SPSP 2018: How to Submit a Symposium

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
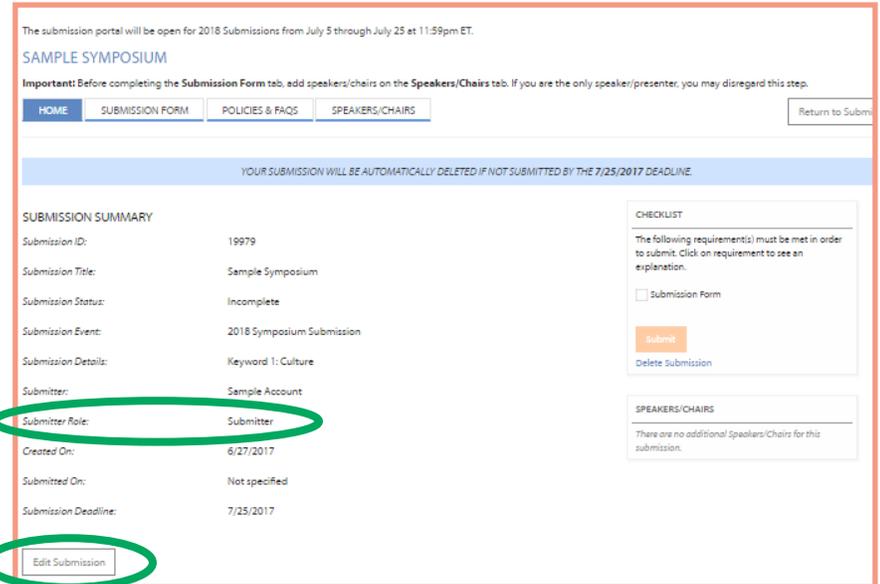login page.)
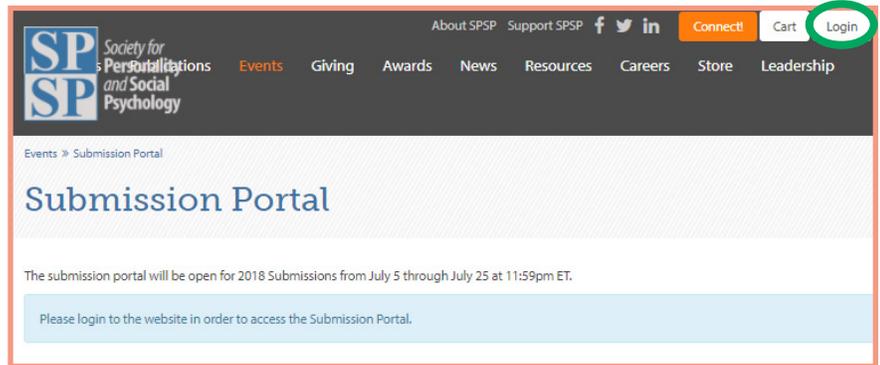
2. Click **"Create New"** on the top right.

a. Enter the title of your Symposium (10-word
maximum).

b. For Submission Event—select **"2018 Symposium
Submission"**

c. For Submission Details:

   i. Select **"Keyword 1"**

   ii. Select your **first keyword** from the dropdown list

d. Click **"Create Submission"**
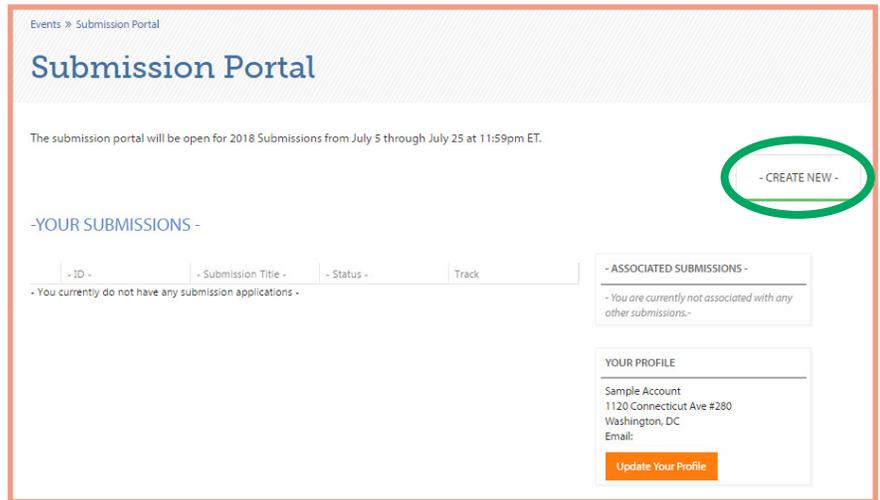
3. On the Home tab:

a. **If you, the submitter, have a role in the
symposium** (chair, speaker, or both), you will need
to update the **"Submitter Role"**:

   i. Scroll to bottom of the page and click **"Edit
Submission"** to assign your role.

   ii. For **"Submitter Role,"** select one of the options
on the dropdown list.

   iii. Verify the accuracy of the other information in
the Submission Summary.

   iv. Click **"Save."**

b. **If you are a submitter only and not a participant
in the symposium,** while you do not need to update
the **"Submitter Role,"** you should:

   i. Verify accuracy of the Submission Summary. To
make updates, scroll to bottom of the page and
click **"Edit Submission."**

   ii. Click **"Save"** after making any updates.

