

HOW TO SUBMIT AN ORGANIZED SESSION



American Society of Health Economists
8th Annual Conference
The Crossroads of Public Policy and Health
Economics
Washington, DC
June 23-26, 2019

Organized Sessions

Organized sessions must have exactly three abstracts with one presenting author and one discussant, plus any co-authors, for each abstract. An abstract of 500 words or less is required for each abstract in the session. Session organizers (who may also be presenters) will be asked to categorize their session into one of the categories listed below. Co-presenters can either complete their own abstract submission or allow the organizer to do so. Please note that abstracts within organized sessions may be rejected, accepted as a poster, or transferred to another session.

Step One

Open the Call for Proposals page: <https://ashecon.confex.com/ashecon/2019/cfp.cgi>. Scroll down the page then click 'Submit an Organized Session'.

ORGANIZED SESSIONS

Deadline for New Submissions: Monday, November 26, 2018.

Submit an Organized Session

Step Two - Program Area

Select your program area. The click 'Save and Continue'.

Select Program Area

Select the program area most closely related to your submission and click 'Save and Continue' at the bottom of this page.

- Competition in Health Care Markets and Insurer and Hospital Behaviors
- Consumer Decision Making in Health Care
- Demand for and Effect of Health Insurance
- Health Reform
- Health Systems and Health Care Financing
- Health, Labor Markets, and the Economy
- Long Term Care, Aging & Demography
- Maternal and Child Health
- Mental Health
- Obesity and Nutritional Outcomes
- Physician/Nurse Reimbursement, Training and Behavior
- Prescription Drugs
- Socioeconomic Status and Health
- Theory, Econometric Advances, and Cost Advances
- Tobacco, Alcohol, and Illegal Substances

Save and Continue

Step Three - Title

You will be asked to enter information on your abstract. After entering the information and answering the questions, click 'Save' to Continue.

Session Title

Take special care when entering your title, as it will be published exactly as submitted. When entering the title online, use mixed case (do not use all caps OR all lowercase) and do not put a period at the end of the title. For example:

Correct:

This Is a Properly Formatted Session Title

Incorrect:

THIS IS AN IMPROPERLY FORMATTED SESSION TITLE

This is an improperly formatted session title

This is an improperly formatted session title.

Submitter's Email Address

Acknowledgements

- I am aware that abstracts within this organized session may be rejected, accepted as a poster, or transferred to another session.

Step Four - Participants

You will need to enter information for each presenting author. To enter an author, enter either their last name or email address into the fields provided, select their role, enter the title of their paper then click 'Search'.

Search for a person

Before adding a new name, search the database to see if that name and contact information have already been entered.

- The search is not case sensitive and returns only exact matches
- Do not use wildcard characters such as *
- You may use [special \(accented\) characters](#)
- If the name is not found, enter it in the data entry form that appears next

Last Name:

Email Address:

Role:

Chair

Presenter

Enter Presentation Title (required):

x

Step Four - Participants

From the search results, either select an individual from the results or 'Not Found' if the individual does not appear in the search, then click 'Select'. If the individual's name appears but needs to have their email or organizational affiliation updated, click 'Select and Edit'. If you selected 'Not Found', you will have to opportunity to enter information for them.

Search Results

Please select the appropriate name from the list below, or select "Name Not Found".

- Leslie Ofori [Member: Yes], i*****@appam.org - APPAM
- Leslie Ofori [Member: No], i*****@ashecon.org - Test
- Leslie Ofori [Member: No], i*****@gmail.com - ASHEcon
- Not Found - Enter a new name

Note: You may view and change this person's affiliation information on the next step by choosing "Select and Edit".

If the individual selected is a federal government employee, click 'Select and Edit' to note their status by clicking the 'Federal government employee?' checkbox.

A .gov email address will be needed for verification.

Select


Select and Edit

Step Four - Participants

To add additional authors or a chair, click 'Add a person'. As you add a new person, they will appear on the screen like the image below. After adding additional authors or a chair, select a abstract in the session to provide more information about the abstract. All organized sessions must have 1 chair, 3 presenting authors and 3 discussants.

Add/Edit People

Each Abstract in this Session needs to have reached and completed the confirmation step before the Session can move past this step.

Role	Person	Edit	Delete
Chair	Leslie Ofori		

Add new person

Please note:

- All session submissions require 3 presenters/abstracts, 1 organizer, and 3 discussants.
- Abstracts must be completed before this session can be fully submitted.
- Each abstract needs:
 1. Title - The title of the abstract and the submitter's email address.
 2. People - One presenting author and any co-authors.
 3. Payment - Free for ASHEcon members, \$100.00 fee for non-members. Purchase or renew an ASHEcon membership [here](#).
 4. Abstract - The text of the abstract, limited to 500 words.
 5. Confirmation - Conclude the abstract submission.
- All presenters added to this session will be sent emails noting that they should review their abstract submission once the session has been submitted.
- Session organizers should enter information for all abstracts that are part of the session. To do so, please click on the title of each paper to enter abstract text and complete the abstract submission. Click on 'Update Abstract Display' button below once you are finished. You will then be able to proceed to the session confirmation page.

