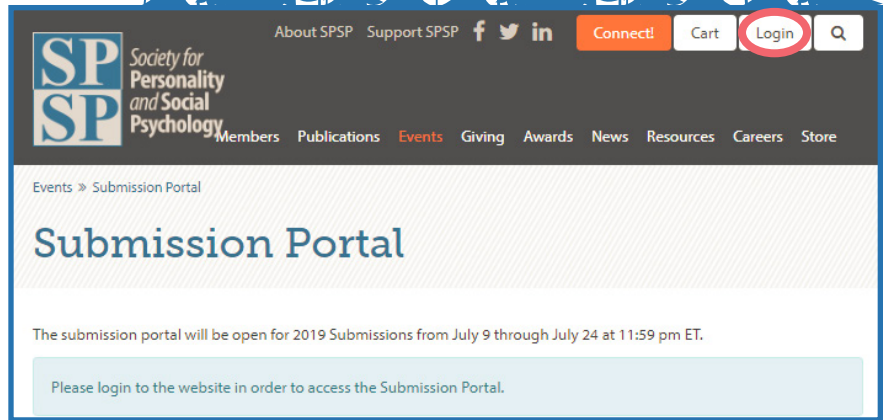


SPSP 2019 How to Submit a Single Presenter Submission



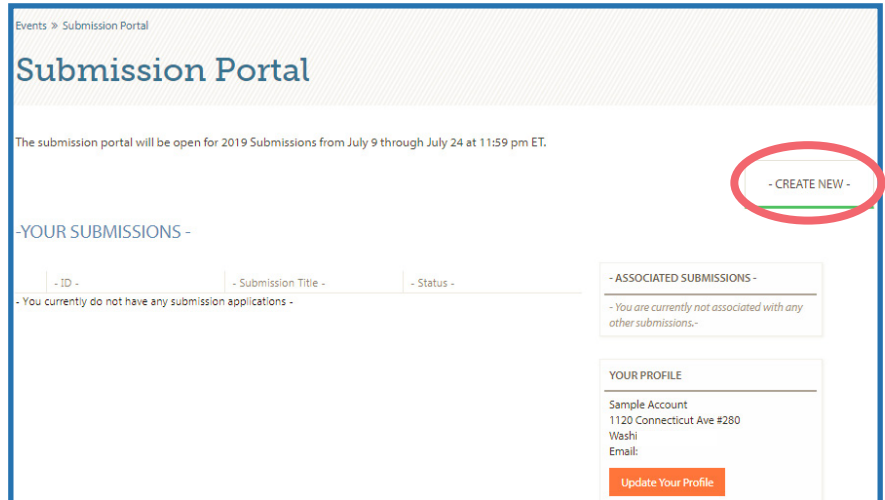
1. Go to this website:

<https://my.spsp.org/Events/Submission-Portal> and login to your SPSP account by clicking the “Login” button on the top right. (Don’t have an account? Click Register Now on the bottom of the login page.)



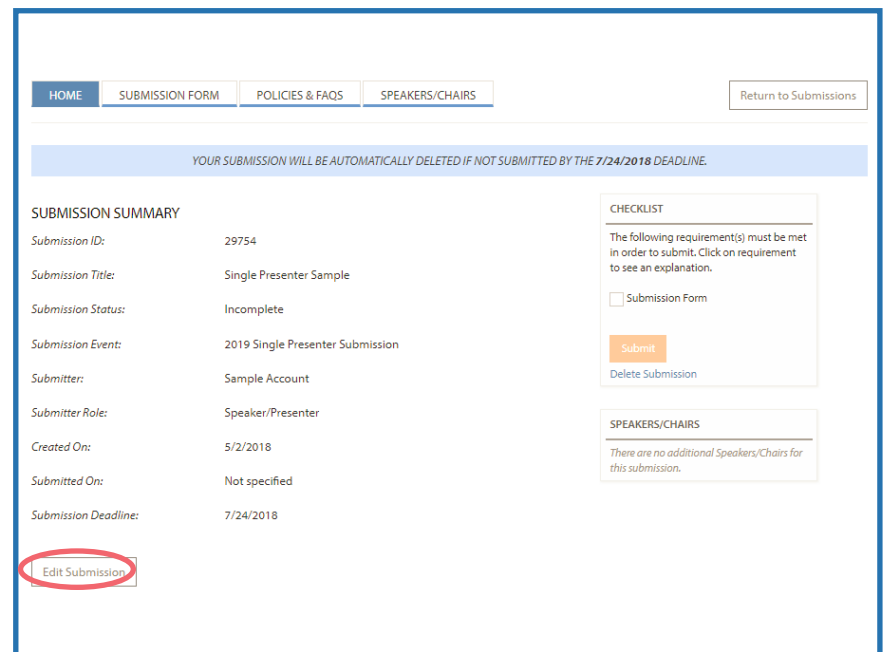
2. Click “Create New” on the top right.

