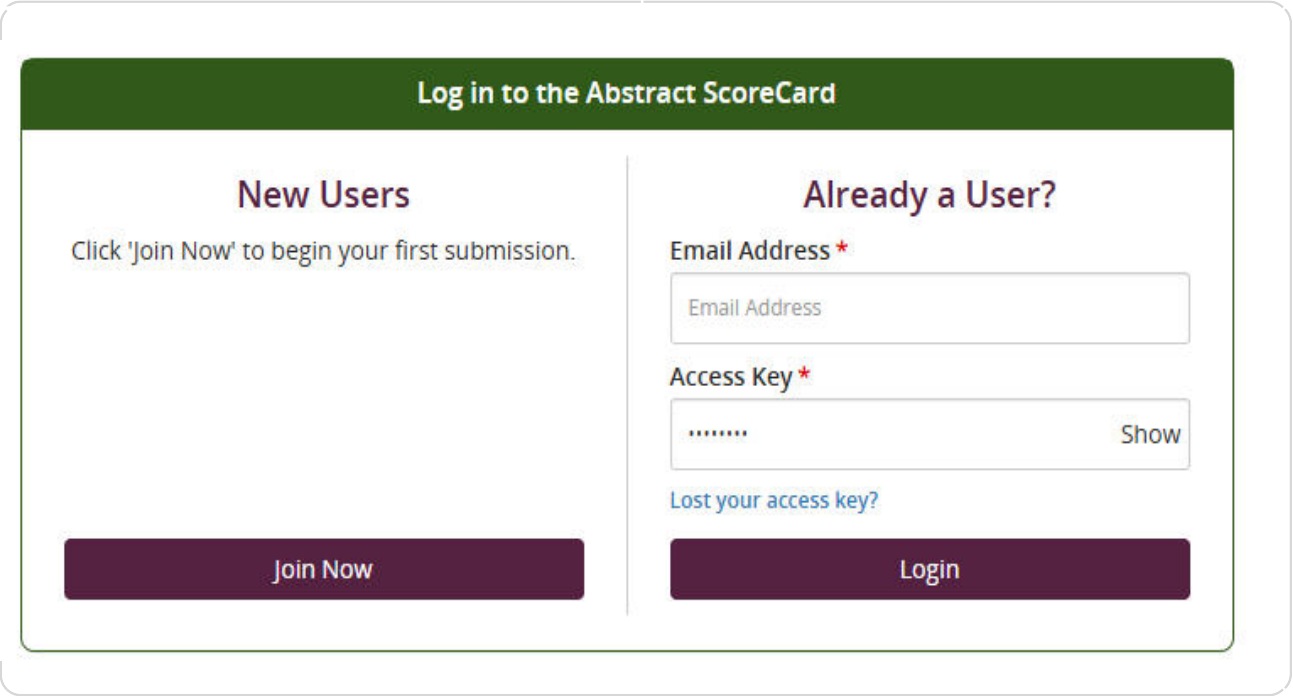
Submitting an Abstract for the NAMSS 50th Annual Conference and Exhibition

STEP 1

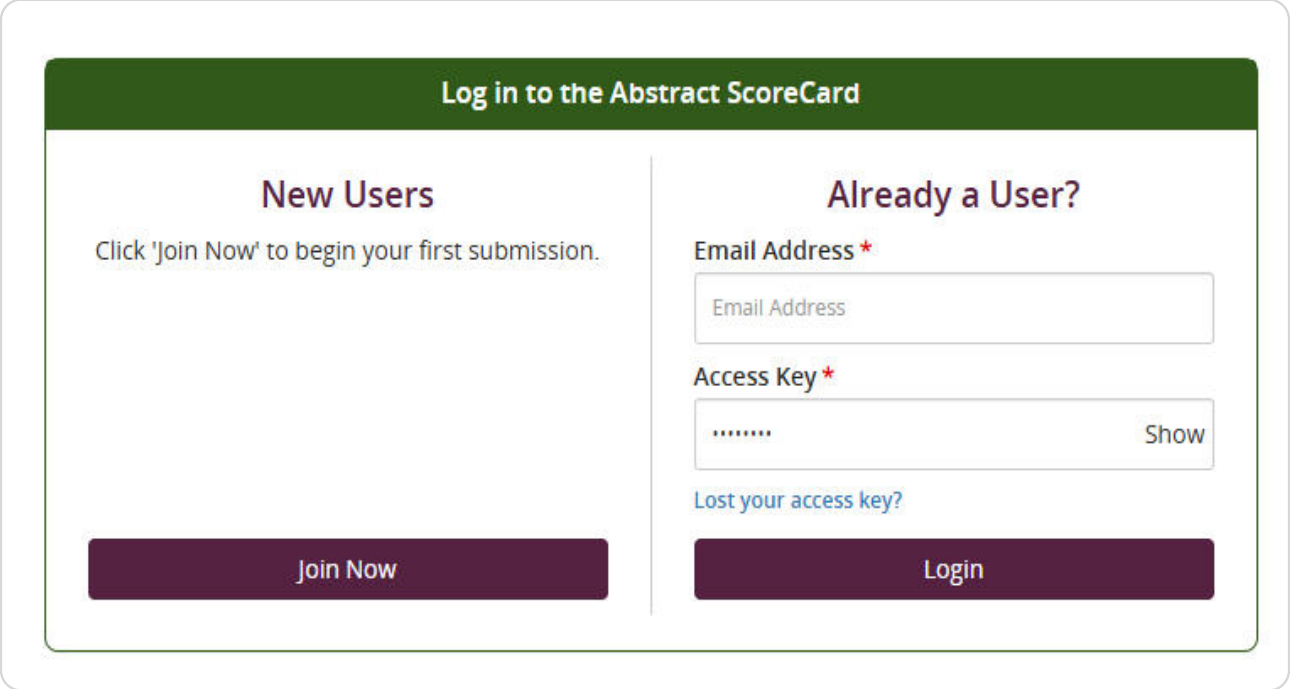
[Go to the Call for Abstracts Webpage]



STEP 2

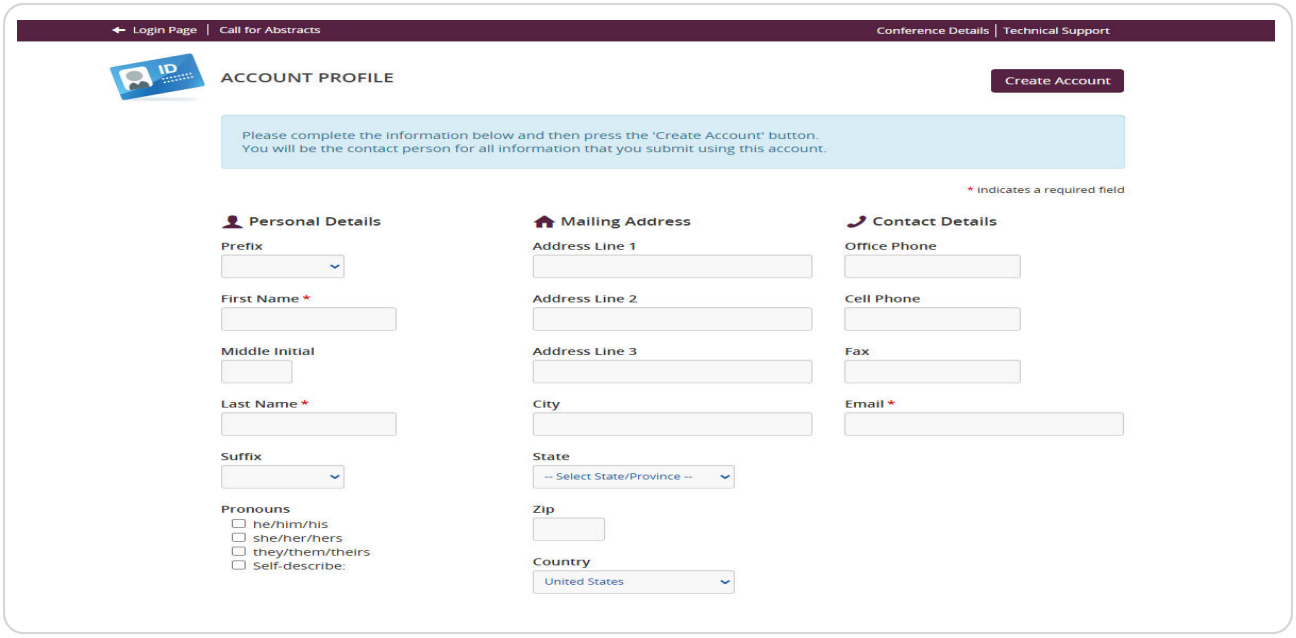
Click on "Join Now"

All those submitting an abstract must first create a profile/join as a new user in the ***Call for Abstracts platform****. If you submitted an abstract last year for the NAMSS 49th Annual Conference in Portland,OR ,* ***you should be able to use the same access information from last year. If you do not remember your access key, click the "Lost your access key?" button.***



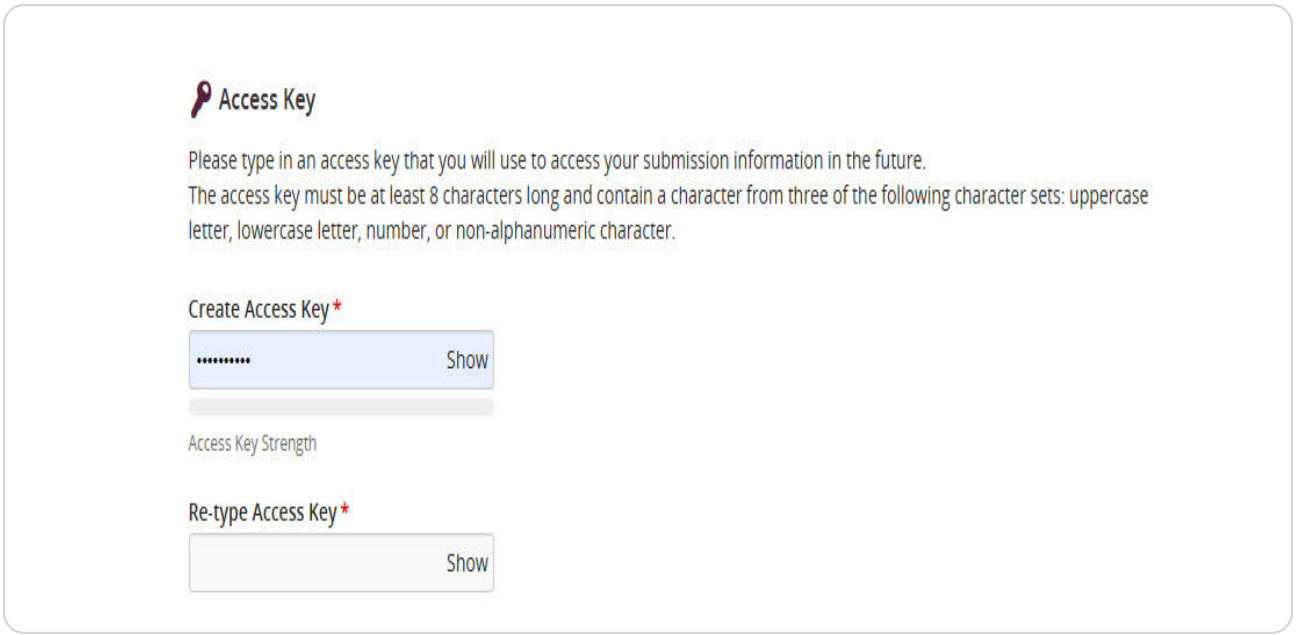
STEP 3

You will be brought to your Account Profile. Update your information in all the requested fields on this page.



