#)




YOUR PROFILE

[Sample Submission](#)
Samples
Logins: 2 [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 1 complete submissions, 0 incomplete submissions and 0 withdrawn submissions)

- [Click here to begin a new Submission](#)
- [Sample Submission Title](#)
Completed 2/2/2015, 12:01 PM [PREVIEW](#) [RESEND CONFIRMATION EMAIL](#)

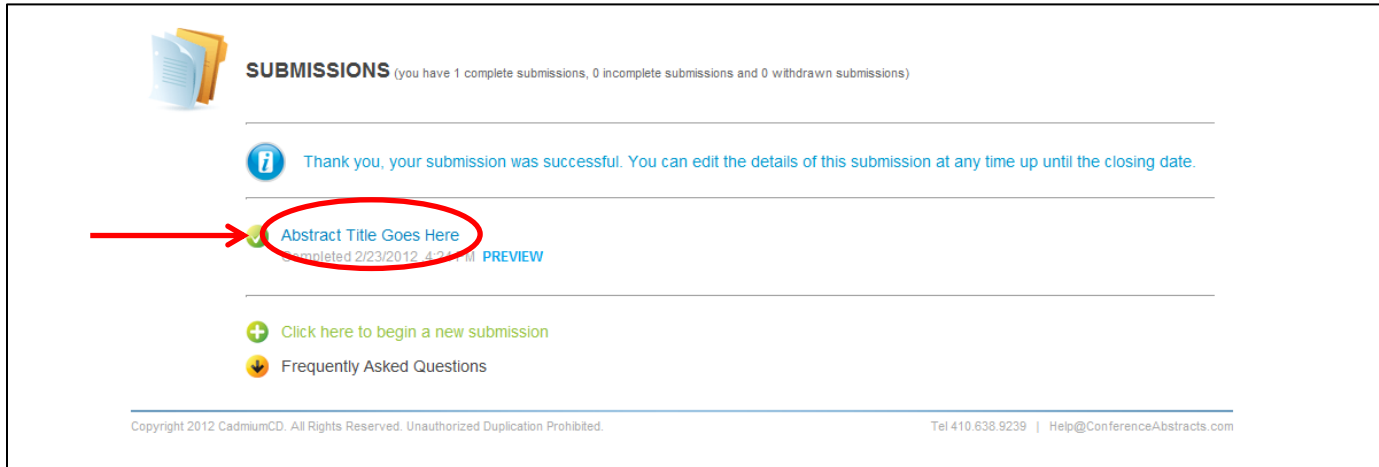
[Frequently Asked Questions](#)

QUESTIONS?

Contact office@nanonline.org for assistance.

HOW TO WITHDRAW A SUBMISSION FROM THE NAN ANNUAL CONFERENCE

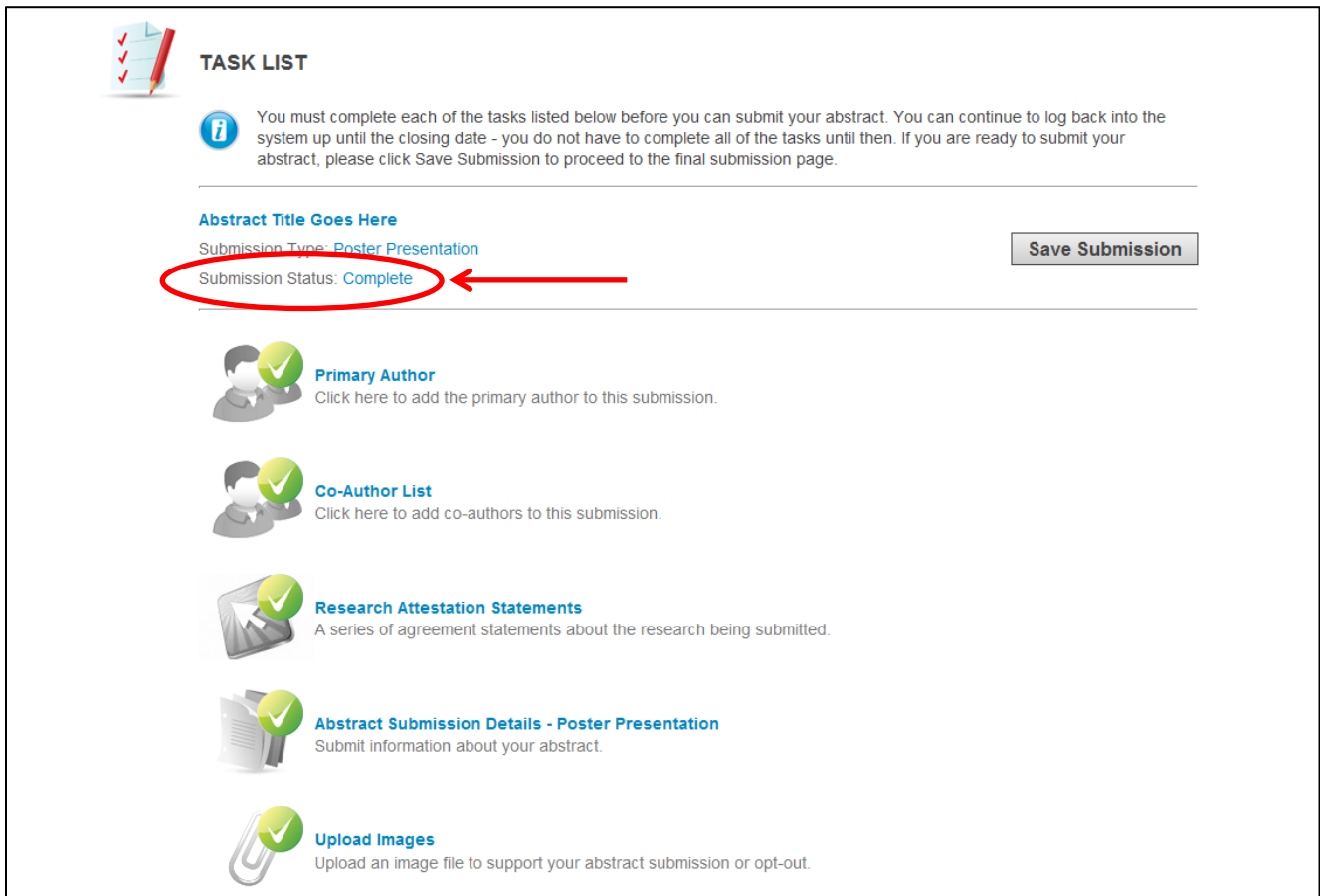
1. If you need to withdraw your submission, log into the submission site and click on the title of your abstract.




