

# 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 \*

Access Key \*

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PROPOSALS (You have 0 complete proposals, 0 Incomplete proposals, and 0 withdrawn proposals)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

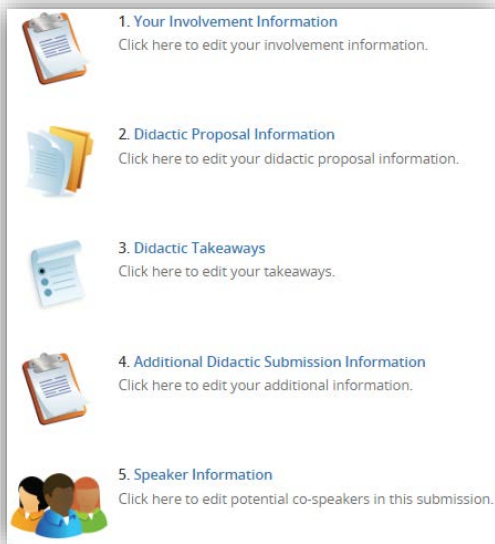
Please click on View Submission Type descriptions below to view more information.

-- Select Submission Type --

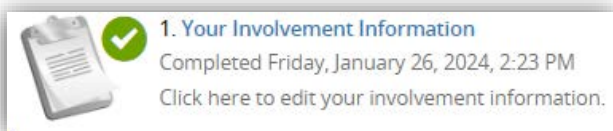
**View Submission Type descriptions.**

**Submit**

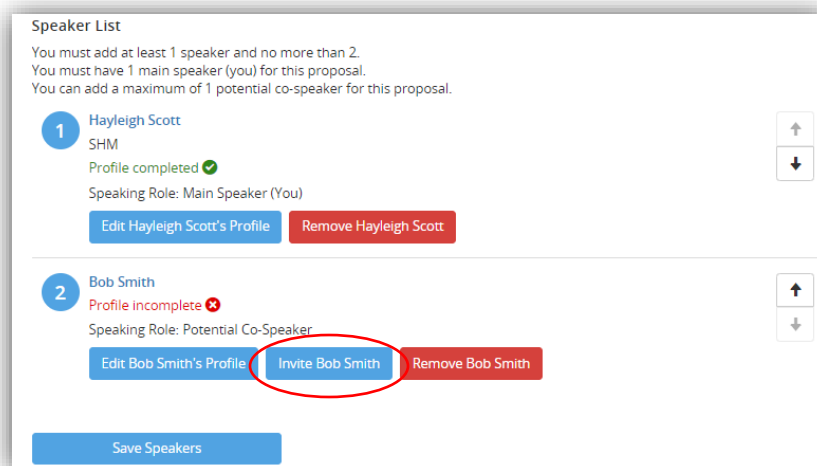
6. You will then be taken to the task list page.
  - a. On this page you will see specific tasks assigned to you based on the submission type you chose.
  - b. Click on the title of each task to input the information requested.



- 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 provides 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.