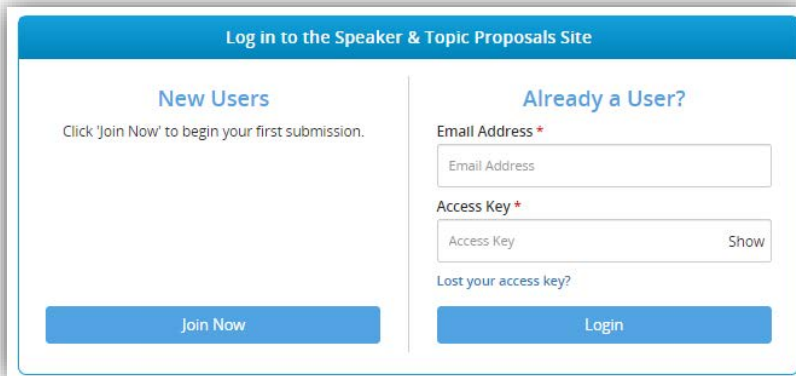


CALL FOR SPEAKER & TOPIC PROPOSALS

Proposal Submission Instructions

1. Navigate to the [SHM Converge Call for Content submission site](#).
2. After reviewing the login page information, scroll to the bottom of the page to log in or create an account.
 - a. If you are new to the system, you will click on **Join Now** to create an account.
 - b. If you previously have created an account in the system, you will input your username and password.



Log in to the Speaker & Topic Proposals Site

New Users
Click 'Join Now' to begin your first submission.

Already a User?

Email Address *

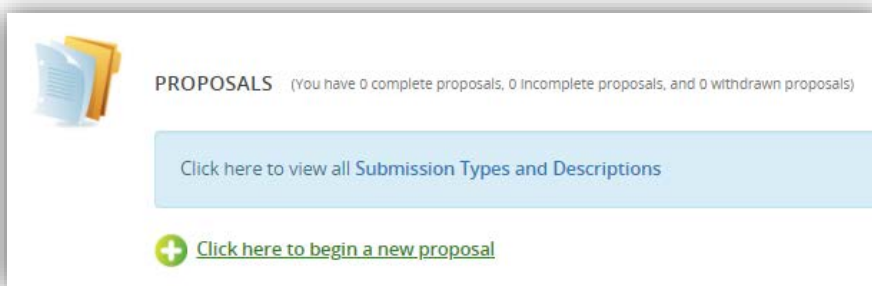
Access Key *


Lost your access key?

Join Now

Login

3. Once you log in, you will be taken to the landing page where you can start your new submission.
4. Click on **Click here to begin a new proposal** to start your submission.



 **PROPOSALS** (You have 0 complete proposals, 0 Incomplete proposals, and 0 withdrawn proposals)

Click here to view all Submission Types and Descriptions

+ [Click here to begin a new proposal](#)

5. Enter in the title of your proposal, then choose a submission type.
 - a. Submission type descriptions are linked on this page for your reference.
6. You will then be taken to the task list page.
 - a. On this page you will see specific tasks assigned to you based on the submission type you chose.
 - b. Click on the title of each task in order to input the information requested.



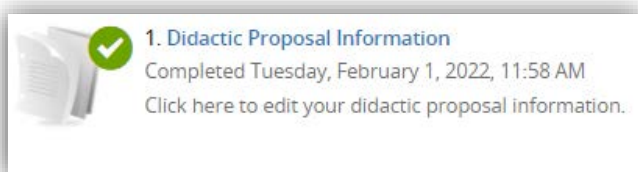
 **1. Workshop Information**
Click here to edit your Workshop information.