- For Submission Event—select “2019 Single Presenter Submission”
- Enter the title of your Single Presenter Submission (10-word maximum).
- Your default role as the submitter is **Speaker/Presenter** (If you are not the first/presenting author on this submission, change to “**Submitter Only**”)
- Click “**Create Submission**”



3. On the Home tab:

- Verify the accuracy of the Submission Summary. To make any updates, scroll to bottom of the page and click “**Edit Submission.**”
- Click “**Save**” after making any updates.



If you, the submitter, are presenting/first author on this submission, skip to Step 5.

4. Click on the 4th tab, labeled “Speakers/Chairs,” to tie the speakers and chairs to the submission.

a. Here, you will add all individuals who are either chairs or speakers in this submission.

i. **Very important to do this before the Submission Form.**

ii. Do not include non-speaking co-authors at this stage.

b. Click the orange “Add New” button on the right.

c. Search for each individual by name. This will search the SPSP Membership database.

d. If the person you searched for is in the database, click on “Select” in the left-most column. (If the contact information is not up to date for the individual you selected, **DO NOT** create a new contact. Instead, contact the individual and request that they login to their account and update their information.)

e. If the person you searched for is not in the database (be sure to search all iterations of the name), select “Add New Contact.” Enter the required information and click “Save new contact.” This creates a new record in our database.

f. For each individual you add to the “Speakers/Chairs” list, assign their role in the symposium by selecting from the dropdown menu under each name

g. **Note: When you add someone to this list (regardless of role), they will receive a notification email.**

The screenshot shows the 'Submission Portal' interface. At the top, it says 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' Below that is a navigation bar with tabs: HOME, SUBMISSION FORM, POLICIES & FAQ, SPEAKERS/CHAIRS (highlighted with a red circle), and Return to Submissions. A blue banner reads: 'YOUR SUBMISSION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 7/24/2018 DEADLINE.' The main content area is titled 'SPEAKERS/CHAIRS' and contains instructions: 'Add speakers/chairs for this submission and indicate their role. Do not add yourself or co-authors here, these are added on the Submission Form tab. If you, the submitter, have a role in this submission, indicate this on the "Home" tab as "Submitter Role."' There is a search bar with fields for Name and Email. A green box at the bottom says 'This submission has no additional speakers/chairs.' On the right, there is a box titled 'ADD A NEW SPEAKER/CHAIR' with an 'Add New' button (circled in red) and a note: 'Added speakers/chairs can view the submission but cannot make any changes.'

5. Click on the “Submission Form” tab

a. Complete all relevant fields for this submission.

b. **Note: you must complete the required fields and click save before navigating to a different tab.** Make sure you see the green “Saved Successfully” message bar before proceeding. (You will still be able to edit.)

b. Make sure to save periodically to avoid session timeout.

The screenshot shows the 'Submission Portal' interface with the 'SUBMISSION FORM' tab selected (circled in red). The navigation bar includes HOME, SUBMISSION FORM, POLICIES & FAQ, SPEAKERS/CHAIRS, and Return to Submissions. A blue banner reads: 'YOUR SUBMISSION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 7/24/2018 DEADLINE.' The main content area is titled 'SUBMISSION FORM' and contains instructions: 'Before completing the Submission Form tab, add speakers/chairs on the Speakers/Chairs tab.' Below that, it says: 'Make sure to click Save on the submission form periodically to avoid time out AND before navigating to a different tab, otherwise your work will not be saved.' There is a red 'Save' button (circled in red) and a green message bar that says 'Saved successfully.'

6. Once you’ve entered and saved all information and verified for accuracy, return to the “Home” tab. In the sidebar titled “Checklist,” click “Submit.”

a. You will receive a confirmation email for this submission.

b. You will be able to make edits to your submission after it has been submitted until the portal closes on July 24 at 11:59PM ET, but note that you will not receive additional confirmation emails after making updates.

The screenshot shows the 'Submission Portal' interface with the 'HOME' tab selected (circled in red). The navigation bar includes HOME, SUBMISSION FORM, POLICIES & FAQ, SPEAKERS/CHAIRS, and Return to Submissions. A blue banner reads: 'YOUR SUBMISSION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 7/24/2018 DEADLINE.' The main content area is titled 'SUBMISSION SUMMARY' and contains a table with the following information: Submission ID: 29754, Submission Title: Single Presenter Sample, Submission Status: Incomplete, Submission Event: 2019 Single Presenter Submission, Submitter: Sample Account, Submitter Role: Speaker/Presenter, Created On: 5/2/2018, Submitted On: Not specified. On the right, there is a 'CHECKLIST' section with the text: 'The following requirement(s) must be met in order to submit. Click on requirement to see an explanation.' There is a checkbox for 'Submission Form' which is checked. Below the checklist is a red 'Submit' button (circled in red) and a 'Delete Submission' link. At the bottom right, there is a 'SPEAKERS/CHAIRS' section with the text: 'There are no additional Speakers/Chairs for this submission.'

For any questions, please contact SPSP Meetings staff at meetings@spsp.org