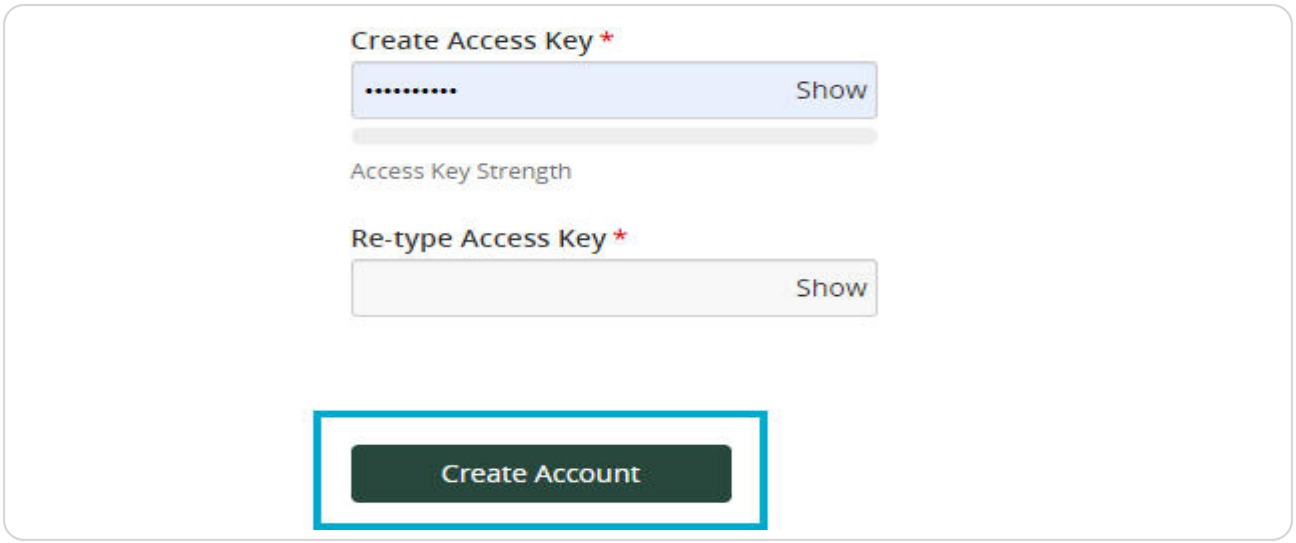
STEP 4

At the bottom of this page, create an Access Key (Password) to access your abstract submission(s).



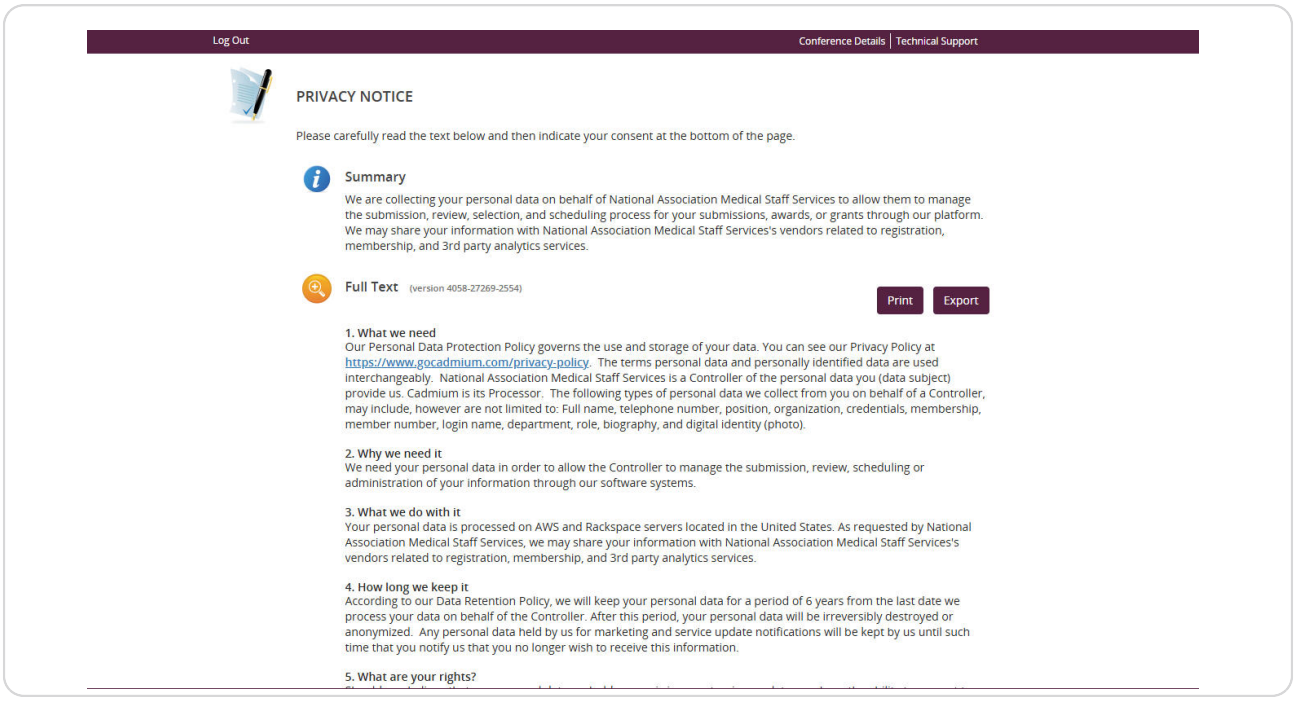
STEP 5

Click on Create Account



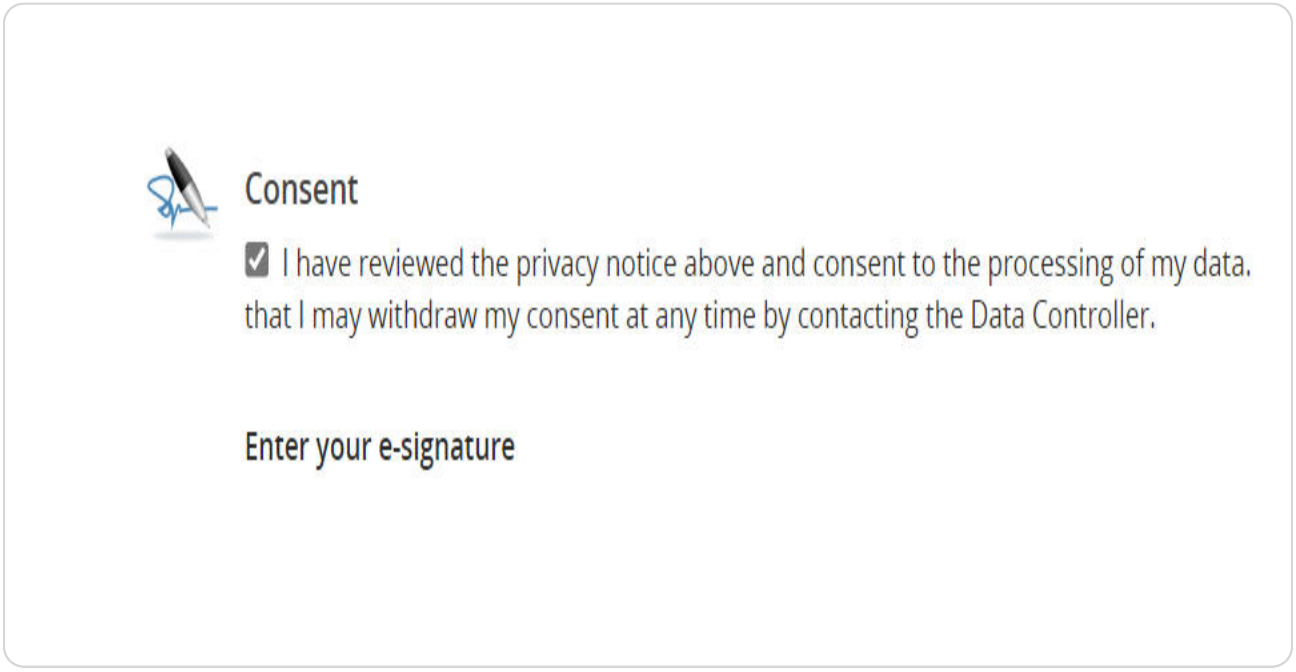
STEP 6

You will be brought to the Privacy Notice Page. Review the policy.



STEP 7

After reviewing the policy, click the check box indicating your consent.

