2021 IADR/AADR/CADR General Session

Step-by-Step Instructions for Submitting a Session Proposal

General Instructions:

Please turn off your pop-up blocker or allow pop-ups from the ScholarOne Abstracts site to ensure optimal function of the website.

Each step will include important instructions at the top of the page related to the requirements of the step. Please review closely before proceeding.

There are direct links to the full Guidelines for Session Proposals on each page.

Clicking on the icon where it appears will reveal quick tips for a particular field within a step. Tools are provided to format text or include symbols (see buttons in red box).

ACCESS THE SUBMISSION CENTER

1. Select the Session Proposal tab under the Meeting logo.

2. The Session Proposal Center displays the View Session Proposals page. If the submitter has created any drafts or submitted abstracts, they may be viewed here.
3. Click the **Create New Proposal** link from the left menu.

### STEP 1: CONTENT

1. After clicking the **Create New Proposal** hyperlink from the left menu the page will refresh to show **Step 1: Content**.
2. Submitters must select from the provided proposal types. Submission questions are dependent on which proposal type has been selected.
3. The field includes text fields for the proposal title, description, learning objectives and other questions as outlined in the Guidelines for Session Proposals. The submitter must fill out all of the required fields, denoted by an asterisk (*), on this step as configured by IADR.
4. Click **Save & Continue**.

### STEP 2: SESSION PROPOSAL PARTICIPANTS: CORRESPONDING ORGANIZER(S), ORGANIZER/CHAIR(S) & CHAIR(S) ONLY

1. To add participants, click the **Add Participants** button.
   - The **Search for Participant to Add** fields will display.
     - Enter search criteria in any of the fields, and then click **Search**. **Search Tip:** Utilize only one field at a time to optimize results.
     - If a participant is found in the system, the name will populate in the search results below.
     - To add a participant from search results, click the **+ Add** link to the left of the participant's name and the name will be added to the current participant list.
   - If there are no results, click the **Create A Participant** button. Please ensure you have thoroughly searched for an existing account before creating a new account.

   To **Create a Participant**, click the corresponding button:
   - The **Create A Participant** screen displays. Complete the required fields.
   - Click **Submit Created Participant**.
   - Before the account is created, the submitter will be asked to verify the author information. If there is an error, click the **Edit Information** link in the left corner to make the necessary changes. **There is not an opportunity for the submitting author to edit the account after clicking **Submit Created Participant.**
   - If the account information is correct click **Submit Created Participant**. The new participant is displayed.

2. Once the participants are added to your participant list, select the **Affiliations** drop-down menu to select an affiliation that is already listed or **Create New Institution**.
   - To **Create New Institution**, select the **Create a New Affiliation** from the institution drop-down menu. A pop-up window will display. Enter the required fields.
   - Click **Submit Created Institution**.

Once the participant's affiliations are added, use the drop-down menu to select a participant **Role**. Click **Save & Continue**.

### STEP 3: ADD SPEAKER

1. Click the **Add Speaker** button below to enter your speaker(s) information and title of the talk that will be given.
2. Clicking the **Add Speaker** button will open the **Add Speaker** box at the bottom of the page to add your proposed speakers one at a time.

3. In the **Add Speaker** box, enter the title of the speaker’s presentation, capitalizing the first letter of each word. Presentation titles should not exceed 10 words. An abstract is not required for speakers. **For all session proposal types, you are only required to provide the title and speaker name and affiliation information.**

To search for the speaker for the talk specified by the talk title field click the **Add Author** button.

4. Search on Last/Family Name or Email to find the speaker. **Search Tip:** Utilize only one field at a time to optimize results.
   - If a speaker is found in the system the name will populate in the search.
   - To add a speaker to the title entered, click [+ Add]. Enter affiliation information for the speaker.

If you are unable to locate the speaker after a thorough search on one or more of the fields provided click the **Create An Author** button.

   - The **Create An Author** screen displays. Complete the required fields.
   - Click **Submit Created Author**.
Before the account is created, the submitter will be asked to verify the author information. If there is an error, click the **Edit Information** link in the left corner to make the necessary changes. There is not an opportunity for the submitting author to edit the account after clicking Submit Created Author.

If the account information is correct click **Submit Created Author**. The new author is displayed.

5. When you are satisfied with the information entered for the presentation Title, Author and the Author Affiliation, click **Save Created Speaker & Add Another** button in the lower right corner to add the next title/speaker in your session.

6. If you have only one speaker (Lunch & Learning session proposals) or have entered your final speaker for your session proposal, click the **Add Speaker** button.

7. You can review/edit/remove any titles and speakers once the speaker appears under the heading **Add Speakers**. If a Speaker does not appear under the heading **Add Speakers**, they have not been successfully added to the session proposal.

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### Add Speakers

<table>
<thead>
<tr>
<th>ORDER</th>
<th>TITLE</th>
<th>ID</th>
<th>AUTHOR</th>
<th>AUTHOR’S EMAIL</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>This is the Field Where I Enter My Talk Title (Draft)</td>
<td>34755505</td>
<td>Christopher Flow</td>
<td><a href="mailto:cflow@iacr.org">cflow@iacr.org</a></td>
<td>Remove Edit</td>
</tr>
</tbody>
</table>

Speakers, in addition to the session proposal submitter, will receive a confirmation email once the session proposal is submitted successfully.

**STEP 4: REVIEW AND SUBMIT**

**Step 4: Review & Submit** allows you to preview the information that was entered on each step of the proposal process and a green check mark will display to the left of the step if it was completed successfully.

1. Review your proposal information. If any information needs to be updated, click the **Edit** button next to the step name.

2. If complete, click the **Submit** button.

3. The **View Session Proposal** screen will display and will list the proposal you just created in the Proposal section.