

AMP ABSTRACT SUBMISSION CHECKLIST

PHASE

ACTION

1. PREPARE to Submit

- Review Submission Checklist and Submission Guide
- Review Style Guide
- Review Eligibility
- Review Award Eligibility
- Do you have an AMP Username?
 - Yes: Login!
 - No: Create a new user account

2. DRAFT Abstract

- Collect author contact information and disclosures
- Select Submission Category
- Compose Title and Content of Abstract
- Get permissions/approvals from legal/regulatory affairs departments, if applicable.
- Proof for content, grammar, and typos.

3. SUBMIT Abstract

- Login using your AMP Username and password
- Complete the online submission form:
 - eligibility
 - corresponding author and disclosures
 - award application
 - other authors/disclosures
 - 5. abstract category, title, and content
- Proof for content, grammar, and typos.
- Complete? Click the “Save and Finalize” button to submit abstract by November 30, 2016.
- The Corresponding (Submitting) Author will receive an automatic confirmation of receipt by email.

4. AWAIT Notifications

- Notification will be emailed to the Corresponding Author no later than Tuesday, January 17.
- Register for the AMP 2017 Global Congress on Molecular Pathology!

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