

Submit Case Package

Cases are due 30 days prior to course start date. Exact due dates are posted on our [AIRP website](#).

Case questions and technical assistance is available at: AIRPCasePackageHelp@acr.org.

Please use the [case submission checklist](#) to confirm case submission requirements.

Select “Submit Case Package,” “Are you sure you want to submit?” After responding “Yes,” an acknowledgement will be sent that the case package has been successfully submitted.

CASE PACKAGE SUBMISSIONS ARE FINAL.

IMPORTANT: Return to the Case Data Entry section and PRINT a copy of the Verification/Consent Form. This must be completed and signed by your pathologist prior to submitting your slides at the course.

Please be prepared to submit your slides or virtual microscopy disc with a signed verification/consent form from the “Case Data Entry” page at the course.

Separate instructions are posted on the [AIRP website](#) for slide submission requirements.

ADMINISTRATIVE REVIEW OF CASES

In the weeks prior to the course, cases will be reviewed by the AIRP case archivist to ensure all online requirements have been met. A case may still be rejected by the AIRP section head if it is found to be lacking in quality or material. If a submission is incomplete, the author will be notified by email, and given access to correct the case.

REVIEW BY SECTION CHIEF

After a case package passes administrative review, it is forwarded to the section heads. Case packages are reviewed by section heads for course preparation and [“Best Case Award”](#) selection. If a case is rejected by a section head, the participant will be required to re-submit the sections of the case package that were deemed unacceptable.

Program Directors will be notified of rejected, late, or incomplete cases.

*Instructional Video <https://youtu.be/cYo4zLLsNFA>