

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. Even if you created a submission last year, you would still need to click on **Join Now**.
 - b. If you have logged into the system **this year**, 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.
Join Now

Already a User?
Email Address *
Email Address
Access Key *
Access Key Show
Lost your access key?
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PROPOSALS (You have 0 complete proposals, 0 Incomplete proposals, and 0 withdrawn proposals)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 [Converge Proposal Submission Type Descriptions](#)

Please note, a submitter may submit no more than 3 proposals for consideration.

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

5. Enter the title of your proposal, then choose a submission type.
 - a. Submission type descriptions are linked on this page for your reference.

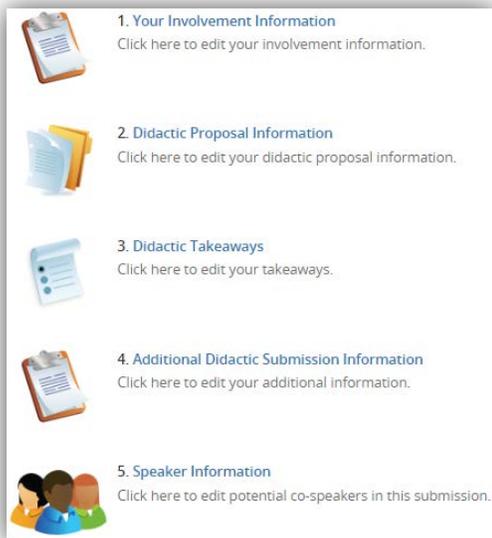
Submission Type *
Please click on [View Submission Type descriptions](#) below to view more information.

-- Select Submission Type --

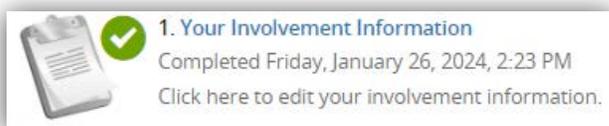
[View Submission Type descriptions.](#)

Submit

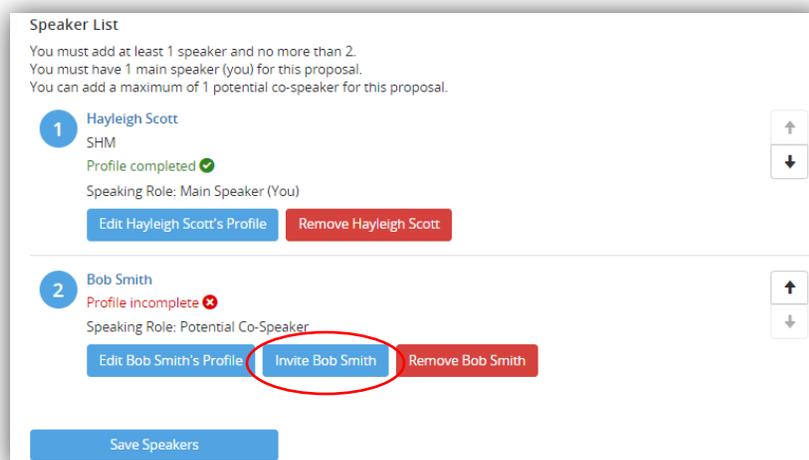
6. You will then be taken to the task list page.
 - a. On this page you will see specific tasks assigned to you based on the submission type you chose.
 - b. Click on the title of each task to input the information requested.



- 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 Didactic or Workshop, 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 the first 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.

1 Hayleigh Scott
SHM
Profile completed ✓
Speaking Role: Main Speaker (You)
Edit Hayleigh Scott's Profile Remove Hayleigh Scott

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

1. Your Involvement Information
Completed Thursday, January 18, 2024, 1:22 PM
Click here to edit your involvement information.

2. Didactic Proposal Information
Completed Thursday, January 18, 2024, 1:22 PM
Click here to edit your didactic proposal information.

3. Didactic Takeaways
Completed Thursday, January 18, 2024, 1:23 PM
Click here to edit your takeaways.

4. Additional Didactic Submission Information
Completed Thursday, January 18, 2024, 1:24 PM
Click here to edit your additional information.

5. Speaker Information
Completed Thursday, January 18, 2024, 1:25 PM
Click here to edit potential co-speakers in this submission.

Save Changes

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

PROPOSAL SUMMARY

Submit

[Testing Didactic New](#)
Proposal ID: 1736532
Submission Type: Didactic
Proposal Status: Complete

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

1. Your Involvement Information
Completed - Thursday, January 18, 2024, 1:22 PM

2. Didactic Proposal Information
Completed - Thursday, January 18, 2024, 1:22 PM

3. Didactic Takeaways
Completed - Thursday, January 18, 2024, 1:23 PM

4. Additional Didactic Submission Information
Completed - Thursday, January 18, 2024, 1:24 PM

5. Speaker Information
Completed - Thursday, January 18, 2024, 1:25 PM

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

- i. Please note, you must click on **Submit** 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.

The screenshot displays a user dashboard with three main sections: **EVENT INFORMATION**, **YOUR PROFILE**, and **SUBMIT FEEDBACK**. The **EVENT INFORMATION** section lists 'SHM Converge 2025' from April 22-25, 2025, at the Mandalay Bay Resort & Casino in Las Vegas, Nevada. The **YOUR PROFILE** section identifies the user as Hayleigh Scott, with 8 logins and a 'Log Out' option. The **SUBMIT FEEDBACK** section includes a 'Feedback Form' link. A green banner in the center states 'Proposal successfully completed on Friday, January 26, 2024, 2:27 PM'. Below this, the **PROPOSALS** section shows 3 complete proposals and a link to view submission type descriptions. A blue circle highlights a message: 'Thank you for completing your submission. We would love to hear your feedback on this system.' A blue arrow points from this message to the 'Feedback Form' link.

- iii. You will also receive a confirmation email with a copy of your proposal.