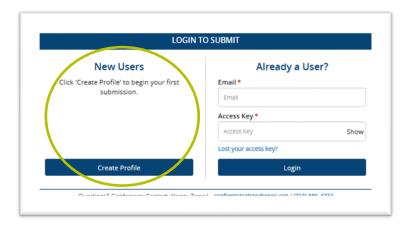
APQC CALL FOR SPEAKERS FREQUESNTLY ASKED QUESTIONS SUBMISSION SITE HELP

Begin by reviewing the <u>Submission Guidelines</u> on the <u>Call for Speakers</u> web page.

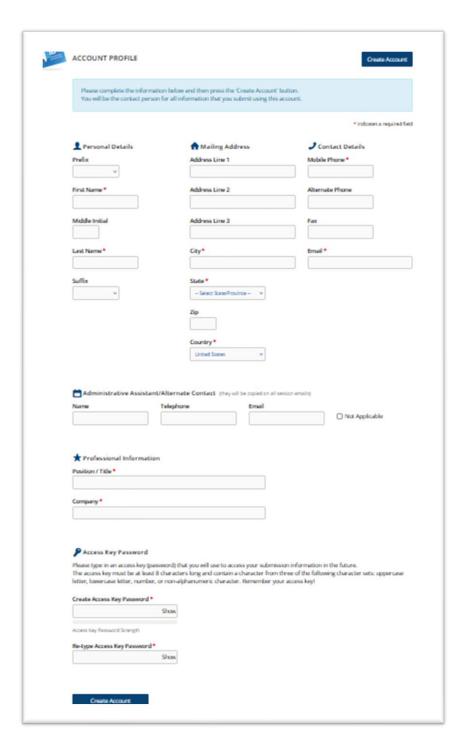
Use the call for speakers login page URL to start your submission in the Abstract Scorecard.

Create an Account in the Scorecard

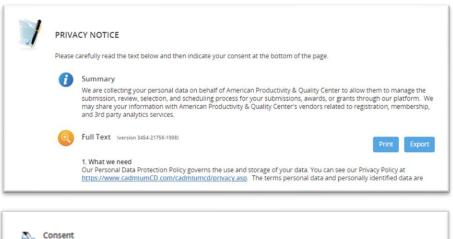
- 1. Click the "Create Profile" within the 'Login to Submit' box if this is your first time on the login page. If you have already created an account, select 'Already a User?'. Follow the prompts.
- 2. If you have created a profile for a recent past year's call for speakers, you may already be a user.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



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.



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



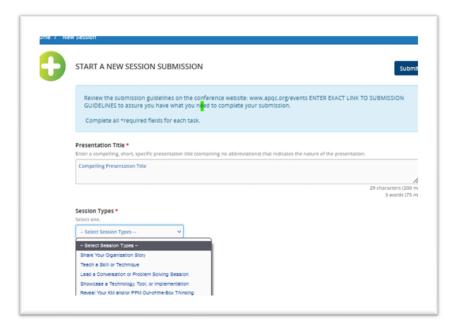


SESSIONS

- 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.

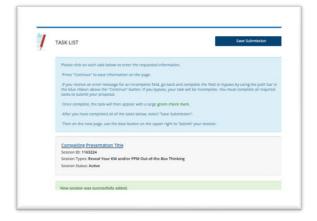


3. Next, create a Presentation Title for your session. This field is required for all Scorecards, no matter the type of Scorecard. Select the Submission Type, if applicable. Then, press the "Submit" button to move on to the Task List.



TASK LIST

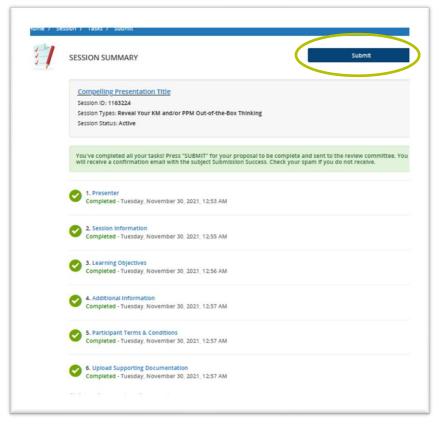
- 1. Read the instructions in the blue box.
- 2. The gray box provides session information.
- 3. A green box indicates session and task completion information.
- 4. If there is a red box, error message displays for incomplete required fields.
- 5. To access and edit Tasks, use the hyperlink in the Presentation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



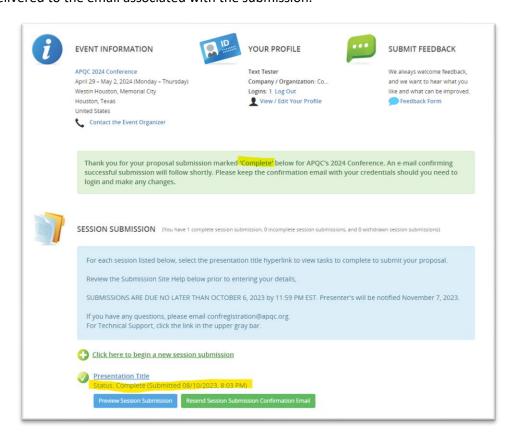
6. Complete all necessary tasks. A green check mark will appear next to each completed task. Once you complete all tasks, click the "Save Submission" button.



