

**Conference Online Systems
CALL FOR ABSTRACTS, PRESENTERS AND CO-PRESENTERS**

GENERAL INSTRUCTIONS

A. ABSTRACT SUBMISSION & MANAGEMENT

1. **CALL FOR ABSTRACTS:** The online Call for Abstracts system was launched and announced on December 8, 2011. Links to this data collection system are on the Conference Public and Planning web sites. The deadline for submitting Abstracts is February 3, 2012, which is announced and posted.
2. **ABSTRACTS SUBMISSION:** To enter an Abstract, authors follow the instructions (including the password needed to enter data) on the instructions page at www.upta.org/conference/pages/abstracts.htm. The Abstract submission database, **ABSTRACTS**, collects the information entered by Abstract authors. All entries are reviewed on this system before the data is transferred to eliminate or correct any testing, duplicate and prank entries. Data in the Abstracts database are transferred to the **PENDINGABSTRACTS** database nightly.
3. **ABSTRACT APPROVAL:** Conference Planning Committee Chairs and Members who are responsible for the Abstracts review and approve or reject proposals for presentations and posters online by accessing the **PENDINGABSTRACTS** online database and documenting approval and entering any applicable notes
4. **APPROVED ABSTRACTS:** Abstracts approved by the Conference planning staff are imported into the **PRESENTERS** system nightly.

B. KEY PRESENTER AND CO-PRESENTER SUBMISSION & MANAGEMENT

1. **KEY PRESENTERS:** Conference planning staff or invited presenters can enter data directly into this system from the **PRESENTER SELF-ENTRY** page on the public web site at:
www.upta.org/conference/pages/pres-enter.htm
2. **CO-PRESENTERS:** Conference planning staff or the approved co-presenters can enter data directly into this system from the **CO-PRESENTER SELF-ENTRY** page on the public web site at:
www.upta.org/conference/pages/co-pres-enter.htm
3. **APPROVED PRESENTERS AND CO-PRESENTERS:** Presenters and Co Presenters which pass review by the Conference planning staff are imported into the **PRESENTERS** system nightly.

C. APPROVED PRESENTERS MANAGEMENT

PRESENTER MANAGEMENT: The **PRESENTERS** database is the repository for ALL approved and reviewed individuals presenting at the conference. This includes: keynote speakers, approved breakout presenters and co-presenters, main session presentations, poster presenters, welcoming dignitaries, conference planners, etc. Final Presenter ID's are issued by the system as each is imported. The data from the PresentersA database are linked to the AGENDA system to create the overall conference schedules and sessions.

If you have any questions about the conference abstracts and presenter databases or systems, contact Paul Wightman - phone 801-828-0019 or email director@upta.org

DETAILED INSTRUCTIONS

A. ABSTRACT SUBMISSION & MANAGEMENT

For Planning Committee Members - Login and Password Information for Approving Pending

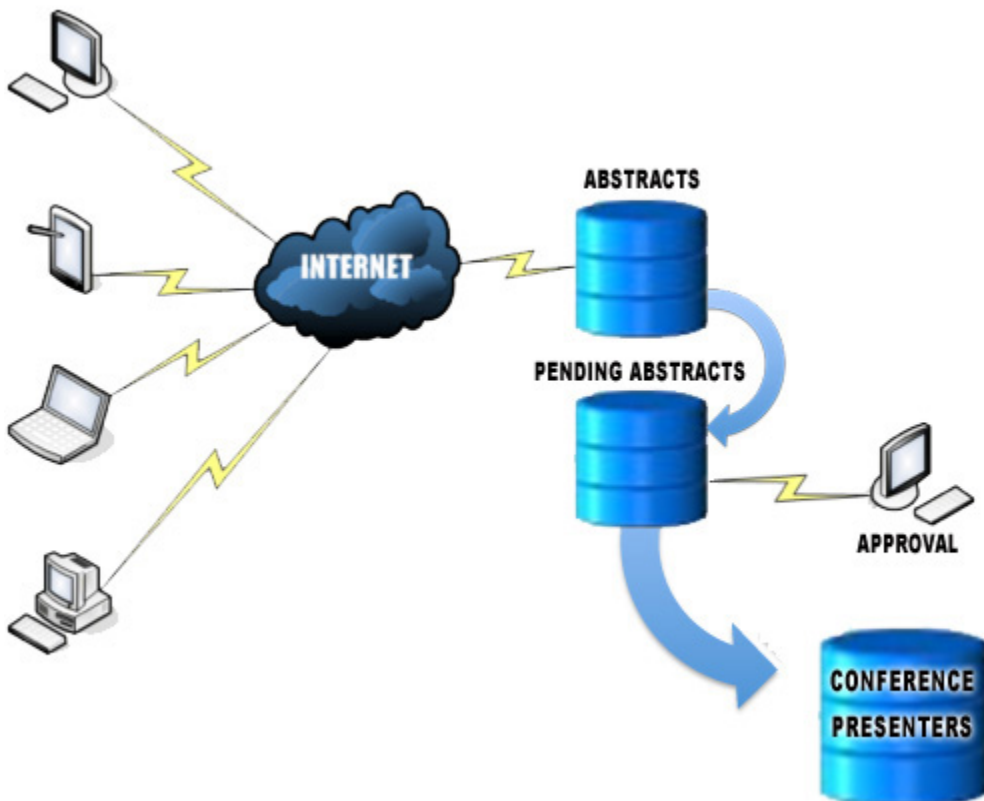
LOGIN AND PASSWORD: The link to enter the conference abstract management system is found on the Conference Planning "Presenter" page at: www.upha.org/conference/planning/presenters.html Login by leaving the **Account Name** box blank and entering the word **edit** in the **Password** box.