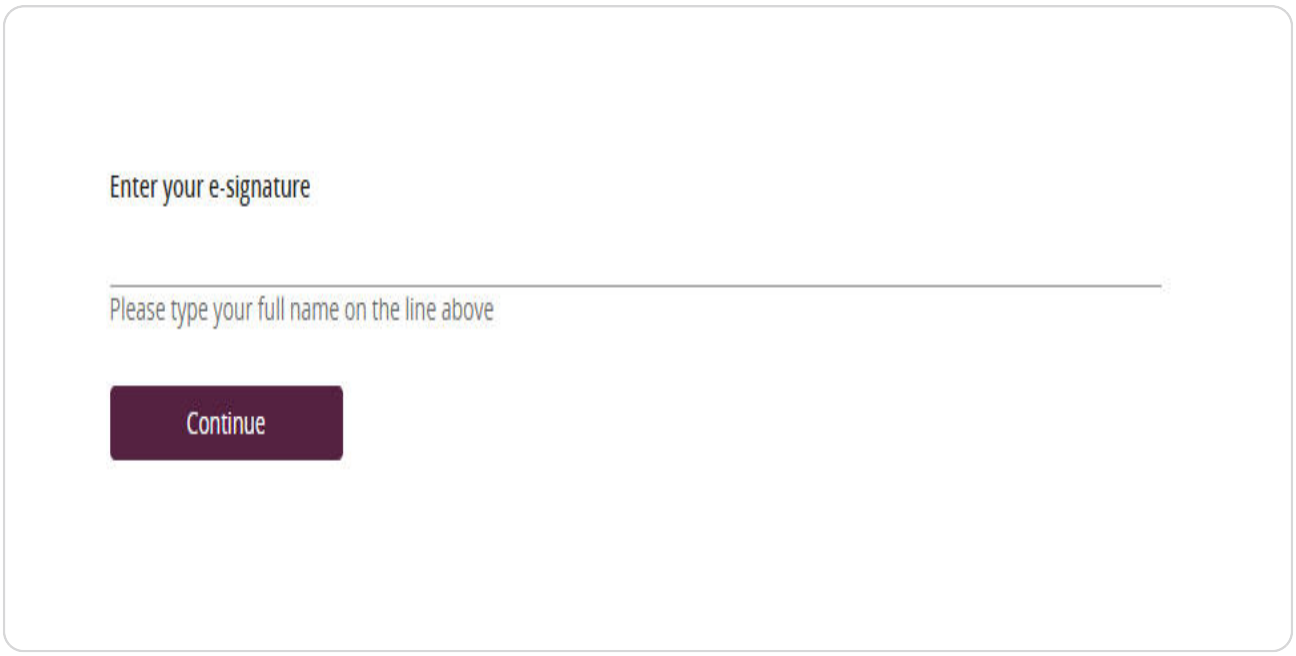


STEP 8

Then, sign the agreement with your e-signature

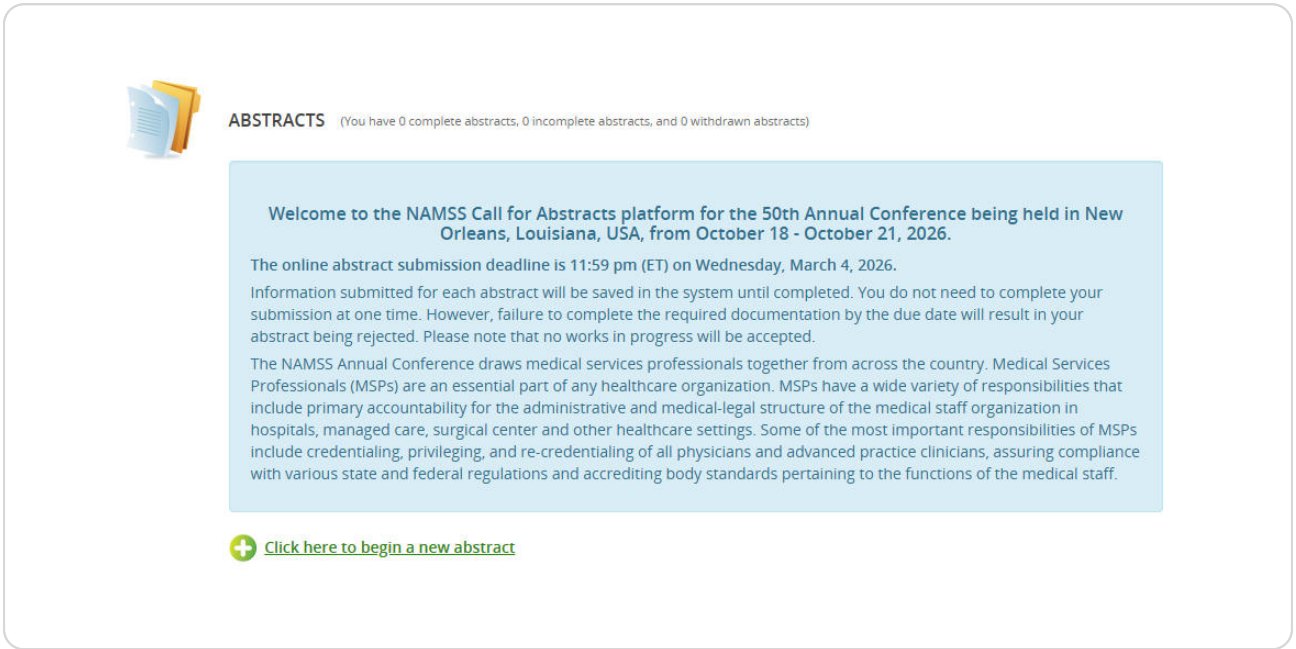
STEP 9

Click "Continue"



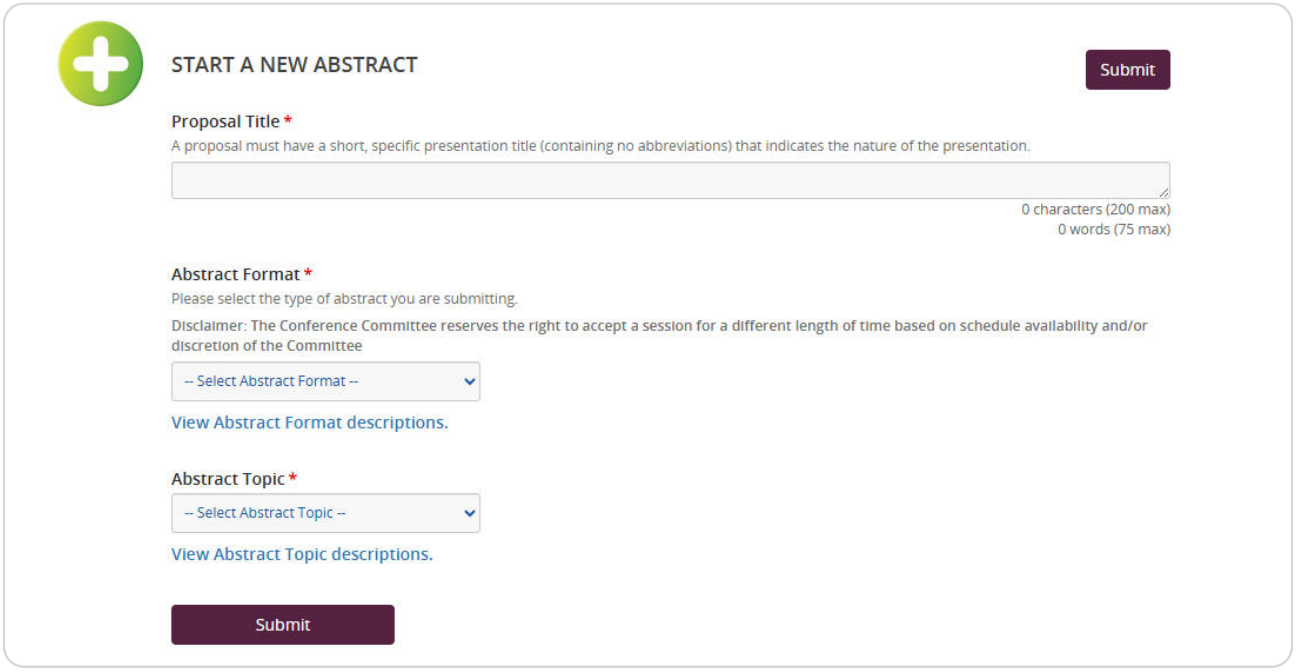
STEP 10

You are now ready to submit your abstract! Press "Click here to begin a new abstract" to get started.



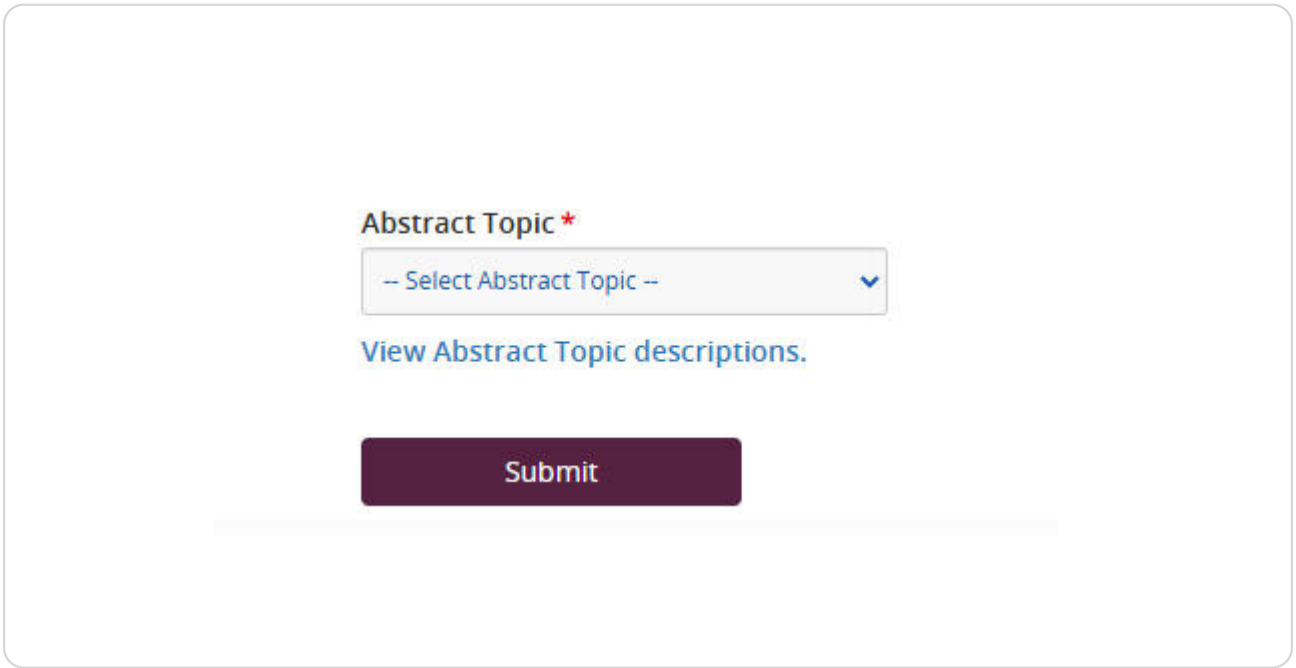
STEP 11

Enter the title of your presentation



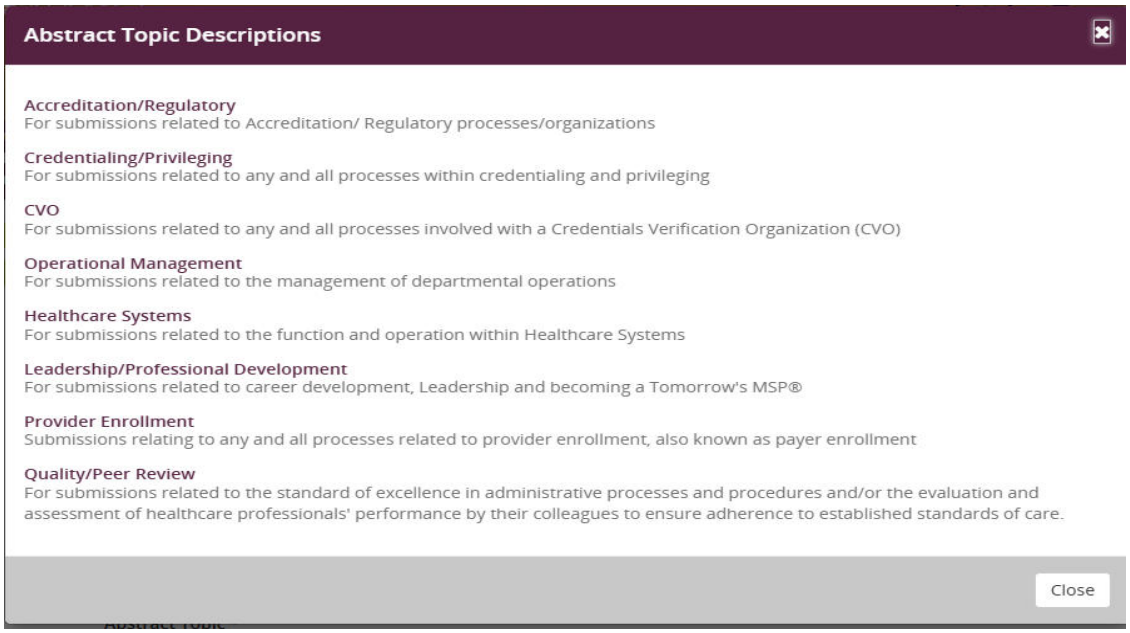
STEP 12

Next, select the session category from the dropdown list.