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



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.



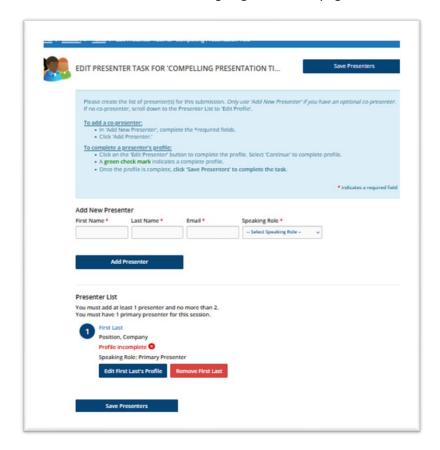
- 9. NOTE: Every time you make any changes in Tasks after you Submit, follow these steps:
 - "Continue" to save the page updates
 - » Collect a green checkmark next to all Tasks for the "Save Submission" button to appear
 - » Press "Submit" to enter the updated information as your completed submission
- 10. For your session, two emails should be received from the Scorecard:
 - » New Account Created email
 - » Submission Success Details confirmation email

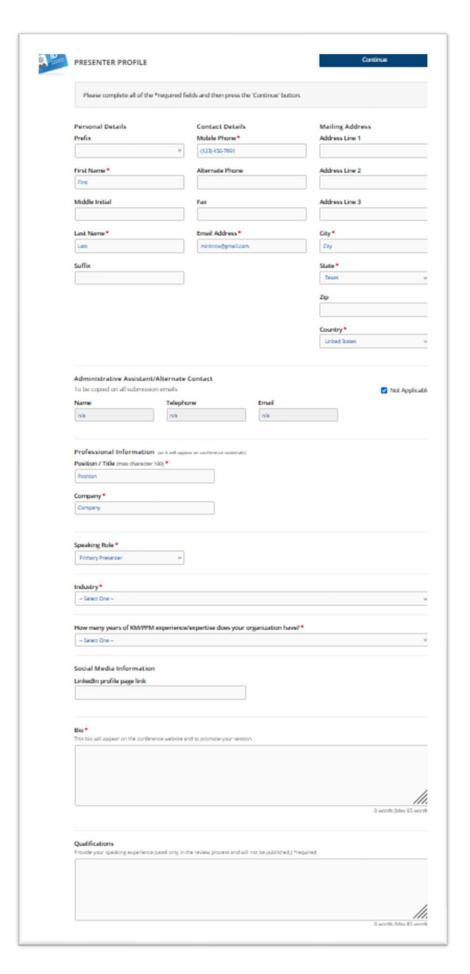
NOTE: If you do not receive either one of these emails, please check your spam/junk box. Please allow messages from <u>donotreply@conferenceabstracts.com</u> to receive important information about your submission sent from <u>confregistration@apqc.org</u> or <u>ntroxel@apqc.org</u> as these are the primary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

About Each Task

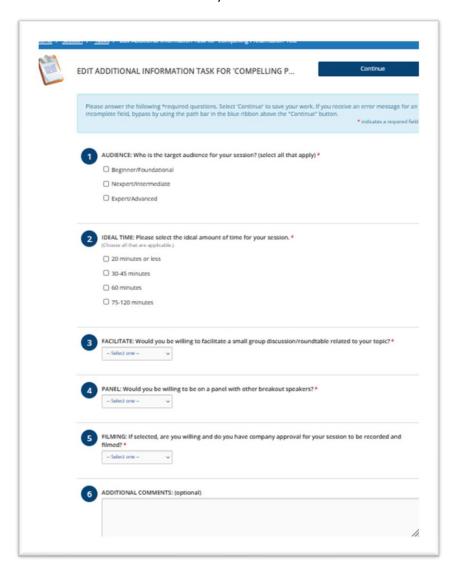
- » Follow instructions in light blue box.
- » Remember, "Continue" saves the information.
- Presenter
 - a. Presenter-Choose "Edit Profile" in the Presenter List.
 - i. Add Industry, Organization Experience, Bio and Speaking Qualifications. Select "Continue".

- 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.





- 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.



- 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.