

SPSP How to Submit 2019 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.)

The screenshot shows the SPSP website header with the logo and navigation links: About SPSP, Support SPSP, f, t, in, Connect!, Cart, Login (circled in red), and a search icon. Below the header is a navigation bar with links: Members, Publications, Events, Giving, Awards, News, Resources, Careers, Store. The main content area shows 'Events > Submission Portal' and a large heading 'Submission Portal'. Below this, a message states: 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' A light blue box contains the text: 'Please login to the website in order to access the Submission Portal.'

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

- For Submission Event—select “2019 Symposium Submission”
- Enter the title of your Symposium (10-word maximum).
- Select your role in the session from the dropdown list
- Click “Create Submission”

The screenshot shows the 'Submission Portal' page. It includes the same header and navigation as the previous screenshot. Below the 'Submission Portal' heading, it states: 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' Below this is a section titled '-YOUR SUBMISSIONS -' with a table that currently shows '- You currently do not have any submission applications -'. To the right of this section is a button labeled '- CREATE NEW -' which is circled in red. Further right is a section titled '- ASSOCIATED SUBMISSIONS -' with the text '- You are currently not associated with any other submissions -'. At the bottom right is a 'YOUR PROFILE' section showing 'Sample Account', '1120 Connecticut Ave #280', 'Washi', and 'Email:'. Below this is an 'Update Your Profile' button.

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.

The screenshot shows the 'Edit Submission' page for a 'SAMPLE SYMPOSIUM'. At the top, it states: 'The submission portal will be open for 2019 Submissions from July 9 through July 24 at 11:59 pm ET.' Below this is a navigation bar with tabs: HOME (selected), SUBMISSION FORM, POLICIES & FAQS, and SPEAKERS/CHAIRS. A 'Return to Submissions' button is on the right. 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:	29755
Submission Title:	Sample Symposium
Submission Status:	Incomplete
Submission Event:	2019 Symposium Submission
Submitter:	Sample Account
Submitter Role:	Speaker/Presenter
Created On:	5/3/2018
Submitted On:	Not specified
Submission Deadline:	7/24/2018

At the bottom left of this section is a button labeled 'Edit Submission' which is circled in red. To the right 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.' Below this is a checkbox for 'Submission Form' and a 'Submit' button. Below the checklist is a 'SPEAKERS/CHAIRS' section with the text: 'There are no additional Speakers/Chairs for this submission.'

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****

- 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.
- Click the orange “Add New” button on the right.
- Search for each individual by name. This will search the SPSP Membership database.
- 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.)
- 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.
- 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
- 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, it says 'SAMPLE SYMPOSIUM'. An important note states: '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.' The navigation tabs are HOME, SUBMISSION FORM, POLICIES & FAQs, and SPEAKERS/CHAIRS. The 'SPEAKERS/CHAIRS' tab is highlighted with a red circle. A blue banner below the tabs 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 the instruction: '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 box with 'Name' and 'Email' labels. A green message bar at the bottom says 'This submission has no additional speakers/chairs.' On the right side, there is a box titled 'ADD A NEW SPEAKER/CHAIR' with the text 'Added speakers/chairs can view the submission but cannot make any changes.' and a red 'Add New' button circled in red.

5. Click on the “Submission Form” tab

- Complete the fields on each grey sub-tab for this symposium submission. (General Information plus 3-4 Talks.)
 - Make sure to enter the talks in the order they will be presented if the symposium is accepted.
 - 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.)
- Make sure to save periodically to avoid session timeout.

The screenshot shows the 'Submission Portal' interface with the 'SUBMISSION FORM' tab highlighted in red. It includes the same top navigation and deadline banner as the previous screenshot. The main content area is titled 'SUBMISSION FORM' and contains the instruction: 'Before completing the Submission Form tab, add speakers/chairs on the Speakers/Chairs tab.' Below this, 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.' A red 'Save' button is circled in red. A green message bar at the bottom 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.”

- You will receive a confirmation email for this submission.
- 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 highlighted in red. It includes the same top navigation and deadline banner. The main content area is titled 'SUBMISSION SUMMARY' and contains a table with the following information:

Submission ID:	29755
Submission Title:	Sample Symposium
Submission Status:	Incomplete
Submission Event:	2019 Symposium Submission
Submitter:	Sample Account
Submitter Role:	Speaker/Presenter
Created On:	5/3/2018
Submitted On:	Not specified
Submission Deadline:	7/24/2018

Below the table is an 'Edit Submission' button. On the right side, 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. A red 'Submit' button is circled in red. Below the checklist is a 'SPEAKERS/CHAIRS' section with the text: 'There are no additional Speakers/Chairs for this submission.'