ABSTRACT APPROVALS: Abstracts in the **PENDINGABSTRACTS** database are reviewed by conference Planners and a determination is made which are to be accepted for the Conference. A determination of either **approve**, **reject** or mark as **possible** conference presentation is made and recorded in the database on the **List & Approve** view. To view an Abstract click on the **Abstract Index number**. Abstracts are approved by:

- (1) going to the **List and Approval** view,
- (2) entering an **X** in the **APPROVED** field,
- (3) entering the name of the person who approves in the **APPROVED BY** field and
- (4) clicking on the **SAVE APPROVAL** button or the **SUBMIT** button in the top menu bar.

When you are finished entering all approval information, log off the system by clicking on one of the **Log Out** buttons.

The data on pending abstracts submittals marked as approved (with an **X** in the **APPROVED** field) are moved nightly to the Conference **PRESENTERS** system and removed from **PENDINGABSTRACTS**.



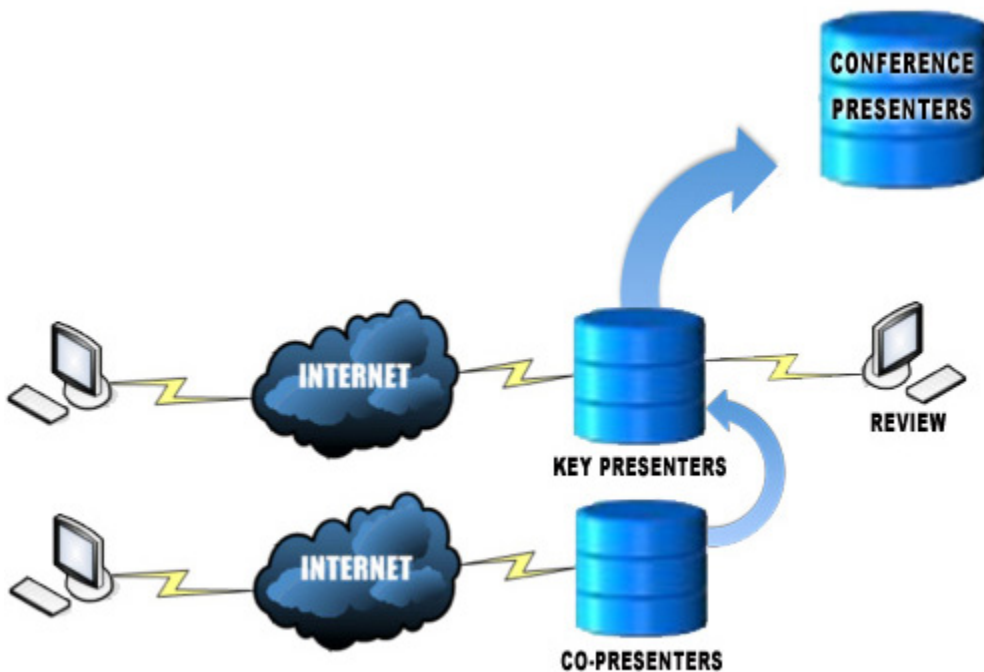
B. KEY PRESENTER AND CO-PRESENTER SUBMISSION & MANAGEMENT

For Planning Committee Members - Login and Password Information for Reviewing Presenters & Co Presenters

LOGIN AND PASSWORD: The link to enter the conference abstract management system is found on the Conference Planning "Presenter" page at: www.upta.org/conference/planning/presenters.html Login by leaving the **Account Name** box blank and entering the word **edit** in the **Password** box.

PRESENTER & COPRESENTER REVIEWS: Key presenters (such as Keynote Speakers, Lead Investigators, Panel Moderators, etc.) enter their information in to the **PRESENTER** or **CO-PRESENTER** databases. These are reviewed by conference Planners and a determination is made which are to be accepted for the Conference. If any of these are not approved or must be eliminated from the Conference planning systems, please inform Paul Wightman - phone 801-828-0019 or email director@upta.org

When you are finished reviewing all presenter information, log off the system by clicking on one of the **Log Out** buttons.



C. APPROVED PRESENTERS MANAGEMENT

For Conference Chairs Only - Login and Password Information for ALL approved Presenters

LOGIN AND PASSWORD: The link to enter the conference **PRESENTERS** management system is found on the Conference Planning "Presenter" page at: www.upta.org/conference/planning/presenters.html Click on the link titles "Managing – PRESENTERS". Login by leaving the **Account Name** box blank and entering the Master Password **chair** in the **Password** box.

PRESENTER MANAGEMENT: The **PRESENTERS** database is the repository for ALL approved and reviewed individuals presenting at the conference, including: keynote speakers, approved breakout presenters and co-presenters, main session presentations, poster presenters, welcoming dignitaries, conference planners, etc. Data is entered on this through the entry paths described above. Approved presenters are imported into the PRESENTERA database and given their Presenter ID by the system during the nightly backups. The login with the Master Password allows the Conference Chairs to add and edit any existing information. Edits can be done by entering the edit mode of the system, making the edits and submitting them to the system. When you are finished reviewing all presenter information, log off the system by clicking on one of the **Log Out** buttons.

