


Frequently Asked Proofreading Questions

Contact & Account Information

How can I update my personal contact information (name, e-mail, affiliation, etc.)?

To [review and edit your AOM profile](#), please sign in to your AOM account. Click on the gray pencil icon  to edit your Primary Information or Address, or use the blue “Update My Annual Meeting Affiliation” button to change your affiliation on the Program. Don’t forget to save changes when you are finished.

The system won’t allow me to change my last name (surname). How can I make this change?

To make changes to the last name listed on your account, please contact the Membership Department at membership@aom.org.

Can I add more than one e-mail address to my account?

Adding more than one e-mail address in the e-mail field will prevent you from receiving any future e-mail notifications from the Academy of Management about your membership, publications, or events. Please enter ONLY ONE e-mail address into the address field. You may also wish to add the AOM to your safe sender list to ensure emails from any @aom.org domain address are not being sent to your spam folder.

What’s the deadline to make changes to my contact information?

You may make changes to your contact information at any time. Changes made to your Annual Meeting affiliation after May 31, may not appear on the printed Program, but will appear on the online Program.

The contact information for my colleague is incorrect. Can I update their information?

You cannot update someone else’s contact information. Please alert your colleague that their account information may be incorrect and may need to be updated. They can sign in to their AOM account to update their profile.

Someone created an account on my behalf. Do I need to do anything else?

If you were added to a submission for the upcoming conference, and an account was created on your behalf, please use the following link, or copy and paste it into your web browser: <https://aom.org/iMIS/members/activateaccount>. Enter your e-mail address and follow the prompts to activate your account, so you can proceed to proofreading your information. If this does not work, please [contact us for assistance](#).

Frequently Asked Proofreading Questions

Session & Scheduling Information

I submitted a paper to the conference, but the submission ID and Title I see under my scheduled sessions, is not what I submitted. Where is my submission?

For **paper** submissions, you will NOT see the expected submission number nor title. Your accepted paper is grouped into a paper session consisting of 3-5 papers with a common theme and a session chair assigned to run the session and lead the discussion. Since the paper session is scheduled, and not the individual paper, you are seeing the submission ID and title of the paper session in which your paper has been grouped. Click on the session title to look for your paper listed with your role as “Author”.

My co-author(s) is not associated with my paper. How can I add an author to my paper submission?

We are unable to add an author to a paper at this stage. We have an existing policy that once a submission has been sent to review, authors cannot be added to the submission. Submitters were asked at different stages during the submission process, to confirm that all authors were correctly associated with the paper prior to finalizing the submission. This policy helps protect the integrity of the double-blind review process.

How do I add a new participant and role to my submission?

To add a missing participant to your submission, please [submit your request](#) and be sure to include the following details:

Submission ID:

Submission Title:

Participant Name:

Participant E-mail:

Participant Affiliation:

Participant Role (e.g. Organizer, Chair, etc.):

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How do I remove an author or participant from my submission?

To remove a participant from your submission, please [submit your request](#) and be sure to include the following details:

Submission ID:

Submission Title:

Author/Participant Name:

Author/Participant Affiliation:

Will I be able to edit my submission (title, abstract, etc.)?

Minor edits to the submission are permitted. The proposal that was submitted, reviewed, and accepted is what should be presented at the conference. To request updates to your submission, please [submit your request](#) and be sure to include the following details:

Submission ID:

Submission Title:

Exact, Complete Text:*

*To help facilitate accurate updates to your submission, please provide the changes in a format that can be copied and pasted directly into the submission. Please avoid describing or explaining the requested changes.

I would like to reschedule my session. How do I submit that request?

Due to the complexities involved in scheduling over 2,500 sessions and 8,000 participants over 5 days on the conference Program, we are unable to make changes to the schedule to accommodate any individual's travel plans. The final Annual Meeting schedule will be accessible in late May when the online Program becomes available.

Frequently Asked Proofreading Questions

Availability of Online Papers

Papers will be available in the online program only to those who have registered to attend the conference. Paper submitters will have an opportunity to remove access to their papers from the online program or upload revised versions of their papers starting around mid-May. Submitters will receive an email notification alerting them when that is available. The proposal documents for all other submission types (PDW, caucus, symposium, TLC) are NOT available online.

When will the conference Proceedings be available?

The conference Proceedings will be available in late June.

Will my full paper or symposium submission be included in the Proceedings?

The Proceedings includes the *abstracts* of all accepted papers and symposia as well as abridged versions of the program's "Best Papers" (top 10%) as designated by the division Program Chairs. The abridged (6-page) format is used because publication of papers at their full length would preclude subsequent journal publication. The abridged papers are available only to conference registrants of the Academy of Management Annual Meeting.

Frequently Asked Proofreading Questions

Plan to Attend

Do I have to register for the AOM Annual Meeting if my submission is accepted and scheduled on the Program?

If your submission is scheduled on the official Program, and you attend the conference to participate in a session, you will then need to [join the Academy](#) and [register for the conference](#). If a colleague or co-author will attend the conference to present your accepted proposal, then you will not need to register, but your colleague will.

I am scheduled on the official Program and I require an invitation letter to help me obtain a travel visa.

The Academy can provide a Program Participation Letter to assist with your travel to the US to attend the Annual Meeting. A Program Participation letter is ONLY available to individuals listed on the AOM Annual Meeting Program as a Speaker, Author, Presenter, Chair, etc. A Program Participation letter is available from your [AOM Member Profile](#). Select the “Conferences” tab followed by the “Annual Meeting” tab. Scroll down and use the “Participation Letter” button. This will direct you to a page with your requested letter where you have the option to print. You will only have access to a letter if you meet the above criteria. Please note that The Academy of Management does NOT provide letters for guests.

I am unable to attend to present my work at the conference. What do I need to do?

Our primary goal is to keep the accepted proposals on the Program. If you are unable to attend, please consider asking a co-author or colleague if s/he can be available to present in your stead. If there is no one available to present, then in the case of a paper submission, we mark the paper (or in rare cases an entire symposium submission) as withdrawn. Professional Development Workshops, where none of the listed participants can be available to facilitate the session, will be cancelled.