CALL FOR SPEAKER & TOPIC PROPOSALS
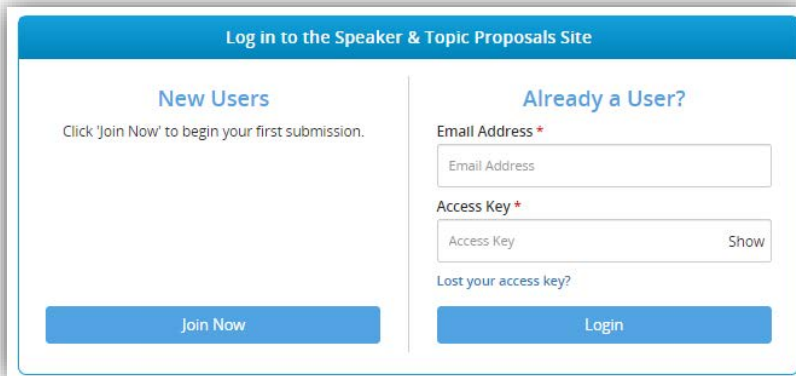## Proposal Submission Instructions

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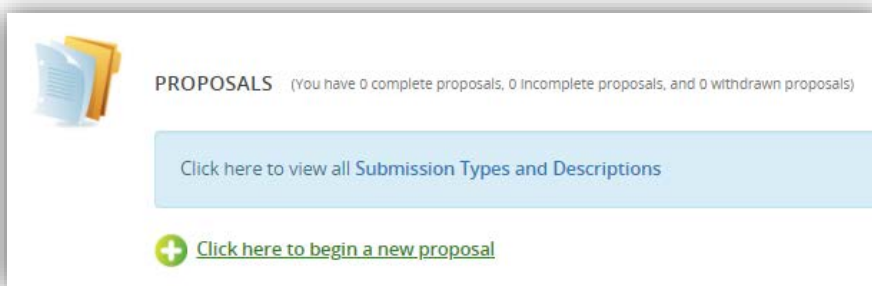
3. Once you log in, you will be taken to the landing page where you can start your new submission.
4. Click on **Click here to begin a new proposal** to start your submission.

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.
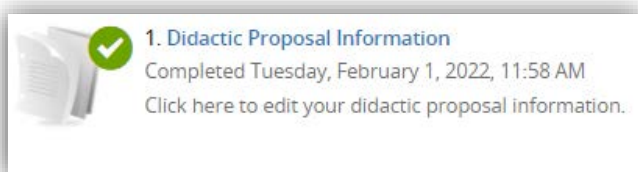   b. Click on the title of each task in order to input the information requested.

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.
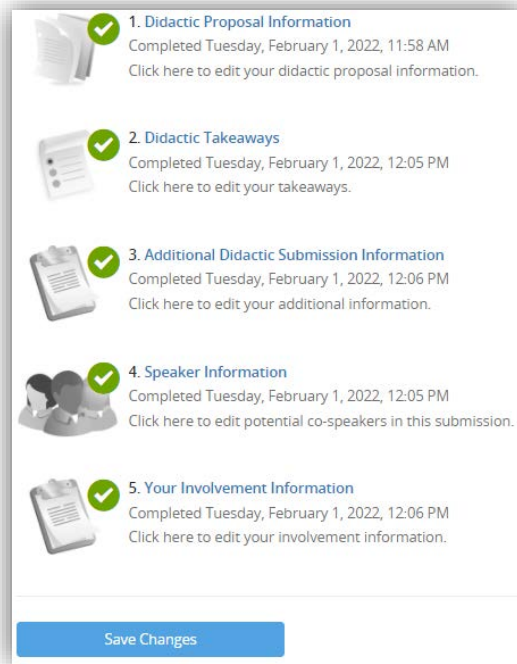e. All tasks can be edited until the submission site closes.

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.
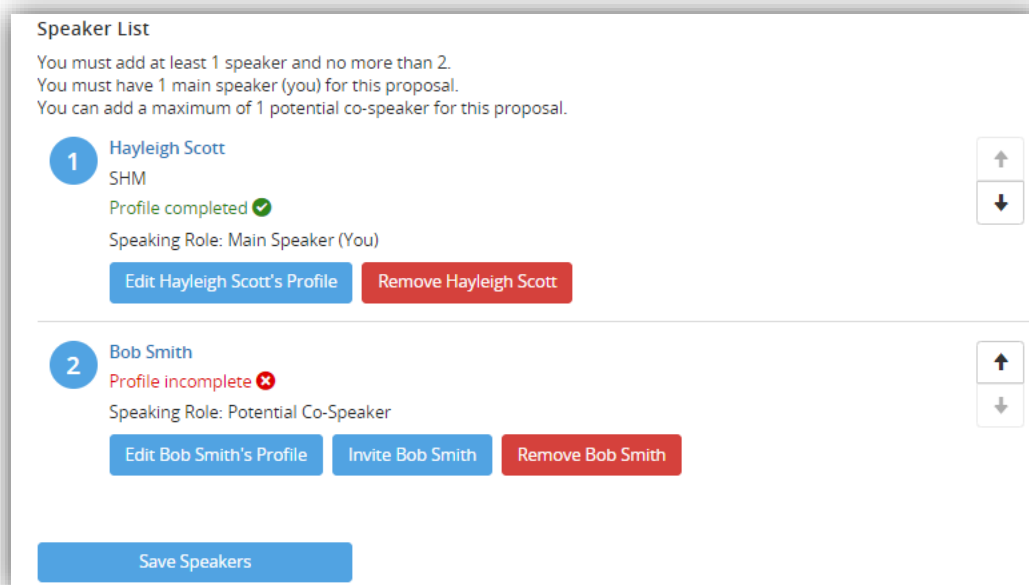
   d. The profiles of each speaker must be completed. A speaker's profile is complete when a green check mark appears under their name.
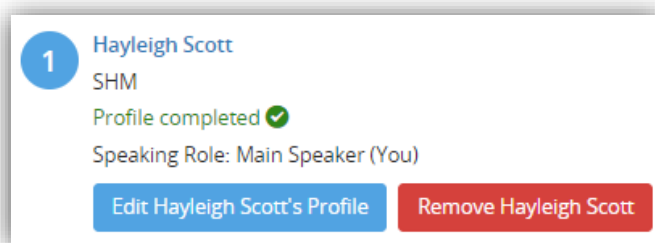
e. Once all tasks are completed, click on the **Save Changes** at the bottom of the task list page.

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