The screenshot displays a user interface for managing submissions. At the top left, there is an icon of a folder with documents. To its right, the word "SUBMISSIONS" is displayed in bold, followed by a status message: "(you have 1 complete submissions, 0 incomplete submissions and 0 withdrawn submissions)". Below this, a blue information icon is followed by the text: "Thank you, your submission was successful. You can edit the details of this submission at any time up until the closing date." A red arrow points to a green checkmark icon next to the text "Abstract Title Goes Here", which is also circled in red. Below this, the text "Completed 2/23/2012 4:21 PM" and a "PREVIEW" link are visible. Further down, there are two links: "Click here to begin a new submission" with a green plus icon, and "Frequently Asked Questions" with a yellow downward arrow icon. At the bottom of the page, there is a footer with copyright information: "Copyright 2012 CadmiumCD. All Rights Reserved. Unauthorized Duplication Prohibited." and contact information: "Tel 410.638.9239 | Help@ConferenceAbstracts.com".


2. Next, you will click on the Submission Status “Complete” link.


TASK LIST


 You must complete each of the tasks listed below before you can submit your abstract. You can continue to log back into the system up until the closing date - you do not have to complete all of the tasks until then. If you are ready to submit your abstract, please click Save Submission to proceed to the final submission page.


Abstract Title Goes Here
Submission Type: [Poster Presentation](#) **Save Submission**
Submission Status: [Complete](#) ←

 **Primary Author**
Click here to add the primary author to this submission.

 **Co-Author List**
Click here to add co-authors to this submission.

 **Research Attestation Statements**
A series of agreement statements about the research being submitted.

 **Abstract Submission Details - Poster Presentation**
Submit information about your abstract.

 **Upload Images**
Upload an image file to support your abstract submission or opt-out.

3. On the Submission Settings page, change the Submission Status in the dropdown menu from “Complete” to “Withdrawn” and click on the “Update Settings” button.

The screenshot displays the 'SUBMISSION SETTINGS' page. At the top left is a wrench and screwdriver icon. The title 'SUBMISSION SETTINGS' is centered. A red arrow points from the title to a red circle around the 'Update Settings' button in the top right corner. Below the title is an information icon and a message: 'Editing your Submission's settings is easy. Just adjust the fields below and press the Update Settings button.' The form contains three main sections: 'Submission Title' with a text input field containing 'Abstract Title Goes Here' and character/word counts; 'Submission Type' with a dropdown menu set to 'Poster Presentation'; and 'Submission Status' with a dropdown menu currently set to 'Complete'. A red circle highlights the 'Submission Status' dropdown, and a red arrow points to it. The 'Withdrawn' option is selected in the dropdown. A second 'Update Settings' button is located below the dropdown. A legend indicates that a red asterisk (*) denotes a required field. The footer contains copyright information and contact details.

Your submission has now been withdrawn.

QUESTIONS?

Contact office@nanonline.org for assistance.