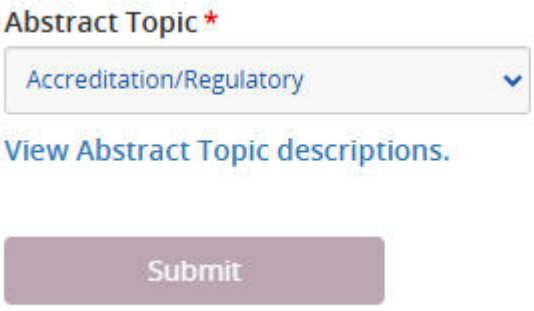
STEP 13

Click "View Session Category descriptions" to see a description of each category.



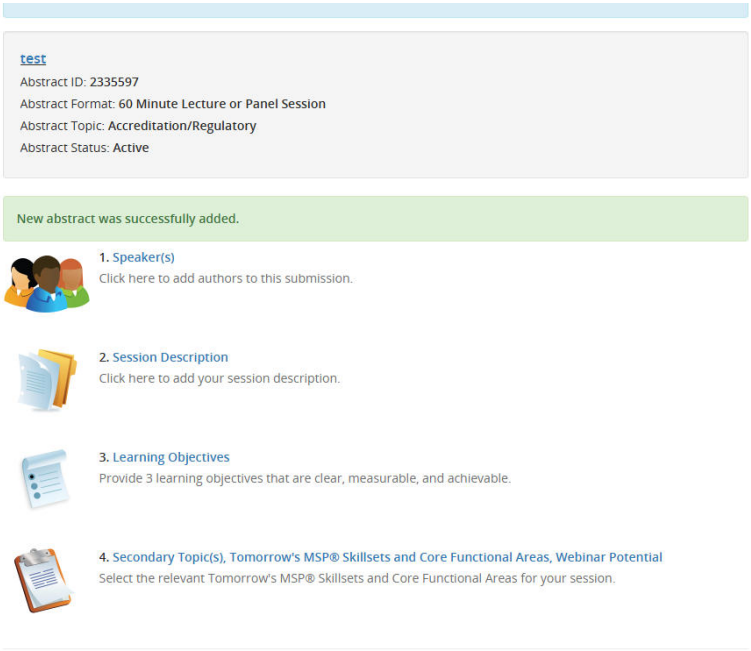
STEP 14

Click "Submit"



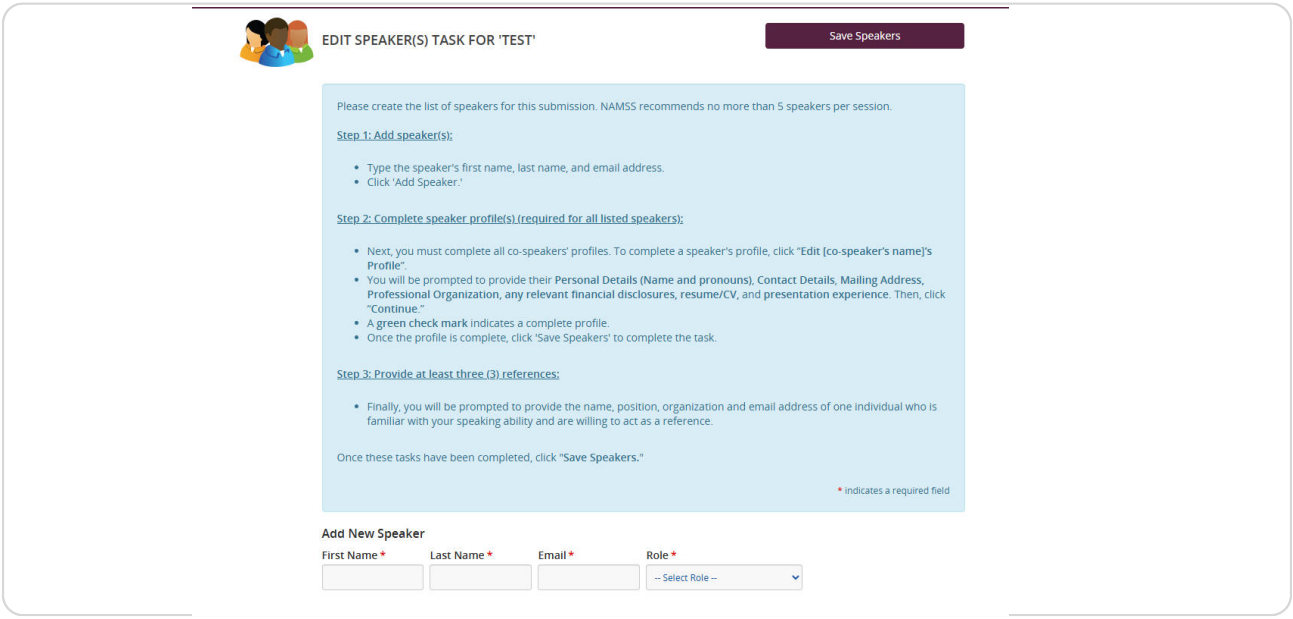
STEP 15

You have now created your application. In order to submit the application, you must complete each of the 4 "tasks" on this page. To begin, click "Speaker."



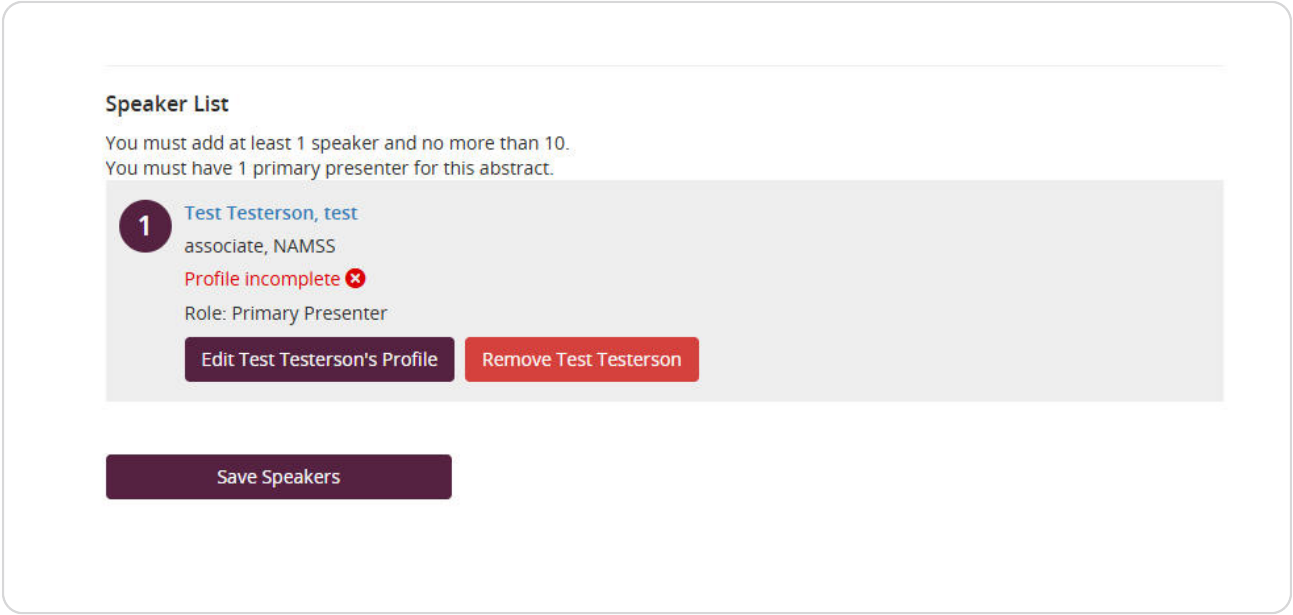
STEP 16

You will automatically be added as the Primary Speaker for this presentation. If there will be another speaker(s) presenting this session with you, you will add them on this page.



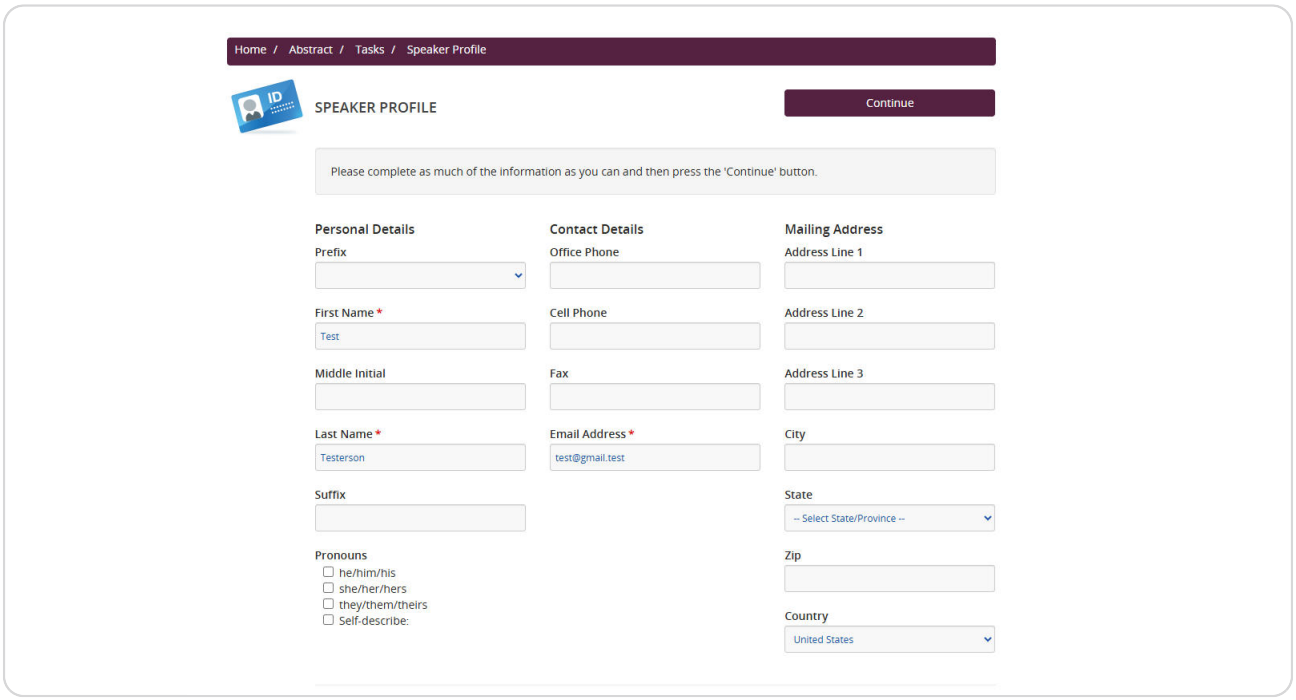
STEP 17

In order to complete the "Speaker" task of the application, you must update all speakers' profiles. Click "Edit [speaker name]'s Profile."



