


You will need to set up a **new account for the 2021 meeting.**

1. Click **Create Account**

A screenshot of the submission site login page. The page has a dark blue header with the American Burn Association logo on the left and the event title 'AMERICAN BURN ASSOCIATION 53rd ANNUAL MEETING CHICAGO APRIL 6-9, 2021' on the right. Below the header, there is a navigation bar with links for 'Abstract Scorecard', 'Conference Details', and 'Technical Support'. The main content area is titled 'Welcome to the Submission Site' and contains a message: 'In order to submit you will need to create a user account. Please create only one account using the email address you would like to have all communications sent to.' Below this message is a form titled 'Log in to Submit a Proposal'. The form is divided into two columns: 'New Users' and 'Already a User?'. The 'New Users' column contains the text 'Click 'Create Account' to begin your first submission.' and a blue button labeled 'Create Account' which is highlighted with a red rectangle. The 'Already a User?' column contains input fields for 'Email' and 'Access Key', a 'Show' button, and a 'Login' button. At the bottom of the page, there is a footer with contact information: 'Questions? ABA Annual Meeting, Chicago IL 2021: Susan Gell-Horton - gell-horton@ameriburn.org / (312) 662-6074'.

2. Fill out the form with all the **required information**. NOTE: If you are not in the United States, choose the country first, and then select your Province/State.



ACCOUNT PROFILE

Create Account

Please complete the information below and then press the 'Create Account' button. You will be the contact person for all information that you submit using this account.

* indicates required

Personal Details	Mailing Address	Contact Details
Prefix <input type="text"/>	Address Line 1 <input type="text"/>	Office Phone <input type="text"/>
1 First Name* <input type="text"/>	Address Line 2 <input type="text"/>	Cell Phone <input type="text"/>
Middle Initial <input type="text"/>	Address Line 3 <input type="text"/>	Fax <input type="text"/>
2 Last Name* <input type="text"/>	City <input type="text"/>	Email* <input type="text"/>
Suffix <input type="text"/>	4 State* <input type="text" value="-- Select State/Province --"/>	
	Zip <input type="text"/>	
	3 Country* <input type="text" value="United States"/>	

Administrative Assistant (they will be copied on all proposal emails)

Name <input type="text"/>	Telephone <input type="text"/>	Email <input type="text"/>	<input type="checkbox"/> Not Applicable
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Professional Information

Position

Institution

Credentials* **5** Not Applicable

Access Key

Please type in an access key (password) that you will use to access your submission information in the future. The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alphanumeric character.


Create Access Key* **6** Show

Access Key Strength

Re-type Access Key* Show


7 Create Account

3. Read the **Privacy Notice** and sign at the bottom of the page



PRIVACY NOTICE

Please carefully read the text below and then indicate your consent at the bottom of the page.



Consent

I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumCD.com/mydata>.


Enter your e-signature

Your Full Name

Please type your full name on the line above

Continue


4. On the next screen you will begin your **Proposal**



PROPOSALS (You have 0 complete proposals, 0 incomplete proposals, and 0 withdrawn proposals)

[Click here to begin a new proposal](#)

5. Choose the **Type** of Submission and **CLICK SUBMIT**



START A NEW PROPOSAL **Submit**

Proposal Title *
Your proposal must have a short, specific title (containing no abbreviations). Please use title caps.

1 0 characters (200 max)
0 words (25 max)


Type *

2

- Select Type --
- Education Forum
- Sunrise Symposium Proposal
- SIG Proposals

6. Once you complete all the tasks for the specific **Submission Type**, you will get a notification that you have completed all required **Tasks**, click **SUBMIT**.

Home / Proposal / Tasks / Submit

 PROPOSAL SUMMARY Submit

Proposal ID: [REDACTED]
Type: Education Forum
Proposal Status: Complete

You have completed all the required tasks for this proposal.
Use the "Submit" button to complete your proposal.