Presentation Title	Authors	Abstract	Delete	Move
Healthcare in the 19th Century	Leslie Ofori	 		
Healthcare in the 20th Century	Leslie Ofori	 		 
Healthcare in the 21th Century	Leslie Ofori	 		

Update Abstract Display

Step Five - Abstracts

You will then be asked to enter information on the first abstract in the session. After entering the information and answer the questions, click 'Save' to continue.

Select Program Area

Select the program area most closely related to your submission and click 'Save and Continue' at the bottom of this page.

- Competition in Health Care Markets and Insurer and Hospital Behaviors
- Consumer Decision Making in Health Care
- Demand for and Effect of Health Insurance
- Health Reform
- Health Systems and Health Care Financing
- Health, Labor Markets, and the Economy
- Long Term Care, Aging & Demography
- Maternal and Child Health
- Mental Health
- Obesity and Nutritional Outcomes
- Physician/Nurse Reimbursement, Training and Behavior
- Prescription Drugs
- Socioeconomic Status and Health
- Theory, Econometric Advances, and Cost Advances
- Tobacco, Alcohol, and Illegal Substances

Abstract Title

Take special care when entering your title, as it will be published exactly as submitted. When entering the title online, use mixed case (do not use all caps OR all lowercase) and do not put a period at the end of the title. For example:
Correct:
This Is a Properly Formatted Abstract Title
Incorrect:
THIS IS AN IMPROPERLY FORMATTED ABSTRACT TITLE
This is an improperly formatted abstract title
This is an improp erly formatted abstract title.

Submitter's Email Address

How would you classify the presenting author of this paper?

- Masters Student
- PhD Candidate - Coursework Phase
- PhD Candidate - Dissertation Phase
- Post-Doc
- Faculty
- Industry Professional
- Government Employee
- Other

If rejected, will you be willing to present this abstract as a poster?

- Yes
- No

Are you, the submitting author, willing to act as a chair or a discussant for a session in your area of expertise for this conference?

- Yes, only as a chair if my abstract is accepted.
- Yes, only as a discussant if my abstract is accepted.
- I'm willing to serve in either role if my abstract is accepted.
- Yes, only as a chair if my abstract is rejected.
- Yes, only as a discussant if my abstract is rejected.
- I'm willing to serve in either role if my abstract is rejected.
- No.

Please select all of the program areas that you are interested in serving as a session chair or discussant in.

- Competition in Health Care Markets and Insurer and Hospital Behaviors
- Consumer Decision Making in Health Care
- Demand for and Effect of Health Insurance
- Health Reform
- Health Systems and Health Care Financing
- Health, Labor Markets, and the Economy
- Long Term Care, Aging & Demography
- Maternal and Child Health
- Mental Health
- Obesity and Nutritional Outcomes
- Physician/Nurse Reimbursement, Training and Behavior
- Prescription Drugs
- Socioeconomic Status and Health
- Theory, Econometric Advances, and Cost Advances
- Tobacco, Alcohol, and Illegal Substances

Acknowledgements

- I acknowledge that if accepted, the deadline to indicate acceptance this paper is two weeks after initial acceptance notification.
- I acknowledge that in the event that I am unable to participate in the 2019 ASHEcon Conference, I will notify ASHEcon and the session leaders at least 30 days before the conference.

Step Five - Abstracts Continued...

To add additional authors and a discussant, click 'Add a person'. As you add a new person, they will appear on the screen like the image below. After adding additional authors and a discussant, click 'Payment' to continue. If you pay your membership by check, you won't be able to submit your submission free of charge until your check is received. If you are not a member of ASHEcon, you'll be asked to submit a \$100 submission fee before entering your abstract. Once your membership is confirmed or a payment is made, you'll be able to enter your abstract text.

Add/Edit People				
Role	Presenting Author	Person	Edit	Delete
Presenting Author	<input type="radio"/>	Leslie Ofori		

Role	Person	Edit	Delete
Discussant	Samantha L. Andrews		

Important Note:

If the presenting author IS a current member of ASHEcon, please select 'Payment' and proceed to submit your abstract.

If the presenting author IS NOT a current ASHEcon member, you will be charged a \$100.00 fee to submit this abstract.

You may purchase or renew a one year ASHEcon membership for \$95.00, a two year ASHEcon membership for \$180.00, or a one year student membership for \$40.00, and have the \$100.00 abstract fee waived.