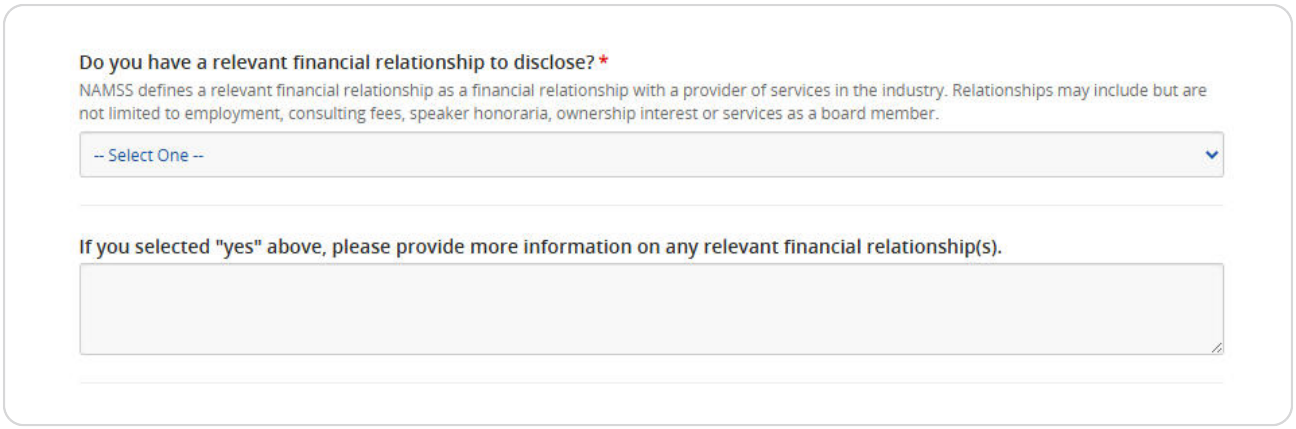
STEP 18

Complete all the sections as prompted. You will need to provide information in the "Personal Information" section.



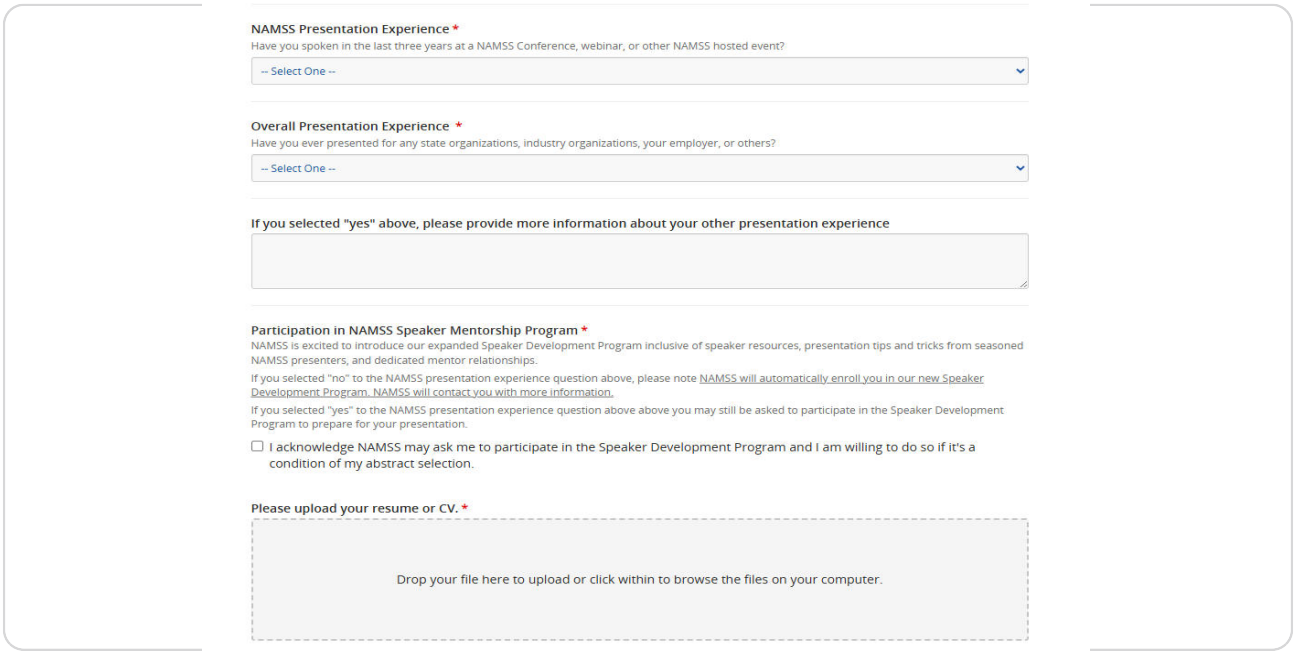
STEP 19

You will also be prompted to indicate if you have any relevant financial relationship(s) to disclose.



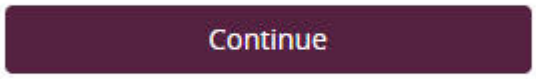
STEP 20

Upload your resume or CV, and then respond to the "Presentation Experience" questions.



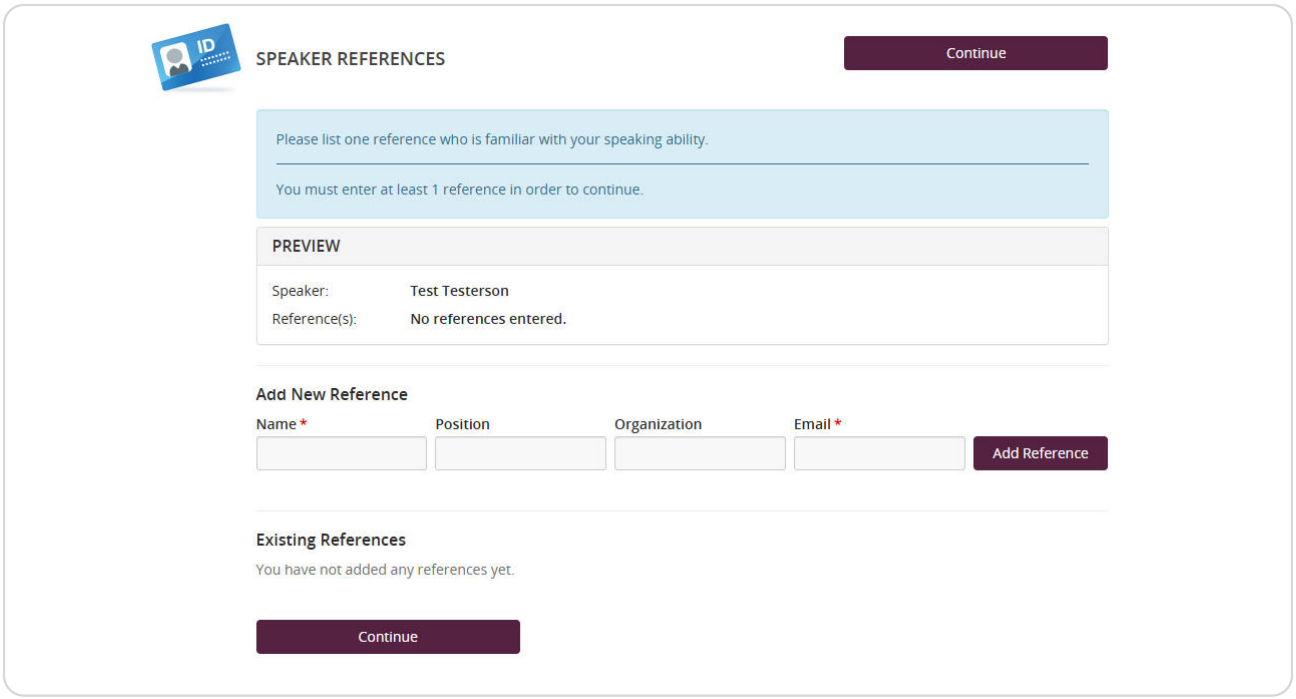
STEP 21

Click "Continue"



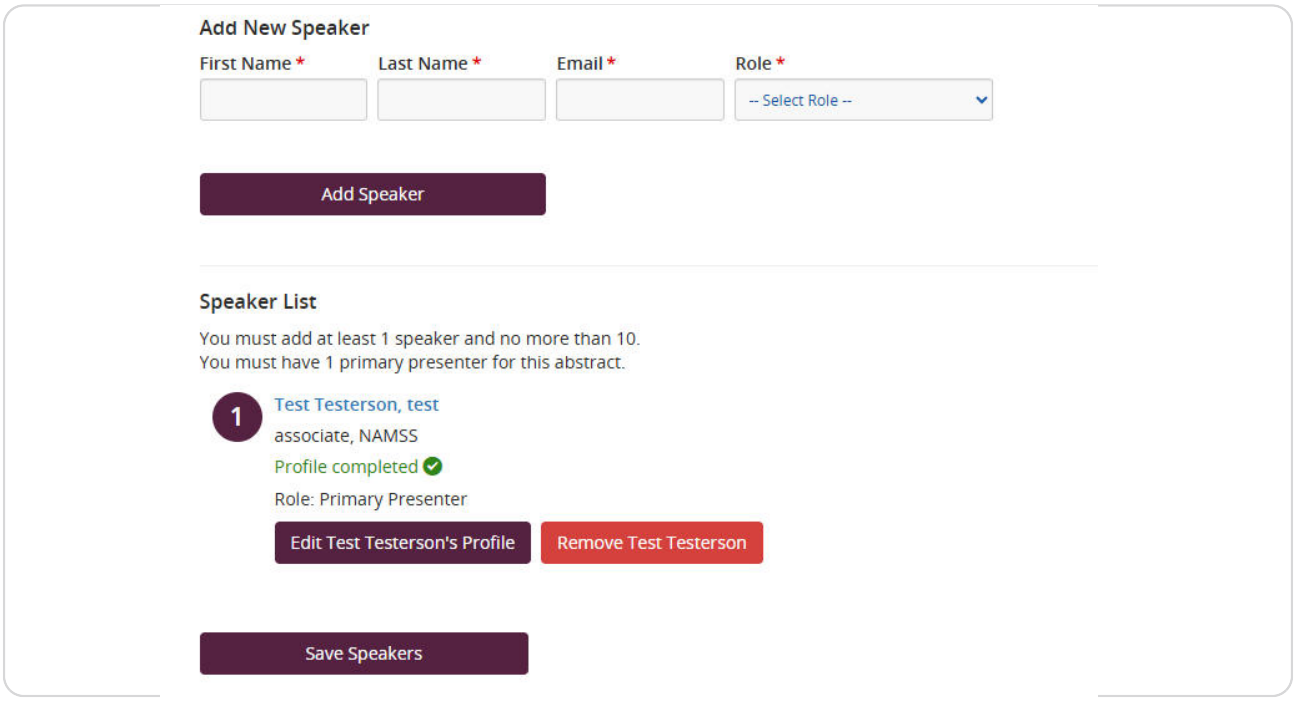
STEP 22

Now, you will be prompted to provide three references. Provide their name, position, organization and email address. Once you have added all three required references, click "Continue."