 **2. Learning Objectives**
Provide 3 learning objectives that are clear, measurable, and achievable.

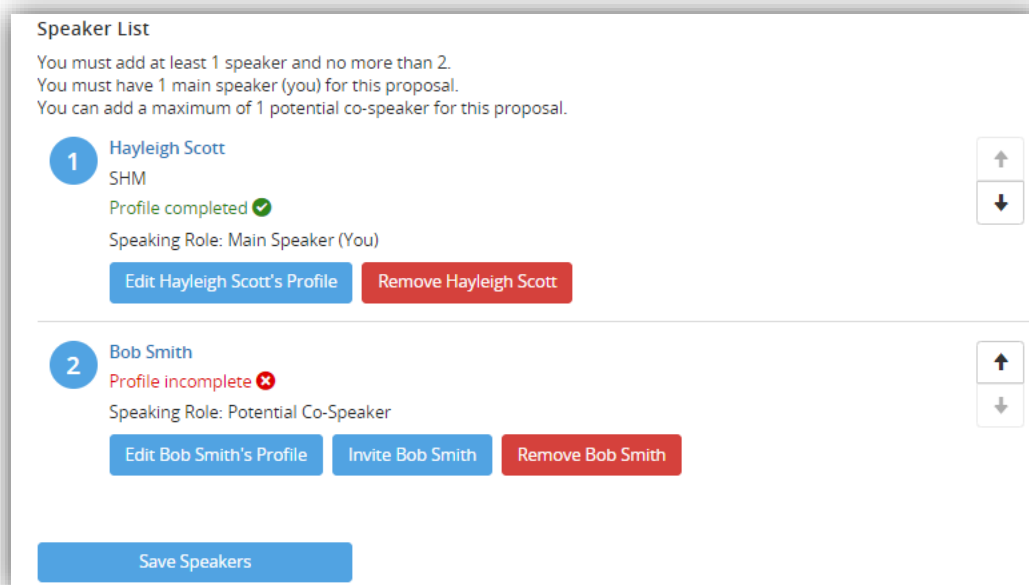
 **3. Additional Workshop Submission Information**
Click here to edit additional information.

 **4. Speaker Information - Workshop**
Click here to edit presenters in this submission.

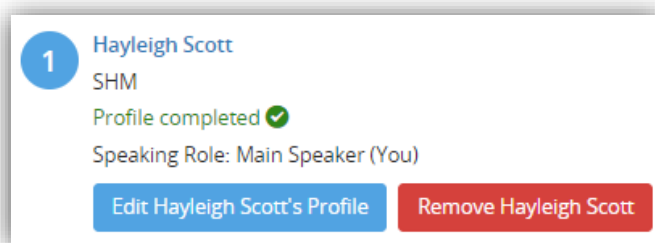
- c. Please note, all tasks must be completed to submit your proposal.
- d. Once a task is completed, the icon for that task will change to a green check mark.
- e. All tasks can be edited until the submission site closes.



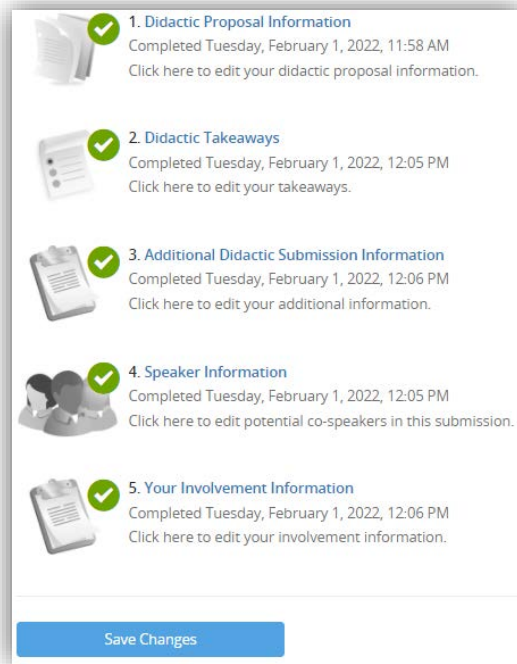
- 7. If you are submitting a Formal Didactic, Formal Didactic Panel, or Formal Workshop proposal, you will want to complete the following steps to add speakers to your submission:
 - a. Click on the “Speaker Information” task.
 - b. You will automatically be named as speaker in your session.
 - i. Click onto your name to complete the required information for your profile.
 - c. Enter in the first name, last name, and email address of each speaker that you would like to add to your proposal.
 - i. To complete your co-speaker’s profile, you can either click onto their name and enter in their information, or you can invite them to complete their profile on their own. To do this, click onto “Invite [speaker name]” once you have added them to this task. This will send them an email to login and complete their required information.