If you pay your membership by check, you won't be able to submit your submission free of charge until your check is received.

Click [HERE](#) to purchase or renew membership now!

Additionally, if you are a member and you are being charged when you should not be, please check to make sure you are using the correct email address associated with your membership.

Next step:

Step Five - Abstracts Continued...

You will have the opportunity to review the abstract submission. Please ensure that all the information listed is correct. When finished, click 'Conclude Submission' at the bottom of the screen to receive the submission confirmation then exit the window.

Please Check Your Abstract One More Time.

Then scroll all the way down to the bottom of this page and click "Conclude Submission".

Healthcare in the 20th Century

Leslie Ofori, ASHEcon

Abstract Text:

This is a test.

Topic Selection: The Evolution of Healthcare in America
Title: Healthcare in the 20th Century
Submitter's E-mail Address: info@ashecon.org
Program Area: Health, Labor Markets, and the Economy

Presenting Author

Presenting Author

Leslie Ofori
Email: lofori@appam.org -- Will not be published
ASHEcon
Test
1100 Vermont Ave
Suite 650
Washington DC 20005
USA

Federal government employee? Yes.

Discussant

Joe Student
Email: fellowship@ashecon.org -- Will not be published
College
Student
1313 mockingbird lane
Chicago IL 60614
USA



FINAL STEPS

1. Review your submission for grammar and spelling errors prior to submitting. Proper grammar and accuracy are a reflection of the quality of your submission. Selected submissions will be published online exactly as submitted.
2. Check the spelling of names, affiliations, and email addresses for all people associated with this submission.
3. Make necessary corrections:
 - o Click any value in the Abstract Control Panel you want to change (e.g., Program Area, Title).
 - o Edit the information and click the submit button.
 - o For example, if you want to add any co-authors to the abstract, click on step 3, Participants, on the left, and add them there.
4. Click [here](#) to print this page now.

Step Five - Abstracts Continued...

You'll then be brought back to the participants screen. Repeat the process to submit the 2nd and 3rd abstracts in the session. Once all abstracts are submitted, click "Update Display". Each abstract in the session should now have a check mark next to it. Click "Confirmation" to complete your submission.

Add/Edit People

Role	Person	Edit	Delete
Chair	Leslie Ofori		

[Add new person](#)

Please note:

- All session submissions require 3 presenters/abstracts, 1 session chair, and 3 discussants.
- Abstracts must be completed before this session can be fully submitted.
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Presentation Title	Authors	Abstract	Delete	Move
Healthcare in the 19th Century	Leslie Ofori, Leslie Ofori	 		
Healthcare in the 20th Century	Leslie Ofori, Joe Student	 		 
Healthcare in the 21th Century	Leslie Ofori, Leslie Ofori	 		

[Update Abstract Display](#)

Next step: [Confirmation](#)

Step Six - Confirmation

You will have the opportunity to review your session submission. Please ensure that all the information listed is correct. When finished, click 'Conclude Submission' at the bottom of the screen to receive your submission confirmation.

Conclude Submission

Please PROOF what you have entered.

If all of the information looks OK, then click 'Submit'. What you see is what we have in our database for this presentation.

To change anything, click on a link in the Session control panel.

Click [here](#) to print this page now.

Session

Title: The Evolution of Healthcare in America

Submitter's Email: info@ashecon.org

Type: Oral

Program Area: Health Systems and Health Care Financing

Papers

Abstract ID: 6907 **Abstract Title:** Healthcare in the 19th Century
Presenting Author: Leslie Ofori, lofori@appam.org
Discussant: Leslie Ofori, lofori@appam.org

Abstract Text:

This is a test submission.

Abstract ID: 6908 **Abstract Title:** Healthcare in the 20th Century
Presenting Author: Leslie Ofori, lofori@appam.org
Discussant: Joe Student, fellowship@ashecon.org

Abstract Text:

This is a test.

Abstract ID: 6909 **Abstract Title:** Healthcare in the 21th Century
Presenting Author: Leslie Ofori, lofori@appam.org
Discussant: Leslie Ofori, info@ashecon.org

Abstract Text:

This is a test.

Chair

Leslie Ofori
Email: lofori@appam.org -- Will not be published
ASHEcon
Test
1100 Vermont Ave
Suite 650
Washington DC 20005
USA

**Thank you for submitting your abstract for 2019 ASHEcon Annual Conference!
After submitting your proposed session, you will receive an email with the link to your submission. You may make any edits you'd like to the submission until the deadline of November 26th, 2018. After that date, all submissions will be closed and edits may not be made.**

The logo for ASHEcon, featuring the text "ASHEcon" in a stylized font with a red swoosh above the "e".

ASHEcon



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The Crossroads of Public Policy and Health Economics
Washington, DC**