STEP 23

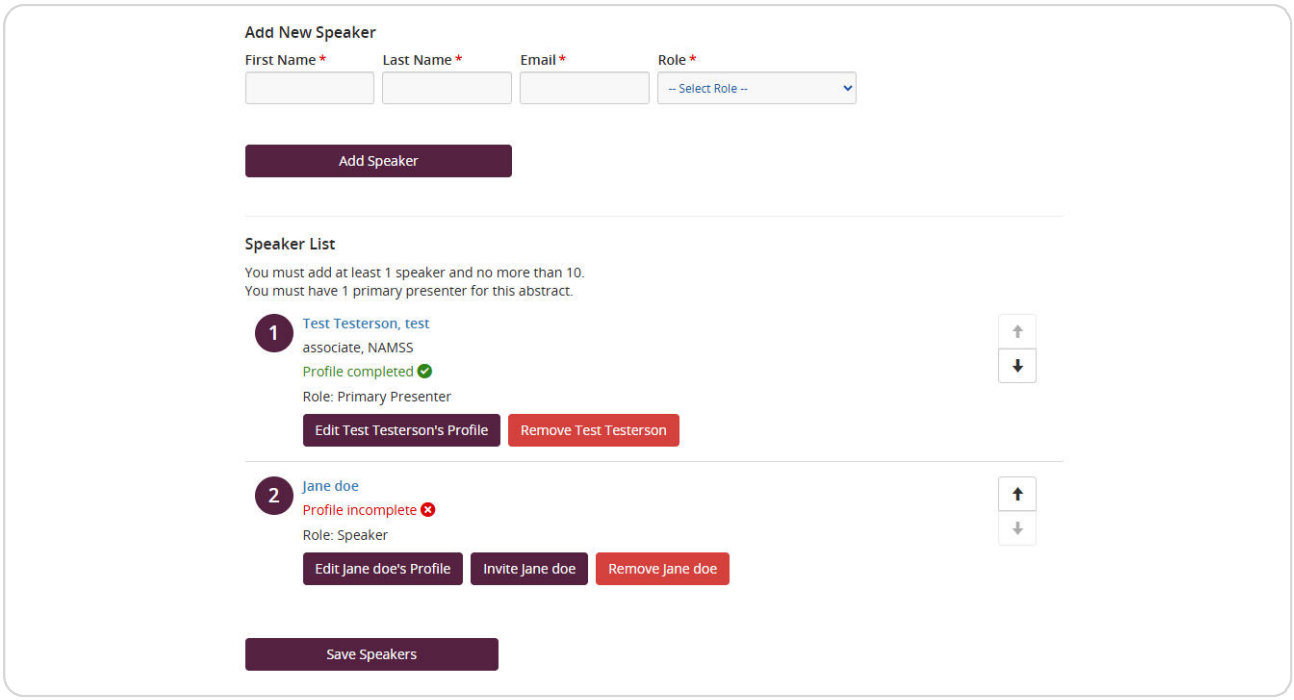
You have now completed the information required for one speaker (yourself). If you have any additional speakers presenting this session with you, you will need to add the new speaker(s)' information and click "Add Speaker" (See blue box and Step #24 below



Adding additional speakers

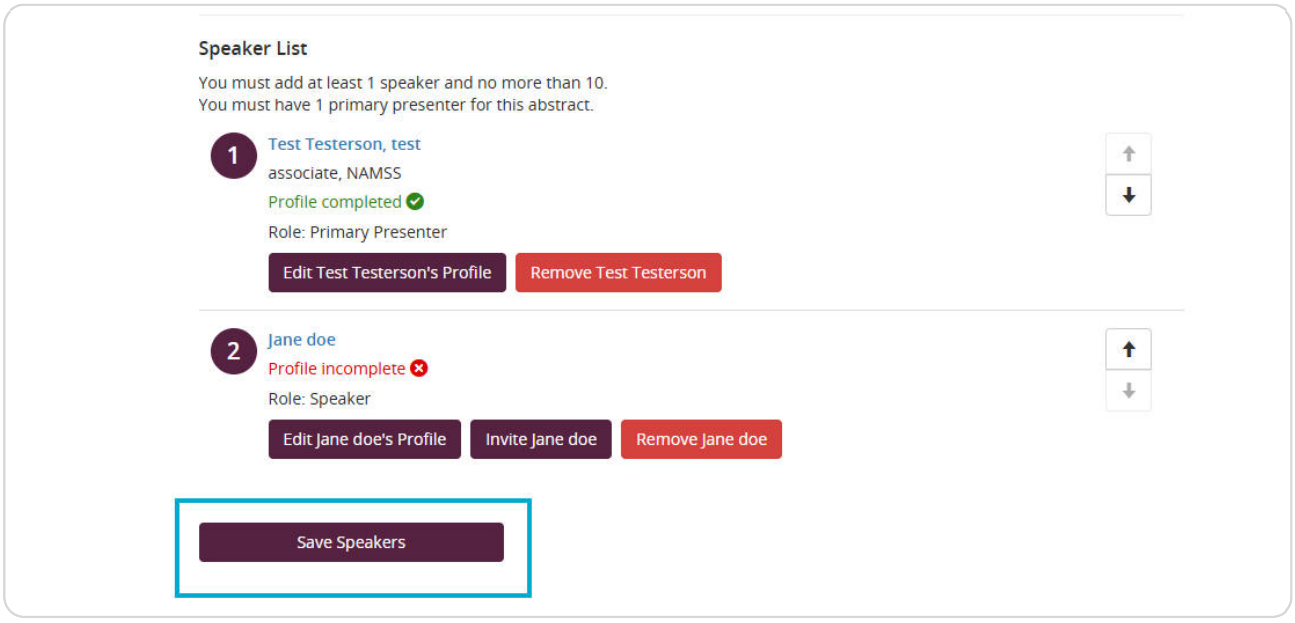
STEP 24

If your second speaker hasn't created a profile for themselves on this website, you will be prompted to complete their profile for them (repeat steps # 16 – 22 above). If they have already created a profilefor themselves, their name will pop up.



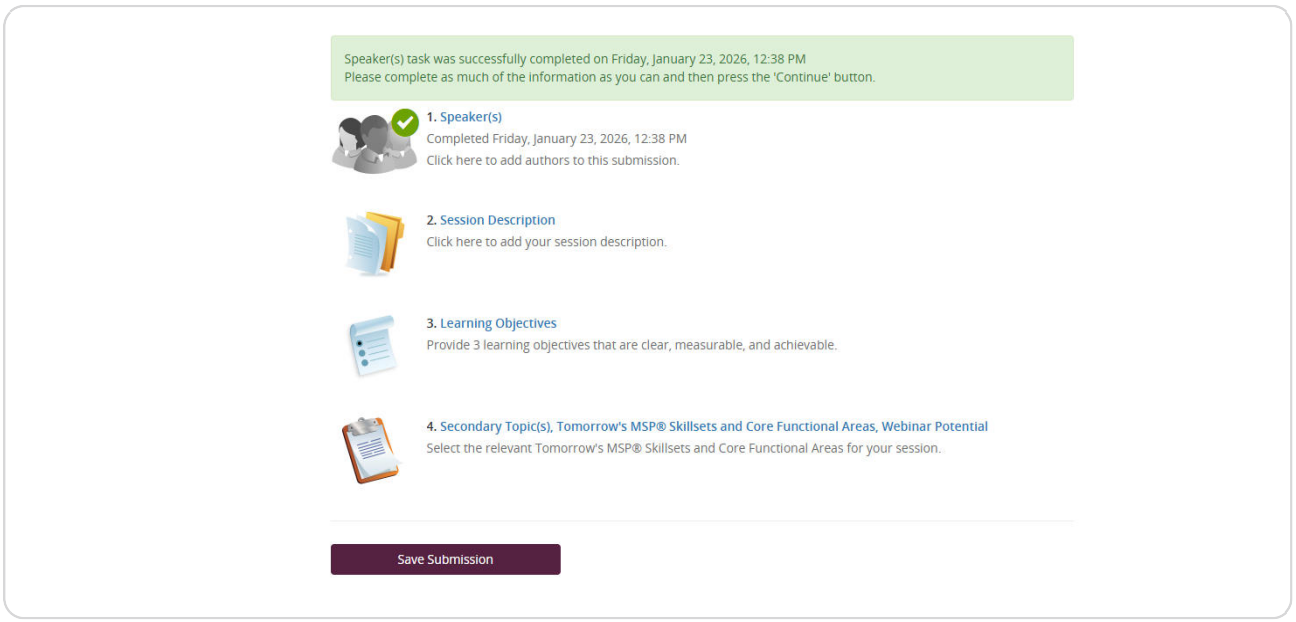
STEP 25

Once you have completed the information for all of your speaker(s), click "Save Speakers."



