

APQC CALL FOR SPEAKERS FREQUENTLY ASKED QUESTIONS SUBMISSION SITE HELP

Begin by reviewing the [Submission Guidelines](#) on the [Call for Speakers](#) web page.


Use the call for speakers [login page URL](#) to start your submission in the Abstract Scorecard.

Create an Account in the Scorecard

1. Click the “Create Profile” within the ‘Login to Submit’ box if this is your first time on the login page. If you have already created an account, select ‘Already a User?’. Follow the prompts.
2. If you have created a profile for a recent past year’s call for speakers, you may already be a user. Use the Lost your access key to reset your password

The screenshot shows a web form titled "LOGIN TO SUBMIT". It is split into two main sections. The left section, "New Users", has a blue button "Create Profile" circled in yellow. The right section, "Already a User?", has input fields for "Email" and "Access Key", both marked with a red asterisk. There is also a "Show" button next to the Access Key field and a link "Lost your access key?". A "Login" button is at the bottom right.

3. Complete the *required fields that are indicated by a red asterisk. Remember your Access Key Password as you will use it every time you log in. Then, click “Create Account” at either the bottom or upper right-hand corner of the page.


ACCOUNT PROFILE
Create Account

Please complete the information below and then press the "Create Account" button. You will be the contact person for all information that you submit using this account.

* indicates a required field

Personal Details

Prefix

First Name*

Middle Initial

Last Name*

Suffix

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City*

State*

Zip

Country*

Contact Details

Mobile Phone*

Alternate Phone

Fax

Email*

Administrative Assistant/Alternate Contact (they will be copied on all session email)

Name <input type="text"/>	Telephone <input type="text"/>	Email <input type="text"/>	<input type="checkbox"/> Not Applicable
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Professional Information

Position / Title*

Company*

Access Key Password

Please type in an access key (password) that you will use to access your submission information in the future. The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alphanumeric character. Remember your access key!


Create Access Key Password* Show

Access Key Password Strength


Re-type Access Key Password* Show


Create Account

Complete "Privacy Notice" form by checking the "Consent" and enter your e-signature as identified in this profile. Press "Continue".

 **PRIVACY NOTICE**

Please carefully read the text below and then indicate your consent at the bottom of the page.

 **Summary**
 We are collecting your personal data on behalf of American Productivity & Quality Center to allow them to manage the submission, review, selection, and scheduling process for your submissions, awards, or grants through our platform. We may share your information with American Productivity & Quality Center's vendors related to registration, membership, and 3rd party analytics services.

 **Full Text** (version 3454-21756-1998) [Print](#) [Export](#)

1. What we need
 Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmiumCD.com/cadmiumcd/privacy.asp>. The terms personal data and personally identified data are

 **Consent**


I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumCD.com/mydata>.

Enter your e-signature


Please type your full name on the line above

SESSIONS


1. Review the “Frequently Asked Questions” before you continue.
2. Create a new session by clicking on the link next to the green plus sign.

 **EVENT INFORMATION**

APQC 2024 Conference
 April 28 - May 2, 2024 (Monday - Thursday)
 Westin Houston, Memorial City
 Houston, Texas
 United States
 Contact the Event Organizer

 **YOUR PROFILE**

Text Tester
 Company / Organization: Co...
 Logins: 1 Log Out
 View / Edit Your Profile

 **SUBMIT FEEDBACK**

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)

 **SESSION SUBMISSIONS** (You have 0 complete session submissions, 0 incomplete session submissions, and 0 withdrawn session submissions)

For each session listed below, select the presentation title hyperlink to view tasks to complete to submit your proposal.

Review the Submission Site Help below prior to entering your details.


SUBMISSIONS ARE DUE NO LATER THAN OCTOBER 6, 2023 by 11:59 PM EST. Presenter's will be notified November 7, 2022.

If you have any questions, please email confregistration@apqc.org.
 For Technical Support, click the link in the upper gray bar.

[Click here to begin a new session submission](#)

 **FREQUENTLY ASKED QUESTIONS**

[Submission Site Help \(PDF\)](#)
[Type, Tracks & Topics \(PDF\)](#)

 **INSTRUCTIONS TO SUBMIT**

NOTE: Every time you log in and make any changes in Tasks after you initially Submit, follow these steps:

1. "Continue" to save the page updates
2. Collect a green checkmark next to all Tasks to then use the "Save Submission" button
3. Press "Submit" to enter the updated information as your completed submission

- Next, create a Presentation Title for your session. This field is required for all Scorecards, no matter the type of Scorecard. Select the Submission Type, if applicable. Then, press the "Submit" button to move on to the Task List.

