



Enhanced Learning Sessions (ELS) Submission Site Instructions

1. The abstract submission site is <https://spring-abstracts.appd.org/>
2. Individuals with an existing APPD account can login and access the submission site. <https://spring-abstracts.appd.org/>

If you do not have a user account, click “Create Account” (see screen shot below). You will then receive an email to activate your account. Once your account is created, go back to the abstract submission site at <https://spring-abstracts.appd.org/>.

A screenshot of the 'spring-abstracts.appd.org' website. The browser address bar shows the URL. A red box highlights the navigation menu with 'Log In' and 'Create Account' buttons. Below the navigation is the 'APPD Meeting Submission Portal' header with the 40th anniversary logo. Two boxes provide meeting details and submission deadlines. A light blue banner at the bottom contains a welcome message and instructions for submission.

← → ↻ 🌐 spring-abstracts.appd.org

Guidelines Contact Log In Create Account

APPD Meeting Submission Portal

APPD Annual Meeting
March 25-28, 2025
Atlanta, Georgia

Submission Deadlines
APPD Enhanced Learning Session Wednesday, November 13 2024 at 2:59 AM eastern

Welcome to the APPD 2025 Spring Conference Submission Portal
The Call for Enhanced Learning Session (ELS) Proposals is Now Open for the APPD 2025 Annual Spring Meeting!
Please read the Guidelines for Submission prior to starting your submission process.

To begin a submission, please select "Log In" at the top of the webpage. If you do not have an APPD account, please select "Create Account".

To final submit a submission, save your submission, then select "Return to Submission Overview", then select "Complete Abstract Submission".

- To begin a new submission, click on **Create new submission**, where you will be prompted to start entering your session information.

spring-abstracts.appd.org/?page=main

APPD 2025 Spring Conference Submission Portal

Meeting Dates
March 25-28, 2025
Atlanta, Georgia

Submission Deadlines
APPD Enhanced Learning Session Wednesday, November 13, 2024 at 2:59 AM eastern

My Submissions

Submission Selection

Please select the submission you wish to view from the list below. You may also create a new submission by clicking the Create new submission link.

[+ Create new submission](#)

*Please note: A submission listed as **PENDING** has **not** been submitted and can still be edited before the submission deadline. However, you will not be able to submit until all required fields are populated. Only then will you be given the option to submit.*

- Step One:** Enter Session Title, Select Submission Type, select the author check box, then Continue.

spring-abstracts.appd.org/?page=new-abstract

APPD Meeting Submission Portal

APPD 2025 Spring Conference
March 25-28, 2025
Atlanta, Georgia

Submission Deadlines
APPD Enhanced Learning Session Wednesday, November 13 2024 at 2:59 AM eastern

Create New Submission

Title

Submission Type

I am an author for this submission

[Continue](#)

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- b. **Step Two:** Add any additional authors and then select the add/edit submission information button to continue to the next step.

Submission Overview

Submission ID: 1009
Submission Type: APPD Enhanced Learning Session
Submission Title: Thursday Night Football
Submitting User: Delici Hurdle

Authors

As you enter additional Authors, they will be added to the list below. They will appear in the author string within the submission as they are listed below. To change the order, click and drag the Authors/text to the place it should appear. The Authors appearing at the top will be listed as the first Authors of the submission.

Delici Hurdle

+ Add New Author

Submission Information

Add/Edit Submission Information

Preview Submission

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- c. **Step Three:** Submission Title automatically prefills, but you will need enter all other fields:

Enter Submission Information

Submission Title

Thursday Night Football

Primary author is a:

- Resident
 Fellow
 Administrator/ Coordinator
 Other

How many different institutions are represented by your authors?

Please supply references to support the need for this topic (e.g., primary sources, ACGME data, etc.)

↶ ↷ **B** *I* ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♀ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