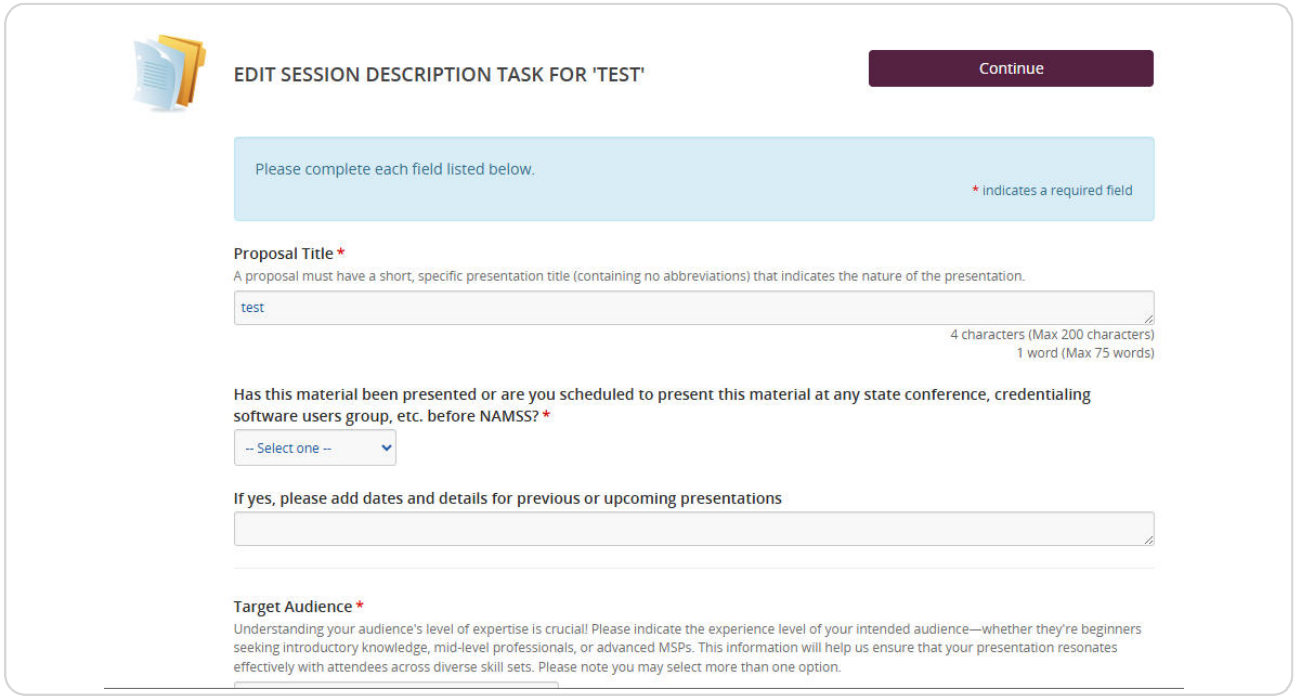
STEP 26

As you can see below, once a task has been completed, it will show a green check mark. Next, click "Session Description" to complete this section of the application.



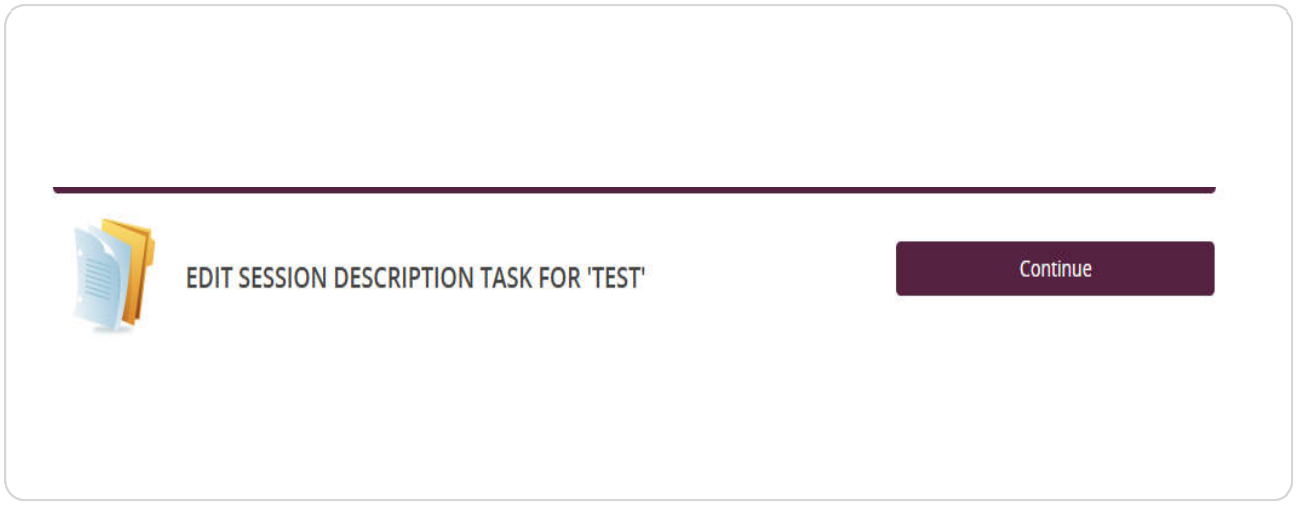
STEP 27

<u>Complete all the fields on this page.</u>



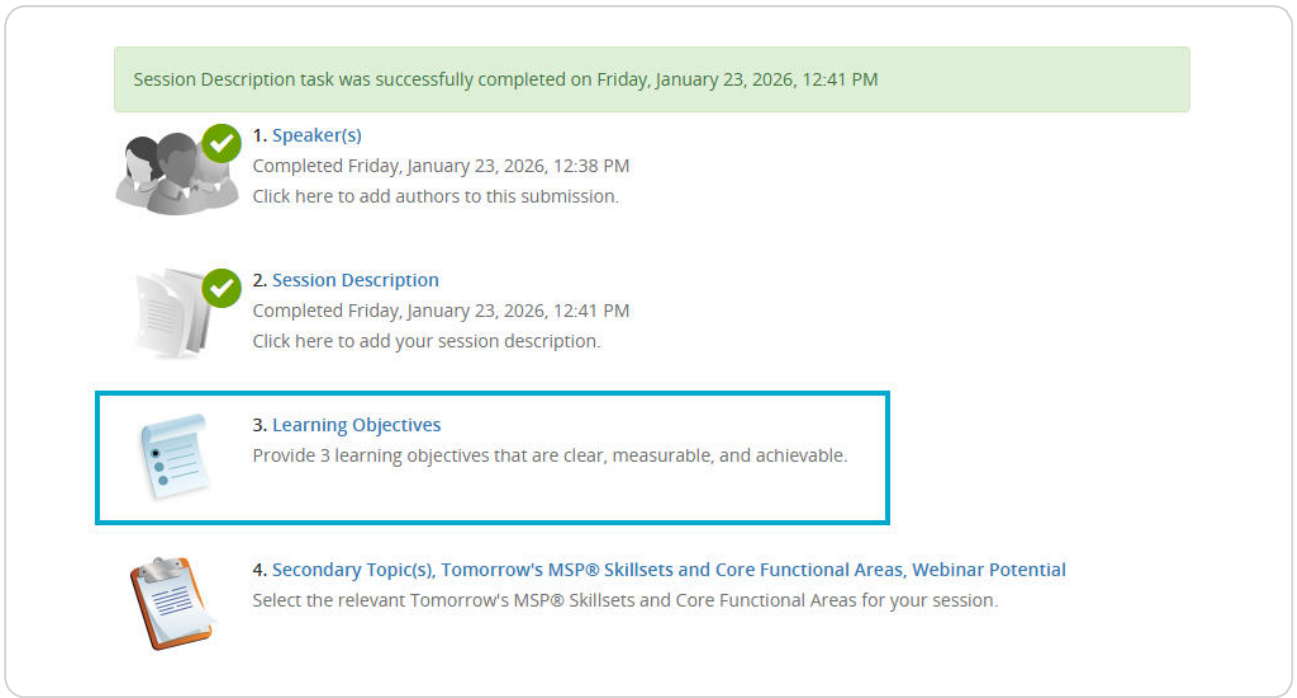
STEP 28

Once you've completed all the section with your session information, click "Continue."



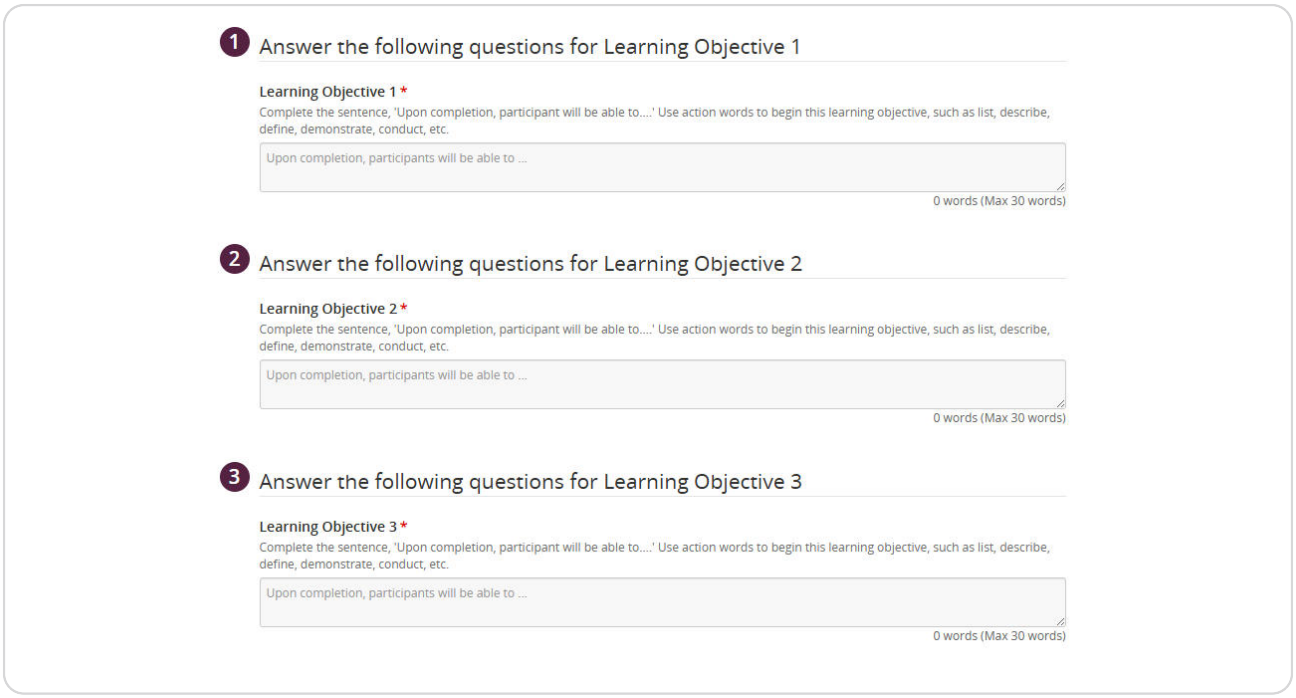
STEP 29

Next, click "Learning Objectives"



STEP 30

Using the instructions on the page, type three learning objectives for your session.

