

CALL FOR SPEAKER & TOPIC PROPOSALS

Proposal Submission Instructions

1. Navigate to the [SHM Converge Call for Speaker and Topics 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 *
Email Address

Access Key *
Access Key Show

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 PROPOSALS (You have 0 complete proposals, 0 Incomplete proposals, and 0 withdrawn proposals)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

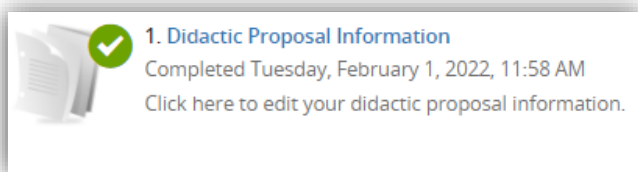
 **1. Workshop Information**
Click here to edit your Workshop information.

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

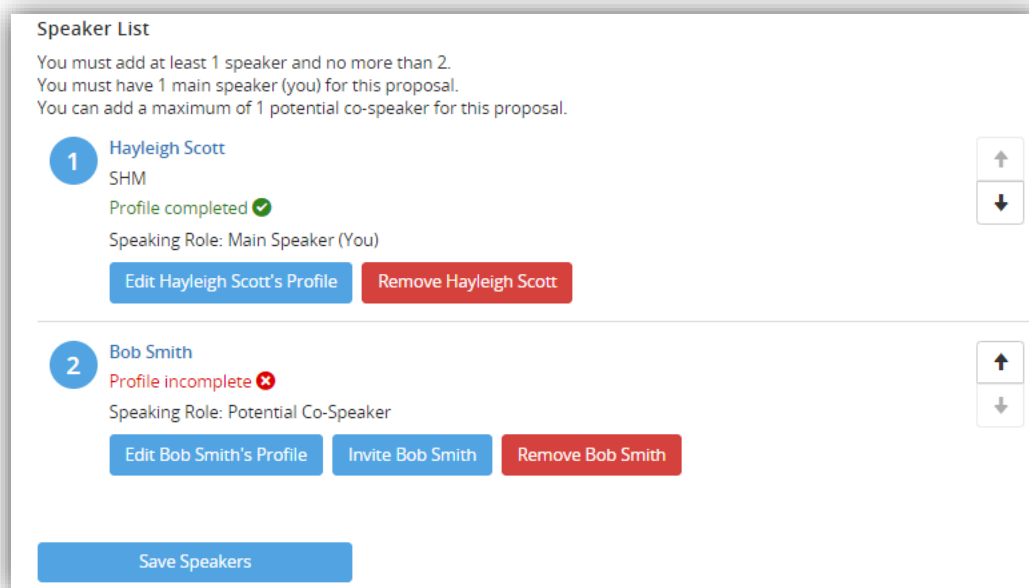
 **3. Additional Workshop Submission Information**
Click here to edit additional information.

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

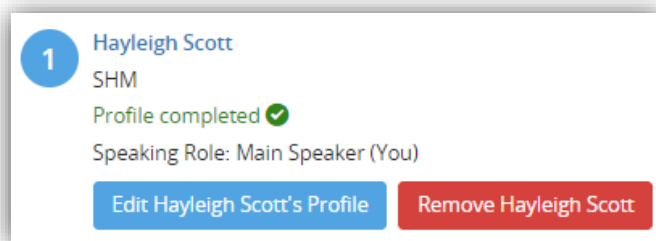
- c. Please note, all tasks must be completed to submit your proposal.
- d. Once a task is completed, the icon for that task will change to a green check mark.
- e. All tasks can be edited until the submission site closes.



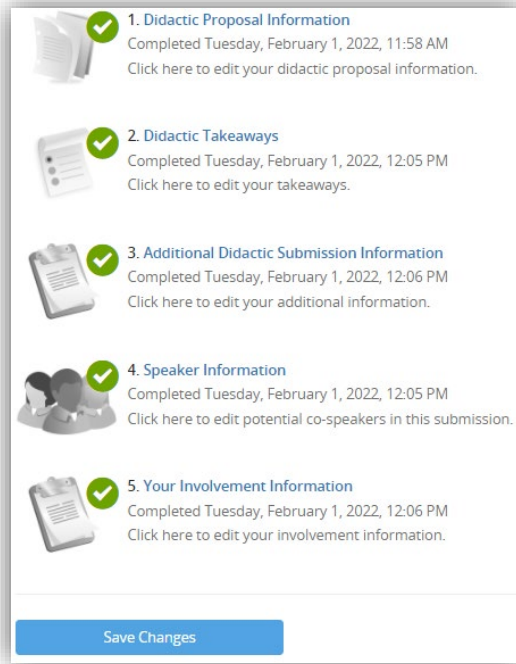
7. If you are submitting a Formal Didactic, Formal Didactic Panel, or Formal Workshop proposal, you will want to complete the following steps to add speakers to your submission:
- a. Click on the “Speaker Information” task.
 - b. You will automatically be named as speaker in your session.
 - i. Click 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.

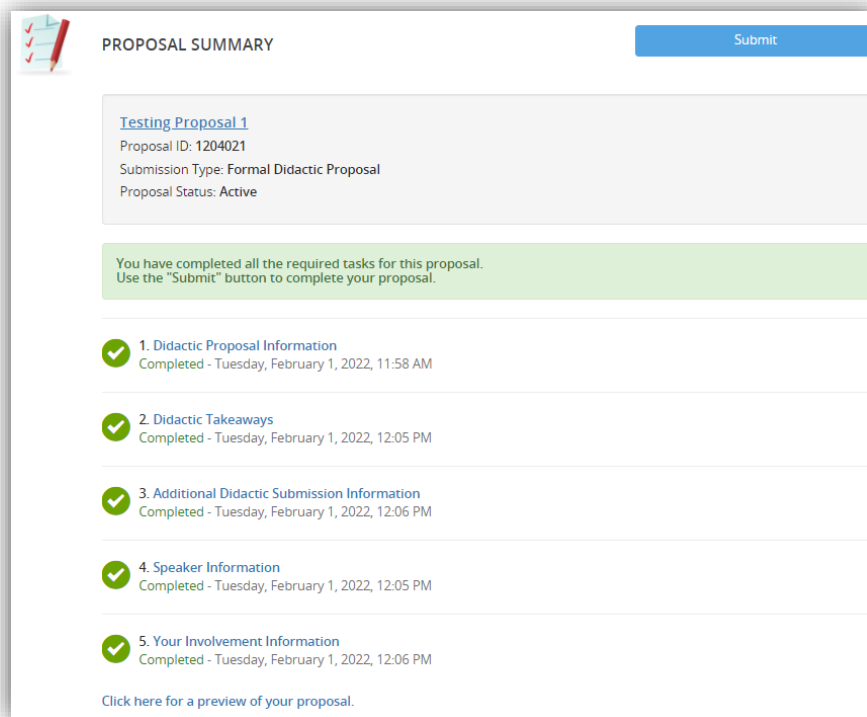
3. **Additional Didactic Submission Information**
Completed Tuesday, February 1, 2022, 12:06 PM
Click here to edit your additional information.

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.