

How to Submit an Organized Session

**11th Annual
Conference of
the American
Society of Health
Economists**

June 27-30, 2022

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: [Call for Papers \(confex.com\)](https://confex.com).

Scroll down the page then click 'Submit an Organized Session'.

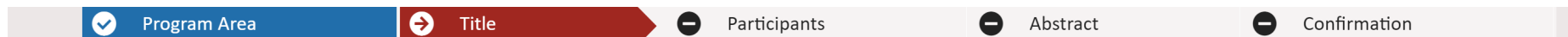
ORGANIZED SESSIONS

Deadline for New Submissions: Friday, December 3, 2021.

Submit an Organized Session

Step Two - Program Area

Select your program area. Then 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.

<input type="radio"/>	Competition in Health Care Markets and Insurer and Hospital Behaviors
<input type="radio"/>	Consumer Decision Making in Health Care
<input type="radio"/>	Demand for and Effect of Health Insurance
<input type="radio"/>	Global Health Economics
<input checked="" type="radio"/>	Health and the Environment
<input type="radio"/>	Health Equity
<input type="radio"/>	Health Reform
<input type="radio"/>	Health Systems and Health Care Financing
<input type="radio"/>	Health, Labor Markets, and the Economy
<input type="radio"/>	Innovations in Health Economics Data and Methods
<input type="radio"/>	Innovations in Theory, Data, and Empirical Methods
<input type="radio"/>	Long Term Care, Aging and Demography
<input type="radio"/>	Maternal, Child, Sexual and Reproductive Health
<input type="radio"/>	Mental Health
<input type="radio"/>	Obesity and Nutritional Outcomes
<input type="radio"/>	Physician/Nurse Reimbursement, Training and Behavior
<input type="radio"/>	Prescription Drugs
<input type="radio"/>	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

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.

Session 321

Organizer's Email Address

info@ashecon.org

Acknowledgements

- ☒ I understand that all participants in this session including the discussants and session chair must register for the conference.
- ☒ I am aware that abstracts within this organized session may be rejected, accepted as a poster, or transferred to another session.

Save

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’.

✓ Program Area

✓ Setup Session

➔ Participants

➔ Confirmation

Search For A Person

Before adding a new name, search the database to see if that name and contact information have already existed. If the name is not found, please select 'Not Found - Enter a new name' and enter it in the data entry form that appears next.

- If you **renewed your ASHEcon membership** using an email address different from the existing entry, you can update your information by using 'Select and Edit'.
- If you are a **new ASHEcon member**, please use the email associated with your membership for submission.

The search is not case sensitive and returns only exact matches.
Do not use wildcard characters such as *.

Last Name:

ofori

Email Address:

Role:

☒ Chair

☒ Presenting Author

Enter Presentation Title (required):

Session P1

Search

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 an 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

In this step, please indicate the person who will serve as the presenting author of this paper as well as any co-authors. You are not required to list all your co-authors at this time.

To add authors (presenting, co-authors), click on the "Add new person" button to add each author. To change the presenting author of this abstract, please use the radio buttons in the 'Presenting Author' column to indicate appropriately. The presenting author is the person that will ultimately need to accept intent to present by the deadline. If you are no longer the presenting author and are giving that role to someone else, he/she will receive a new notification with personalized link to accept intent to present.

Note: once you assign the lead presenter role to someone else, you will no longer be able to see the presentation in your own Speaker Center or make edits to the session.

Note that you must click the 'Save' button once you finish reordering with the arrows.

ROLE	PERSON	EDIT	DELETE
Chair	Leslie Ofori		

How to Complete Organized Session Submission

This is where you will add the presenting author and discussants to complete your session submission.













Organized Sessions must include the following roles:



- One Session Chair — Required.
- Three Presenting Authors (one per paper) — Required.
 - All presenters added to this session will be sent emails noting that they should review their abstract submission once the session has been submitted.
- Three Discussants (one per paper) — Required.

To add a new role, click 'Add new person'. When the role of 'Presenting Author' is selected, you will be asked to enter a paper title.

- You may use the arrows under 'Move' re-order the abstracts, so they appear in the order you prefer.
- Click on the title of each paper to enter the abstract.
- Upon clicking on the paper title below, another window will open that will allow you to submit information for the paper.
- These steps will need to be taken for each paper within your session submission.
- You will not be able to move on to the next screen until all the required roles are designated and all abstracts are included and have reached the 'Confirmation' step and have completed submission by clicking 'Conclude Submission'.