Submission Preview

ID: 1009

Thursday Night Football

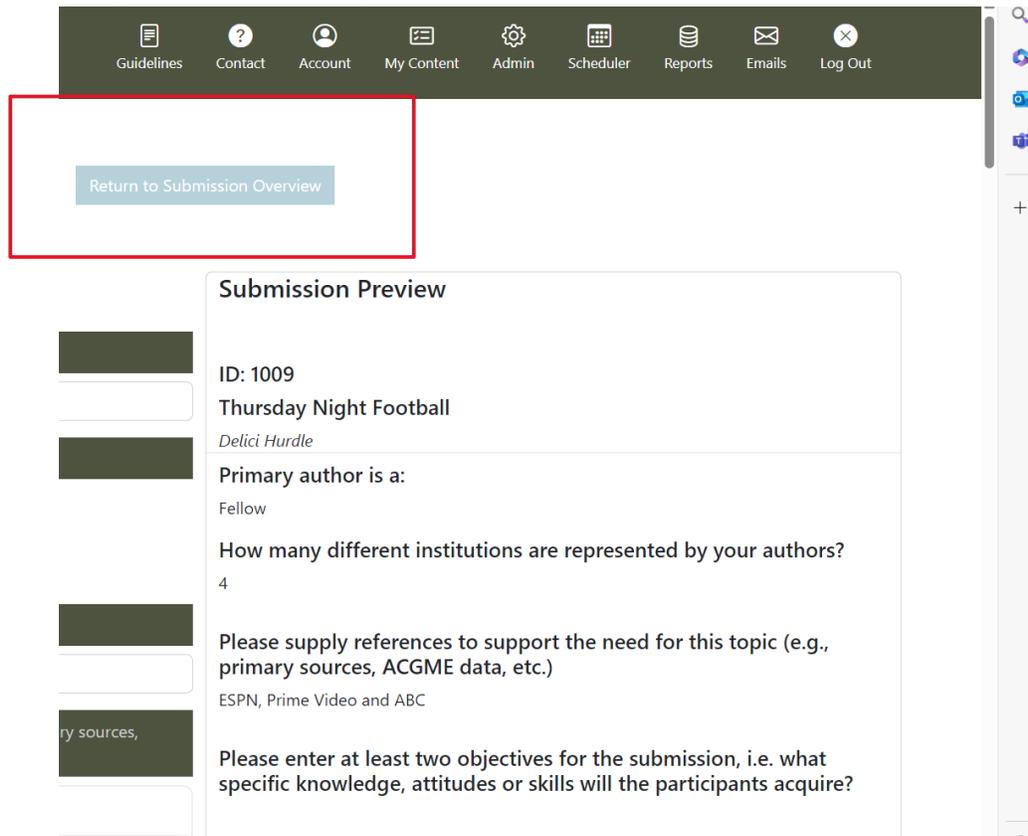
Delici Hurdle

Please enter at least two objectives for the submission, i.e. what specific knowledge, attitudes or skills will the participants acquire?

- The primary author's job role
- Institution representation
- Associated references
- Learning objectives (a minimum of two required)
- Topic Category (**select only ONE**)
- Keywords, Targeted Audience and APPD Learning Community (*enter APPD Learning community info only if applicable*)

- Session description, detailed agenda and provide any specific session needs (*e.g., polling, rounds session room set-up, interactive, group break-out*)
- Preferred ELS audience size
- Agree to the acceptance policy and ELS submission guidelines
- Click, **SAVE**

After you click the SAVE button, your submission will appear on the right hand side of the screen and you will be able to preview the submission:



(NOTE: if you need to make edits to the submission, you will be able to make them on the left hand. Just go to the submission step that requires the edit/change).

- Step Four:** After completing step three, click the “Return to Submission Overview” button at the top of the webpage.
- Step Five:** To finalize and officially submit your ELS submission, click on the “**Complete Abstract Submission**” button.

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Delici Hurdle

+ Add New Author

Submission Information

Add/Edit Submission Information

Preview Submission

Final Submission

Note that an abstract can not be edited once final submission is complete.

It is the responsibility of the submitting author to make sure all authors have review

Complete Abstract Submission

6. Final Step:

Welcome, Delici Hurdle,
Current Submission: Thursday Night Football

Guidelines Contact Account My Content Admin Scheduler Reports Emails Log Out

Return to abstract overview

Click the button below to complete FINAL SUBMISSION for your abstract.

Note that you cannot edit your abstract once submission is complete. Please take a moment to [preview](#) your abstract submission. Remember to check all spelling, capitalization and punctuation.

Notifications regarding whether or not your submission is accepted will be sent to the submitting author via email.

I verify that my abstract is complete and ready for submission. I also acknowledge that I cannot edit my abstract after completing final submission.

Complete Final Submission

Verify your submission is really to be submitted by clicking the checkbox and selecting “**Complete Final Submission**” button. The submitting author will receive an email confirming APPD’s receipt; etc.

7. As a reminder, ELS submissions must be completed and submitted by **November 12, 2024, 11:59pm Pacific Time.**
8. Questions? Please contact info@appd.org