The screenshot shows a web form titled "START A NEW SESSION SUBMISSION" with a blue header and a green plus icon. A blue box contains instructions: "Review the submission guidelines on the conference website: www.apqc.org/events ENTER EXACT LINK TO SUBMISSION GUIDELINES to assure you have what you need to complete your submission. Complete all *required fields for each task." Below this is a "Presentation Title" field with a red asterisk and a red error message: "Enter a compelling, short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation." The field contains the text "Compelling Presentation Title" and has a character count of "29 characters (200 m)" and "3 words (75 m)". Below the title field is a "Session Types" dropdown menu with a red asterisk and a red error message: "Select one." The dropdown menu is open, showing options: "Share Your Organization Story", "Teach a Skill or Technique", "Lead a Conversation or Problem Solving Session", "Showcase a Technology, Tool, or Implementation", and "Reveal Your KM and/or PPM Out-of-the-Box Thinking". A blue "Submit" button is in the top right corner.

TASK LIST

- Read the instructions in the blue box.
- The gray box provides session information.
- A green box indicates session and task completion information.
- If there is a red box, error message displays for incomplete required fields.
- To access and edit Tasks, use the hyperlink in the Presentation Title.

The screenshot shows a "TASK LIST" page with a blue header and a blue "Save Submission" button. A blue box contains instructions: "Please click on each task below to enter the requested information. Press 'Continue' to save information on the page. If you receive an error message for an incomplete field, go back and complete the field or bypass by using the path bar in the blue ribbon above the 'Continue' button. If you bypass, your task will be incomplete. You must complete all required tasks to submit your proposal. Once complete, the task will then appear with a large green check mark. After you have completed all of the tasks below, select 'Save Submission'. Then on the next page, use the blue button on the upper right to 'Submit' your session." Below this is a gray box with session information: "Compelling Presentation Title", "Session ID: 1163224", "Session Types: Reveal Your KM and/or PPM Out-of-the-Box Thinking", and "Session Status: Active". A green box at the bottom contains the message: "New session was successfully added."

6. Complete all necessary tasks. A green check mark will appear next to each completed task. Once you complete all tasks, click the “Save Submission” button.

[Compelling Presentation Title](#)
Session ID: 1163224
Session Types: Reveal Your KM and/or PPM Out-of-the-Box Thinking
Session Status: Active

- 1. Presenter**
Click on Presenter to complete your profile details. You may add an optional co-presenter to this submission, by also clicking on Presenter.
- 2. Session Information**
Click here to add your session information.
- 3. Learning Objectives**
Provide 3 key takeaways of what participants will learn.
- 4. Additional Information**
Additional information to complete.
- 5. Participant Terms & Conditions**
Click here to read and sign the agreement.
- 6. Upload Supporting Documentation**
Click here to upload optional supporting documentation or to opt out. You must complete.

Save Submission

7. On the next page, click the “Submit” button to fully complete your submission.

Home / Session / Tasks / Submit

SESSION SUMMARY **Submit**

[Compelling Presentation Title](#)
Session ID: 1163224
Session Types: Reveal Your KM and/or PPM Out-of-the-Box Thinking
Session Status: Active

You've completed all your tasks! Press "SUBMIT" for your proposal to be complete and sent to the review committee. You will receive a confirmation email with the subject Submission Success. Check your spam if you do not receive.

- 1. Presenter**
Completed - Tuesday, November 30, 2021, 12:53 AM
- 2. Session Information**
Completed - Tuesday, November 30, 2021, 12:55 AM
- 3. Learning Objectives**
Completed - Tuesday, November 30, 2021, 12:56 AM
- 4. Additional Information**
Completed - Tuesday, November 30, 2021, 12:57 AM
- 5. Participant Terms & Conditions**
Completed - Tuesday, November 30, 2021, 12:57 AM
- 6. Upload Supporting Documentation**
Completed - Tuesday, November 30, 2021, 12:57 AM

8. A submission “Complete” message will appear in the green box and a Submission Success confirmation is delivered to the email associated with the submission.

The screenshot displays the APQC 2024 Conference submission portal. At the top, there are three main sections: 'EVENT INFORMATION' (APQC 2024 Conference, April 29 - May 2, 2024, Westin Houston, Memorial City, Houston, Texas, United States), 'YOUR PROFILE' (Text Tester, Company / Organization: Co..., Logins: 1, Log Out, View / Edit Your Profile), and 'SUBMIT FEEDBACK' (We always welcome feedback, and we want to hear what you like and what can be improved. Feedback Form).

A central green box contains a confirmation message: "Thank you for your proposal submission marked 'Complete' below for APQC's 2024 Conference. An e-mail confirming successful submission will follow shortly. Please keep the confirmation email with your credentials should you need to login and make any changes."

Below this is the 'SESSION SUBMISSION' section, which includes instructions for submitting proposals, a due date of October 6, 2023, and contact information for questions. A green checkmark icon indicates a successful submission, with a status of "Complete (Submitted 08/10/2023, 8:03 PM)". Two buttons are visible: "Preview Session Submission" and "Resend Session Submission Confirmation Email".