Once you have completed everything, please click on the 'Participants' step in the top navigation bar, and your screen will refresh. Then, the Confirmation button should appear.

Edit Abstract	Edit Presenter	Complete?	Delete	Move
OG Paper 1012 	Leslie Ofori			
OG Paper 1013 	Joe Smith			 
OG Paper 1014 	Joe Student			

 = Complete  = Incomplete

Please Note:

Before you can proceed to the next step, the correct number of **ALL** Roles must be added and **ALL** Abstracts must be complete. To edit or complete a paper abstract, please click on the Paper Title and the paper will open in a new window. Complete the paper submission steps then close that window and to return to this screen.

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	Abstract Title	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?
Select the program area most closely related to your submission and click 'Save and Continue' at the bottom of this page.	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 improperly formatted abstract title.	<input type="checkbox"/> Yes, only as a chair if my abstract is accepted. <input checked="" type="checkbox"/> Yes, only as a discussant if my abstract is accepted. <input type="checkbox"/> I'm willing to serve in either role if my abstract is accepted. <input type="checkbox"/> Yes, only as a chair if my abstract is rejected. <input type="checkbox"/> Yes, only as a discussant if my abstract is rejected. <input type="checkbox"/> I'm willing to serve in either role if my abstract is rejected. <input type="checkbox"/> No.
<div><input type="radio"/> Competition in Health Care Markets and Insurer and Hospital Behaviors</div> <div><input type="radio"/> Consumer Decision Making in Health Care</div> <div><input type="radio"/> Demand for and Effect of Health Insurance</div> <div><input type="radio"/> Health Reform</div> <div><input type="radio"/> Health Systems and Health Care Financing</div> <div><input checked="" type="radio"/> Health, Labor Markets, and the Economy</div> <div><input type="radio"/> Long Term Care, Aging & Demography</div> <div><input type="radio"/> Maternal and Child Health</div> <div><input type="radio"/> Mental Health</div> <div><input type="radio"/> Obesity and Nutritional Outcomes</div> <div><input type="radio"/> Physician/Nurse Reimbursement, Training and Behavior</div> <div><input type="radio"/> Prescription Drugs</div> <div><input type="radio"/> Socioeconomic Status and Health</div> <div><input type="radio"/> Theory, Econometric Advances, and Cost Advances</div> <div><input type="radio"/> Tobacco, Alcohol, and Illegal Substances</div>	Healthcare in the 19th Century	Please select all of the program areas that you are interested in serving as a session chair or discussant in. <div><input type="checkbox"/> Competition in Health Care Markets and Insurer and Hospital Behaviors</div> <div><input type="checkbox"/> Consumer Decision Making in Health Care</div> <div><input type="checkbox"/> Demand for and Effect of Health Insurance</div> <div><input checked="" type="checkbox"/> Health Reform</div> <div><input type="checkbox"/> Health Systems and Health Care Financing</div> <div><input type="checkbox"/> Health, Labor Markets, and the Economy</div> <div><input type="checkbox"/> Long Term Care, Aging & Demography</div> <div><input type="checkbox"/> Maternal and Child Health</div> <div><input type="checkbox"/> Mental Health</div> <div><input type="checkbox"/> Obesity and Nutritional Outcomes</div> <div><input checked="" type="checkbox"/> Physician/Nurse Reimbursement, Training and Behavior</div> <div><input checked="" type="checkbox"/> Prescription Drugs</div> <div><input type="checkbox"/> Socioeconomic Status and Health</div> <div><input type="checkbox"/> Theory, Econometric Advances, and Cost Advances</div> <div><input type="checkbox"/> Tobacco, Alcohol, and Illegal Substances</div>
Save and Continue	Submitter's Email Address info@ashecon.org	
	How would you classify the presenting author of this paper? <div><input type="radio"/> Masters Student</div> <div><input type="radio"/> PhD Candidate - Coursework Phase</div> <div><input checked="" type="radio"/> PhD Candidate - Dissertation Phase</div> <div><input type="radio"/> Post-Doc</div> <div><input type="radio"/> Faculty</div> <div><input type="radio"/> Industry Professional</div> <div><input type="radio"/> Government Employee</div> <div><input type="radio"/> Other</div>	
	If rejected, will you be willing to present this abstract as a poster? <div><input type="radio"/> Yes</div> <div><input checked="" type="radio"/> No</div>	Acknowledgements <div><input checked="" type="checkbox"/> I acknowledge that if accepted, the deadline to indicate acceptance this paper is two weeks after initial acceptance notification.</div> <div><input checked="" type="checkbox"/> 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.</div>
		Edit Save

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 ‘Abstract’ to continue.


