

HOW TO SUBMIT A SPOTLIGHT SESSION



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

Spotlight Sessions

Spotlight Sessions are 90-minute sessions that will focus on special interest or career enhancement topics. The sessions are not abstract dependent. Examples of potential titles include: Introduction to Grant Writing, Talking to Policymakers, Prepping for the Job Market Season, Translating Research into Policy, and Women and Minorities in Health Economics. Sessions may be delivered by no more than 1 moderator and any number of presenters.

If you are giving a solo presentation, please list yourself as the moderator. Do not list yourself as a presenter.

Step One

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

SPOTLIGHT SESSIONS

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

[Submit a Spotlight Session](#)

Step Two - Session Information

Please enter information about the proposed session then 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

Description of Session

In 500 words or less, please describe this session.

This session will provide students and young professionals with an overview of how to write a standard project proposal to a foundation and a government agency. During the session we will review:

- The difference between writing a foundation and government grant
- The basic elements of a proposal
- The "do's" and "don'ts" of writing and submitting a proposal
- How to follow up whether the answer is yes or no
- 15-minute hands-on exercise to develop a proposal outline

 Edit

Save

Step Three - Participants

1. You will need to enter information for each presenter and the moderator. If you are giving a solo presentation, select only the moderator role. To enter an author, enter either their last name or email address into the fields provided, select their role and 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

First Name: Match "Like" Starts with

Last Name: Match "Like" Starts with

Email Address: Match "Like" Starts with

Role:

- Moderator
- Presenter

Step Four - Participants Continued

2. 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 Continued

3. To add additional presenters, click 'Add a person'. As you add a new person, they will appear on the screen like the image below. Sessions may be delivered by no more than 1 moderator and any number of presenters.

Add/Edit People

If you are giving a solo presentation, please list yourself as the moderator. Do not list yourself as a presenter.

Role	Person	Edit	Delete
Moderator	Leslie Ofori		

Add new person

Next step: Confirmation

Step Five - Confirmation

You will have the opportunity to review your spotlight session submission. Please ensure that all the information listed is correct. When finished, click 'Submit' 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: Spotlight 101

Submitter's Email: info@ashecon.org

Session Description: This is a test

Moderator

Leslie Ofori

Email: lofori@appam.org -- Will not be published

ASHEcon

Test

1100 Vermont Ave

Suite 650

Washington DC 20005

USA

Submit

Thank you for submitting your abstract for 2019 ASHEcon Annual Conference! After submitting your proposed spotlight 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 26, 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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