



2016 ACRM Annual Conference System Tutorial

To begin your submission, please visit <https://www.eiseverywhere.com/eSites/150174/WELCOME>

The 2016 Annual Conference System will function best when accessed using Firefox or Internet Explorer.

Instructions and Tips for Using the 2016 Annual Conference System:

1. You will need to create a profile to begin. To create your profile, select "LOGIN" in the gray navigation bar.

Tip: All submitters must create a new profile. Profiles created in previous years are not valid in the new submission system. You will only need to create one profile which will be used each submission.

The screenshot shows a web browser window with the URL <https://www.theeventreg.com/eSites/150174/WELCOME>. The page features a navigation bar with three buttons: "WELCOME", "LOGIN", and "PRESENTER DISCLOSURES". The "LOGIN" button is highlighted with a red box. A blue arrow points from the tip text above to the "LOGIN" button. The page also displays the ACRM 93rd Annual Conference logo, the text "PROGRESS IN REHABILITATION RESEARCH #PIRR2016 NONSTOP CONTENT", a "CHICAGO IL USA" graphic with dates "30 OCT - 4 NOV 2016", and a "CALL for PROPOSALS" banner. Below the navigation bar, the text reads: "ACRM 93rd Annual Conference: Progress in Rehabilitation Research 30 October - 4 November 2016 Chicago, IL USA".

To begin your submission process, please use the "Login" button in the horizontal

2. Once you select "LOGIN", select "New User? Click Here" to enter your profile details.

ACRM Progress in Rehabil X
https://www.theeventreg.com/eSites/150174/LOGIN

ACRM 93rd Annual Conference

PROGRESS IN REHABILITATION RESEARCH #PIRR2016
NONSTOP CONTENT

CHICAGO IL USA
30 OCT - 4 NOV 2016

CALL for PROPOSALS
THE world's largest interdisciplinary rehabilitation research conference

INTERDISCIPLINARY

WELCOME LOGIN PRESENTER DISCLOSURES

Welcome to the ACRM Annual Conference System. Please create a login to begin the submission process. All presenters will be required to create a new user login.

Email Password Login

Forgot Password [New User? Click Here](#)

3. The following information will be required to complete your profile:

- a. E-mail Address
- b. Password
- c. Salutation
- d. First Name
- e. Last Name
- f. Professional Credentials (MD, FACS, RN)
- g. Education Degree
- h. Field of Study
- i. University
- j. Year of Graduation
- k. Current Status (Rehabilitation Professional, Student/Resident/Fellow, Early Career)
- l. Professional Work Address (Organization, Position, Address, City, State, Zip, Country, Contact Phone Number)
- m. Brief Biography
- n. CV or Resume in word or PDF format
- o. Photo (Strongly recommended, but not required)*
- p. Disclosures – please find the Disclosures Guide [here](#)

Tips and FAQs:

- The information listed above will also be required for each co-author or co-presenter.
- If your CV or Photo do not upload immediately, please allow up to 60 seconds to upload.

Q: Why are there so many required fields in my profile?

A: ACRM offers CME/CEU for 15 disciplines and collect information required by each accreditor.

4. Once logged in, you will see the following screen. To begin your submission, select "SUBMISSIONS" in the gray navigation bar.

ACRM Progress in Rehabil x
https://www.eiseverywhere.com/eSites/150174/SUBMISSIONS

ACRM 93rd Annual Conference
PROGRESS IN REHABILITATION RESEARCH #PARR2016
NONSTOP CONTENT
CHICAGO IL USA
30 OCT - 4 NOV 2016
CALL for PROPOSALS
THE world's largest interdisciplinary rehabilitation research conference

INTERDISCIPLINARY

WELCOME MY PROFILE **SUBMISSIONS** PRESENTER DISCLOSURES

Please select "Add New" to begin your submission.

Your Submissions + add new

Enter search criteria 🔍 ▾ 25 ▾

Title of Abstract ↕	Submis...	Choose the thematic or topical ...	Choose the presentational form...	Submission ...
Title	25	Symposia	Case Study Presentation	Complete

Showing: 1-1 of 1

5. To begin your submission, select "add new".

ACRM Progress in Rehabil x
https://www.eiseverywhere.com/eSites/150174/SUBMISSIONS

Conference
30 OCT - 4 NOV 2016
INTERDISCIPLINARY

WELCOME MY PROFILE **SUBMISSIONS** PRESENTER DISCLOSURES

Please select "Add New" to begin your submission.

