

**ASHEcon** | American Society  
of Health Economists

**10th Annual  
Conference of  
the American  
Society of Health  
Economists**

June 20-23, 2021

# How to Submit a Spotlight Session



## 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: Career Opportunities for Health Economists in Government and Public Service and Translating Research into Policy: How Claims Data Can Help Shape Public Policy on Healthcare and Assess Its Impact.

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/2021/cfp.cgi>.  
Scroll down the page then click 'Submit a Spotlight Session'.

**Submit a Spotlight Session**

# Step Two - Session Information

Please enter information about the proposed session then click 'Save' to continue.

<b>Session Title</b> 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: <b>This Is a Properly Formatted Session Title</b> Incorrect: <b>THIS IS AN IMPROPERLY FORMATTED SESSION TITLE</b> <b>This is an improperly formatted session title</b> <b>This is an improperly formatted session title.</b>
<input type="text" value="Test Submission"/>
<b>Submitter's Email Address</b>
<input type="text" value="info@ashecon.org"/>
<b>Description of Session</b> In 500 words or less, please describe this session.
<input type="text" value="Test"/>
<b>Acknowledgements</b>
<input checked="" type="checkbox"/> I understand that all participants in this session must register for the conference.

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 your submission for the 2021 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 30, 2020. After that date, all submissions will be closed, and edits may not be made.**