9. NOTE: Every time you make any changes in Tasks after you Submit, follow these steps:

- » “Continue” to save the page updates
- » Collect a green checkmark next to all Tasks for the “Save Submission” button to appear
- » Press “Submit” to enter the updated information as your completed submission

10. For your session, two emails should be received from the Scorecard:

- » New Account Created email
- » Submission Success Details confirmation email

NOTE: If you do not receive either one of these emails, please check your spam/junk box. **Please allow messages from donotreply@conferenceabstracts.com to receive important information about your submission** sent from confregistration@apqc.org or ntroxel@apqc.org as these are the primary emails for speaker communication.

About Each Task

- » Follow instructions in light blue box.
- » Remember, “Continue” saves the information.

1. Presenter

- a. Presenter– Choose “Edit Profile” in the Presenter List.
 - i. Add Industry, Organization Experience, Bio and Speaking Qualifications. Select “Continue”.

- ii. Presenter Permissions require a response. Review the APQC Presenter Permissions. Acknowledge and “Continue”.
- iii. Upload Presenter Photo that is high-quality .jpg or .png to be used on the website and in marketing materials. “Continue” to complete Presenter Profile.
- b. Add New Presenter – *only use this field if you have an optional co-presenter*. After adding the basic information, choose “Edit Profile” in the Presenter List to complete the additional fields. Select “Continue”.
- i. Co-presenter will be required to complete Presenter Permissions.
- ii. Upload co-presenter Photo that is high-quality .jpg or .png to be used to promote session.
- c. “Save Presenters” before going to the next page.

EDIT PRESENTER TASK FOR 'COMPELLING PRESENTATION TI... Save Presenters

Please create the list of presenter(s) for this submission. Only use 'Add New Presenter' if you have an optional co-presenter. If no co-presenter, scroll down to the Presenter List to 'Edit Profile'.

To add a co-presenter:

- In 'Add New Presenter', complete the *required fields.
- Click 'Add Presenter.'

To complete a presenter's profile:

- Click on the 'Edit Presenter' button to complete the profile. Select 'Continue' to complete profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Presenters' to complete the task.

* indicates a required field

Add New Presenter

First Name * Last Name * Email * Speaking Role *

 -- Select Speaking Role --

Add Presenter

Presenter List

You must add at least 1 presenter and no more than 2.
You must have 1 primary presenter for this session.

1 First Last
Position, Company
Profile incomplete ❗
Speaking Role: Primary Presenter

Edit First Last's Profile **Remove First Last**

Save Presenters



PRESENTER PROFILE

Continue

Please complete all of the *required fields and then press the 'Continue' button.

Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Contact Details

Mobile Phone *

Alternate Phone

Fax

Email Address *

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City *

State *

Zip

Country *

Administrative Assistant/Alternate Contact

To be copied on all submission emails

Not Applicable

Name

Telephone

Email

Professional Information (as it will appear on conference materials)

Position / Title (max character 100) *

Company *

Speaking Role *

Industry *

How many years of KM/PPM experience/expertise does your organization have? *

Social Media Information

LinkedIn profile page link

Bio *

This bio will appear on the conference website and to promote your session.

0 words (Max 65 words)

Qualifications

Provide your speaking experience (used only in the review process and will not be published.) *required

0 words (Max 85 words)

2. Session Information - Choose Track, Primary Area of Interest and write your Overview, Details and Business Results for the session proposal.
3. Learner Outcomes - List three key takeaways participants will learn.
4. Additional Information - Collects survey data and has a box for additional comments about the session.

EDIT ADDITIONAL INFORMATION TASK FOR 'COMPELLING P... Continue

Please answer the following *required questions. Select 'Continue' to save your work. If you receive an error message for an incomplete field, bypass by using the path bar in the blue ribbon above the "Continue" button. * indicates a required field

- 1 **AUDIENCE:** Who is the target audience for your session? (select all that apply) *
 - Beginner/Foundational
 - Nextpert/Intermediate
 - Experts/Advanced
- 2 **IDEAL TIME:** Please select the ideal amount of time for your session. *
(Choose all that are applicable)
 - 20 minutes or less
 - 30-45 minutes
 - 60 minutes
 - 75-120 minutes
- 3 **FACILITATE:** Would you be willing to facilitate a small group discussion/roundtable related to your topic? *
-- Select one --
- 4 **PANEL:** Would you be willing to be on a panel with other breakout speakers? *
-- Select one --
- 5 **FILMING:** If selected, are you willing and do you have company approval for your session to be recorded and filmed? *
-- Select one --
- 6 **ADDITIONAL COMMENTS:** (optional)

5. Participant Terms and Conditions - Read and accept by typing in presenter profile name.
6. Upload Supporting Documentation - Most submissions have no supporting documentation. However, you must complete the task to opt out or to upload supporting documentation.

Should you have further questions about the Submission Site for Scorecard, please reach out to Nancy Troxel at confregistration@apqc.org.