- d. The profiles of each speaker must be completed. A speaker’s profile is complete when a green check mark appears under their name.



- e. Once all tasks are completed, click on the **Save Changes** at the bottom of the task list page.



1. **Didactic Proposal Information**
Completed Tuesday, February 1, 2022, 11:58 AM
Click here to edit your didactic proposal information.

2. **Didactic Takeaways**
Completed Tuesday, February 1, 2022, 12:05 PM
Click here to edit your takeaways.

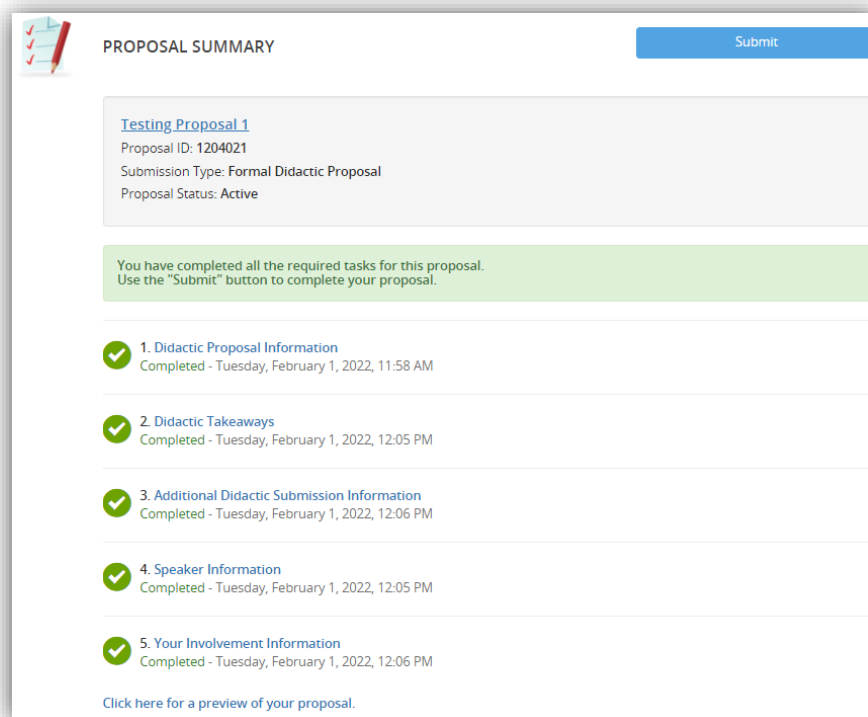
3. **Additional Didactic Submission Information**
Completed Tuesday, February 1, 2022, 12:06 PM
Click here to edit your additional information.

4. **Speaker Information**
Completed Tuesday, February 1, 2022, 12:05 PM
Click here to edit potential co-speakers in this submission.

5. **Your Involvement Information**
Completed Tuesday, February 1, 2022, 12:06 PM
Click here to edit your involvement information.

Save Changes

- f. On the next page click on the **Submit** button to officially complete your proposal.



PROPOSAL SUMMARY Submit

[Testing Proposal 1](#)
Proposal ID: 1204021
Submission Type: Formal Didactic Proposal
Proposal Status: Active

You have completed all the required tasks for this proposal.
Use the "Submit" button to complete your proposal.

1. **Didactic Proposal Information**
Completed - Tuesday, February 1, 2022, 11:58 AM

2. **Didactic Takeaways**
Completed - Tuesday, February 1, 2022, 12:05 PM

3. **Additional Didactic Submission Information**
Completed - Tuesday, February 1, 2022, 12:06 PM

4. **Speaker Information**
Completed - Tuesday, February 1, 2022, 12:05 PM

5. **Your Involvement Information**
Completed - Tuesday, February 1, 2022, 12:06 PM

[Click here for a preview of your proposal.](#)

- i. Please note, you must click on **Submit** in order to complete your proposal.
- ii. You will receive a green confirmation on the next page indicating the date and time you completed your proposal successfully.
- iii. You will also receive a confirmation email with a copy of your proposal.