Add/Edit People



In this step, please indicate the person who will serve as the presenting author of this paper as well as any co-authors. You are not required to list all your co-authors at this time.

To add authors (presenting, co-authors), click on the "Add new person" button to add each author. To change the presenting author of this abstract, please use the radio buttons in the 'Presenting Author' column to indicate appropriately. The presenting author is the person that will ultimately need to accept intent to present by the deadline. If you are no longer the presenting author and are giving that role to someone else, he/she will receive a new notification with personalized link to accept intent to present.

Note: once you assign the lead presenter role to someone else, you will no longer be able to see the presentation in your own Speaker Center or make edits to the session.

Note that you must click the 'Save' button once you finish reordering with the arrows.

ROLE	PRESENTING AUTHOR	PERSON	EDIT	DELETE
Presenting Author	<input checked="" type="radio"/>	Leslie Ofori		

ROLE	PERSON	EDIT	DELETE
Discussant	Joe Student		

Add new person

Next step: Abstract

Step Five - Abstracts Continued...

Please enter up to 500 words for the first abstract text. Once completed, click 'Save and Continue'.

Abstract

▼ Click here to show/hide instructions

Abstract Guidelines

Please submit your abstract of 500 words or less.

To submit your text, copy it from your document and paste it into the box below. You may also type directly in the box, and can apply special formatting using the buttons along the top of the box for subscripts (x_2), superscripts (x^2), etc.

169 words entered. You may not exceed 500.

[illegible]

You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.

Save and Continue

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.

Program Area	Title	Participants	Payment	Abstract	Confirmation
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Please Check Your Abstract [One More Time](#).

Then scroll down to the bottom of this page and click the 'Conclude Submission' button.

Abstract Title
Test Test

Submitter's Email Address
lofori@appam.org

How would you classify the presenting author of this abstract?
PhD Candidate - Dissertation Phase

If rejected, will you be willing to present this abstract as a poster?
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?
I'm willing to serve in either or both roles if my abstract is accepted.

Please select all of the program areas that you are interested in serving as a session chair or discussant in.
Demand for and Effect of Health Insurance, Health Systems and Health Care Financing, Mental Health, Physician/Nurse Reimbursement, Training and Behavior

Acknowledgements
I acknowledge that if accepted, the deadline to confirm acceptance of the presentation is two weeks after the initial acceptance notification., I acknowledge that in the event that I am unable to participate in the 2020 ASHEcon Conference, I will notify ASHEcon and the session leaders at least 30 days before the conference.

test submission

Presenting Author
Leslie Ofori
Email: lofori@appam.org – Will not be published

Test
None
123 Main St
Anywhere DC 20005
USA

Author
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:
 - Click any tab in the menu above to make changes (e.g., Program Area, Title).
 - Edit the information and be sure to save.
 - For example, if you want to add any co-authors to your abstract, click 'Participants' above and add them there.
4. Click [here](#) to print this page now.

Conclude Submission

Step Five - Abstracts Continued...

You'll then be brought back to the participant's 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.

Step Four - Participants

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ROLE	PERSON	EDIT	DELETE
Chair	Leslie Ofori		

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Edit Abstract	Edit Presenter	Complete?	Delete	Move
OG Paper 1012 	Leslie Ofori			
OG Paper 1013 	Joe Smith			 
OG Paper 1014 	Joe Student			

 = Complete  = Incomplete

Please Note:

Before you can proceed to the next step, the correct number of **ALL** Roles must be added and **ALL** Abstracts must be complete. To edit or complete a paper abstract, please click on the Paper Title and the paper will open in a new window. Complete the paper submission steps then close that window and to return to this screen.

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

Submit

Thank you for submitting your abstract for the 2022 ASHEcon Annual Conference! After submitting your proposed abstract, 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 December 3, 2021. After that date, all submissions will be closed, and edits may not be made.