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

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

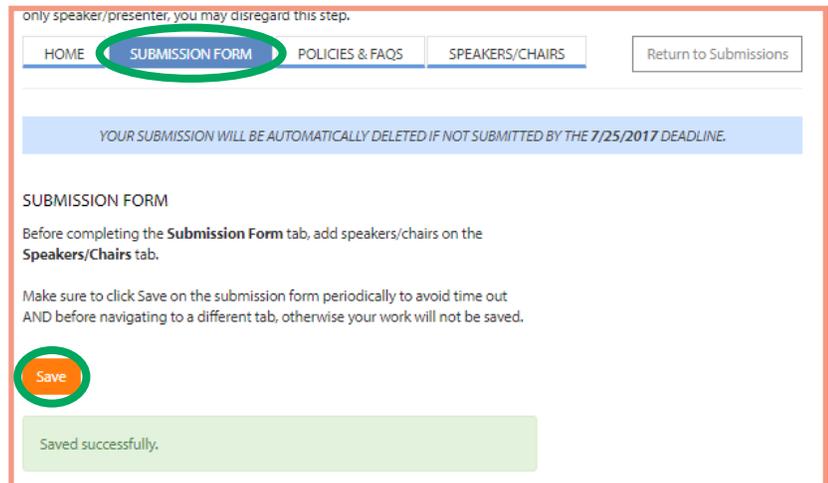****Very important to do this step before the Submission Form****

a. Here, you will add all individuals who are either chairs or speakers (or first authors) from all talks in this symposium submission. Do not include the submitter or 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.**

Submission Portal

The submission portal will be open for 2018 Submissions from July 5 through July 25 at 11:59pm ET.

SAMPLE SYMPOSIUM

Important: Before completing the **Submission Form** tab, add speakers/chairs on the **Speakers/Chairs** tab. If you are the only speaker/presenter, you may disregard this step.

HOME | SUBMISSION FORM | POLICIES & FAQS | **SPEAKERS/CHAIRS** | Return to Submissions

*YOUR SUBMISSION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE **7/25/2017** DEADLINE.*

SPEAKERS/CHAIRS

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."

ADD A NEW SPEAKER/CHAIR

Added speakers/chairs can view the submission but cannot make any changes.

Add New

Name | Email

This submission has no additional speakers/chairs.

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5. Click on the "Submission Form" tab

a. Complete the fields on each grey sub-tab for this symposium submission. (General Information plus 3-4 Talks.)

   i. Make sure to enter the talks in the order they will be presented if the symposium is accepted.

   ii. **Note that you must complete the required fields and click save on each sub-tab before moving on to the next sub-tab or a different main 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.

only speaker/presenter, you may disregard this step.

HOME | **SUBMISSION FORM** | POLICIES & FAQS | SPEAKERS/CHAIRS | Return to Submissions

*YOUR SUBMISSION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE **7/25/2017** DEADLINE.*

SUBMISSION FORM

Before completing the **Submission Form** tab, add speakers/chairs on the **Speakers/Chairs** tab.

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.

Save

Saved successfully.

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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 25 at 11:59PM ET, but note that you will not receive additional confirmation emails after making updates.

Submission Portal

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SAMPLE SYMPOSIUM

Important: Before completing the Submission Form tab, add speakers/chairs on the **Speakers/Chairs** tab. If you are the only speaker/presenter, you may disregard this step.

HOME | SUBMISSION FORM | POLICIES & FAQS | SPEAKERS/CHAIRS | Return to Submissions

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SUBMISSION SUMMARY

Submission ID: 19979

Submission Title: Sample Symposium

Submission Status: Incomplete

Submission Event: 2018 Symposium Submission

Submission Details: Keyword 1: Culture

Submitter: Sample Account

Submitter Role: Submitter

Created On: 6/27/2017

CHECKLIST

The following requirement(s) must be met in order to submit. Click on requirement to see an explanation.

☑ Submission Form

Submit

Delete Submission

SPEAKERS/CHAIRS

There are no additional Speakers/Chairs for this submission.

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