Your Submissions **+ add new**

Enter search criteria 🔍 ▾ 25 ▾

Submission

Choose the thematic or topical area for your abstract * ?

Instructional Course

Choose the presentational form of your abstract content *

Case Study Presentation

Focus * ?

Training/Instruction in new knowledge/skills

In-depth information communication/knowledge transition

Helpful Tips for your Submission:

PRESENTER/AUTHOR/CONTRIBUTOR INFORMATION

On the Presenter Page, you have 3 options to enter your co-presenters' information:

1. The primary presenter can instruct each co-presenter to create a profile. Once the profile has been created, email meetings@acrm.org and the profile can be connected to your submission.
2. The primary presenter enters required all information for each co-presenters by selecting "Add New" and entering the following information:
 - a. E-mail Address
 - b. Password
 - c. Salutation
 - d. First Name
 - e. Last Name
 - f. Professional Credentials
 - g. Education Degree
 - h. Field of Study
 - i. University
 - j. Year of Graduation
 - k. Current Status (Rehabilitation Professional, Student/Resident/Fellow, Early Career)
 - l. Professional Work Address (Country, Organization, Position, Address, City, State, Zip, Contact Phone Number)
 - m. Brief Biography
 - n. CV or Resume in word or PDF format
 - o. Photo
 - p. Disclosures – please find the disclosures here
3. The primary presenter can have each co-presenter enter the primary presenter's profile, enter the submission and enter their own information directly into the submission itself.

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https://www.eiseverywhere.com/eSites/150174/SUBMISSIONS

Presenters

Add participants below until all individual contributors to this abstract have been entered.

Position, Affiliations and Disclosures of the individual submitting this instructional course is already collected. Please include information of additional presenters below.

***You must have multiple presenters for an instructional course.**

When adding Additional Presenters, please view the Presenter Disclosures [here](#). Please enter responses and agreements in the spaces designated in the Additional Presenters form after reviewing all disclosure requirements.

Additional Presenter: add new 25

Surname/Last Name	Forename/First Name	Professional Credentials
Rice	Maegan	RN

Showing: 1-1 of 1

If you choose any of the above options, you can continue through the submission and fill in the remaining information about your abstract.

****Tips and more information listed on the following page****

Presenter Information Tips and FAQs:

HINT: *If a presenter has created a profile, you will NOT need to enter their information in your submission. Please email meetings@acrm.org and we will attach the existing presenter profile to the correct submission. Please check with your co-presenters to determine if they have created a profile.*

Q: Why is there so much information required for each presenter?

A: There are multiple reasons:

1. *To ensure that each presenter is fully and accurately represented in all marketing material, on the ACRM website, in the conference brochure and/or in the conference app, all information listed above is required for each presenter.*
2. *All information listed above is necessary to ensure all presenters are acknowledged and fully searchable in the conference app*
3. *CME/CEU requires complete information for each presenter.*

UPLOADING DOCUMENTS

If you choose to upload references, please allow 30-60 seconds for the document to upload. Uploads may be submitted in Word or PDF format.

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← → ↻ <https://www.eiseverywhere.com/eSites/150174/SUBMISSIONS> 🔍 ☆ 📄 ☰

Course Outline Example:
An Introduction --- Presenter 15 min.

1. Origin of
2. Interaction as a viewpoint ...

Please upload your Reference List (lists of works cited).?

Upload

previous next

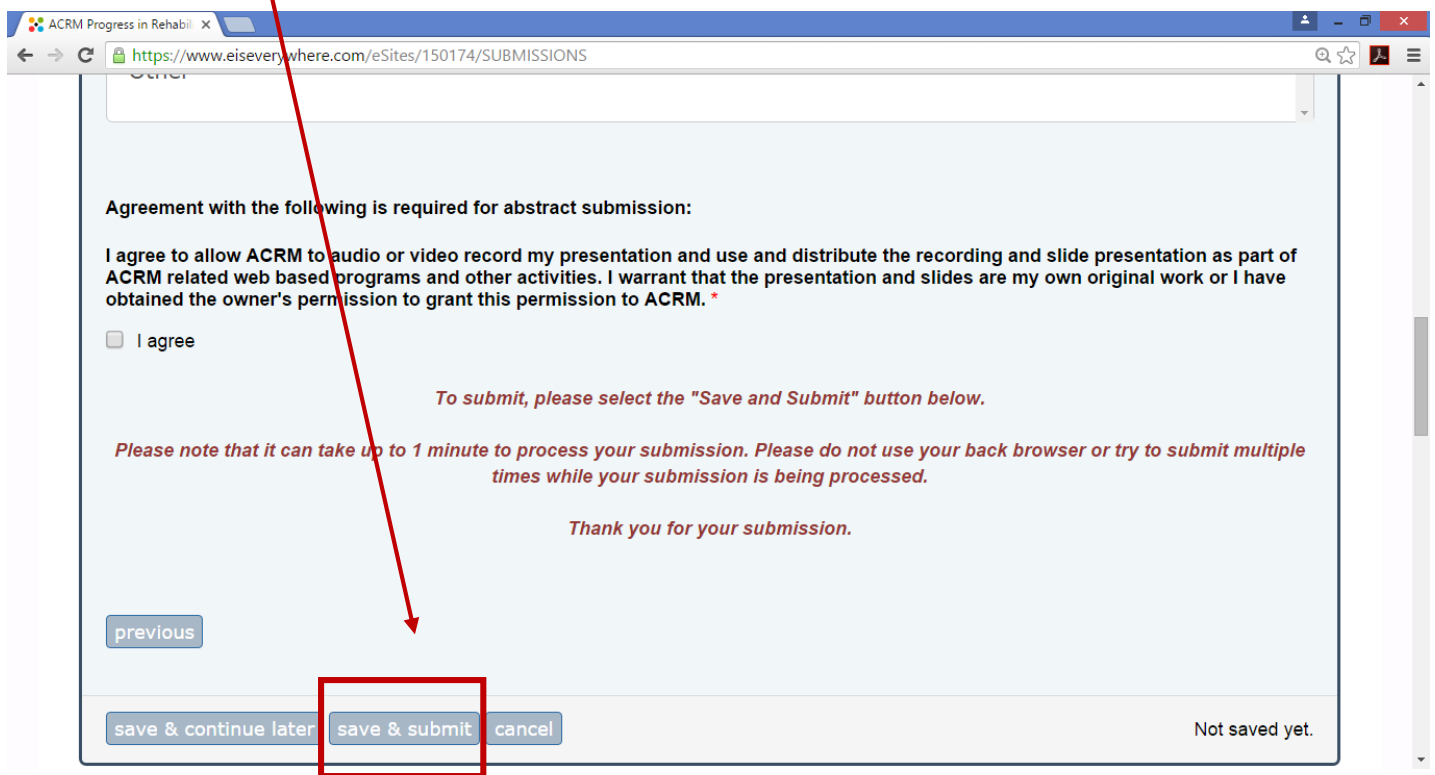
save & continue later save & submit cancel

Not saved yet.

SUBMITTING YOUR ABSTRACT

To Submit your abstract, please click "Save and Submit" at the bottom of the screen.

Tip: *If your submission does not process within 60 seconds, please review each page to ensure no questions have been left unanswered.*



The screenshot shows a web browser window with the URL <https://www.eiseverywhere.com/eSites/150174/SUBMISSIONS>. The page content includes:

- Agreement with the following is required for abstract submission:**
- I agree to allow ACRM to audio or video record my presentation and use and distribute the recording and slide presentation as part of ACRM related web based programs and other activities. I warrant that the presentation and slides are my own original work or I have obtained the owner's permission to grant this permission to ACRM. ***
- I agree
- To submit, please select the "Save and Submit" button below.*
- Please note that it can take up to 1 minute to process your submission. Please do not use your back browser or try to submit multiple times while your submission is being processed.*
- Thank you for your submission.*
- Navigation buttons: **previous**, **save & continue later**, **save & submit** (highlighted with a red box), and **cancel**.
- Status: **Not saved yet.**

A red arrow points from the top of the page down to the **save & submit** button.

Questions?

We are here to help. Please contact Maegan Rice – meetings@acrm.org.

Thank you for helping the ACRM mission to IMPROVE LIVES through interdisciplinary rehabilitation research.