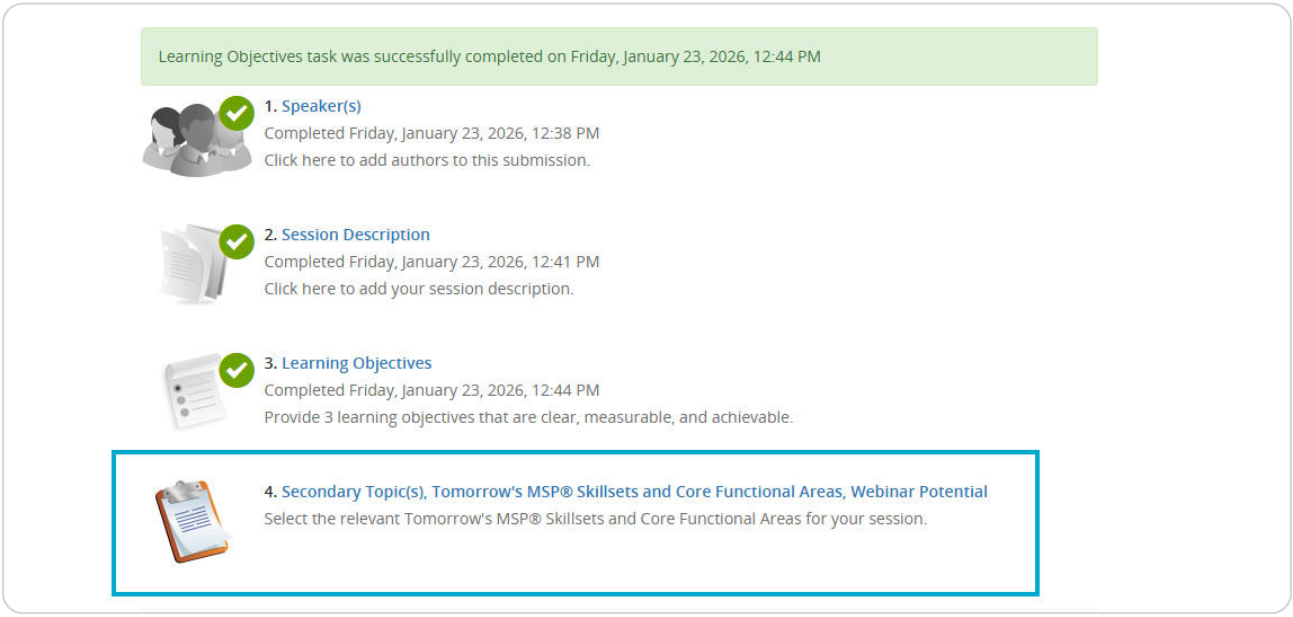


STEP 31

Once you've added your objectives, click "Continue."

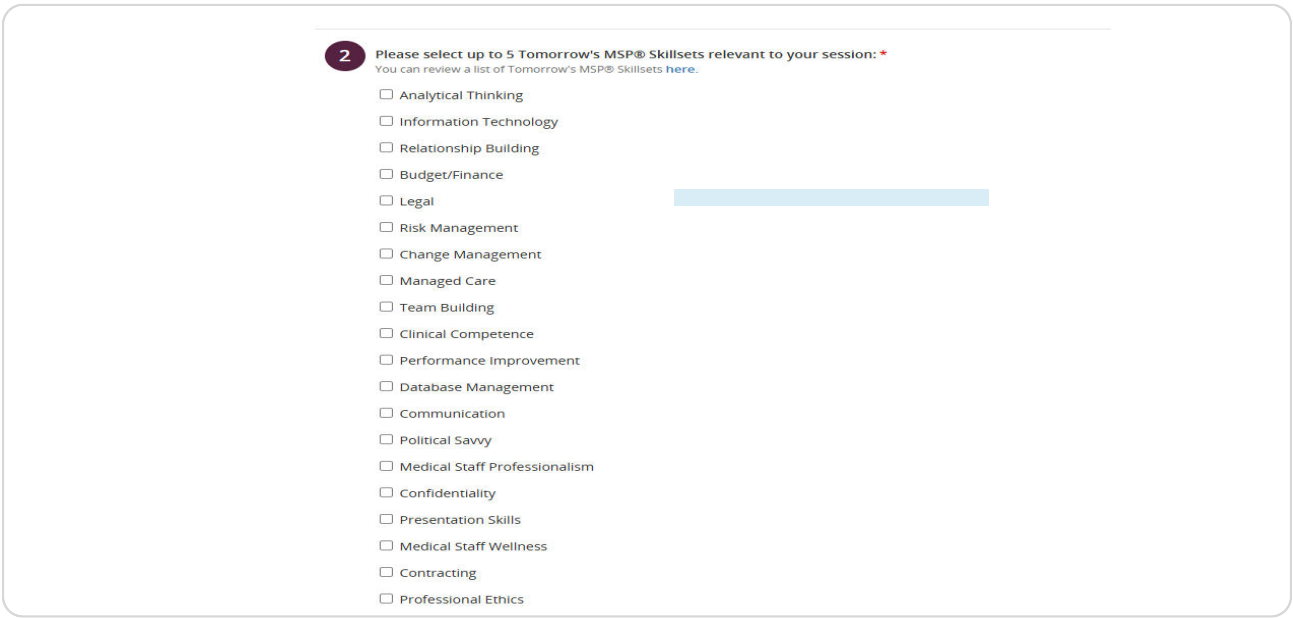
STEP 32

Now on to the final task! Click "Tomorrow's MSP® Skillsets and Core Functional Areas"



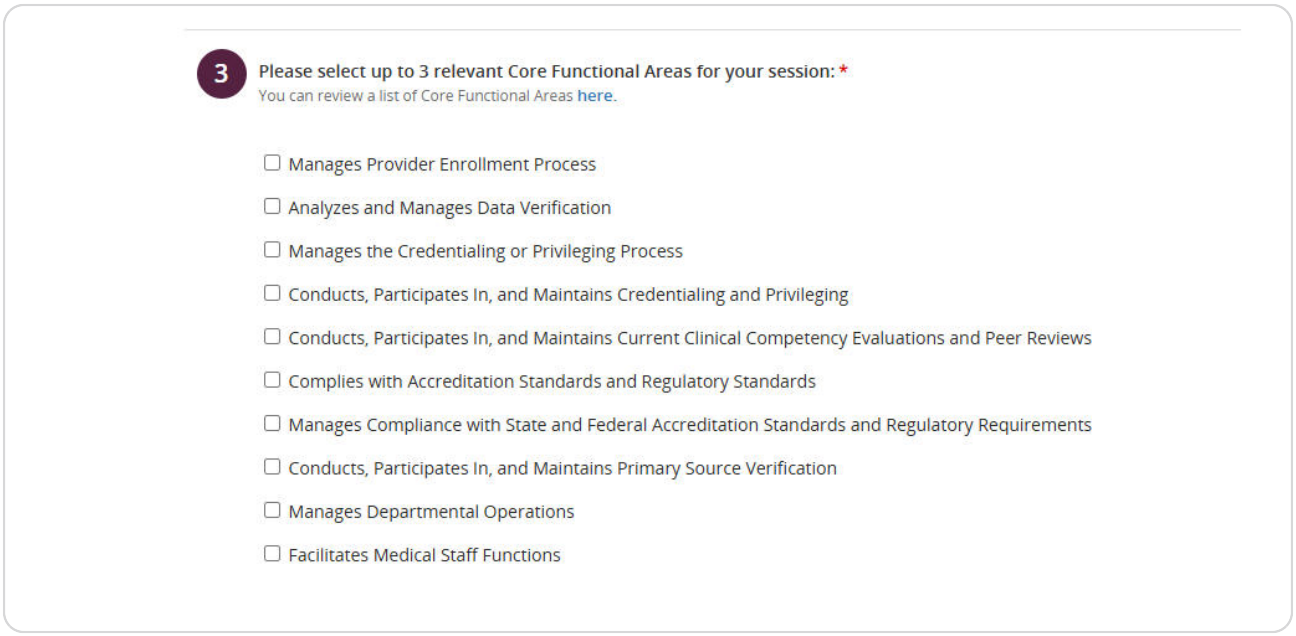
STEP 33

Select the relevant Tomorrow's MSP® Skillets for your session. You can read more about NAMSS' Tomorrow's MSP® Skillsets and Core Functional Areas on our website



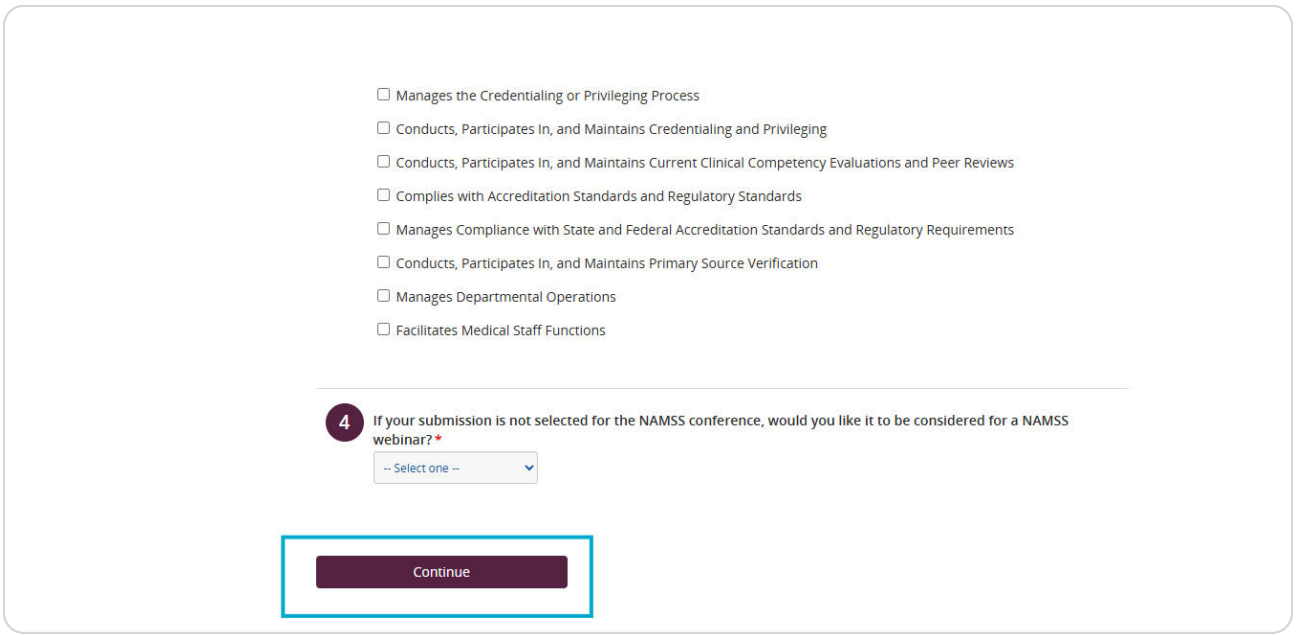
STEP 34

Next, select the relevant Tomorrow's MSP® Core functional Areas for your session.



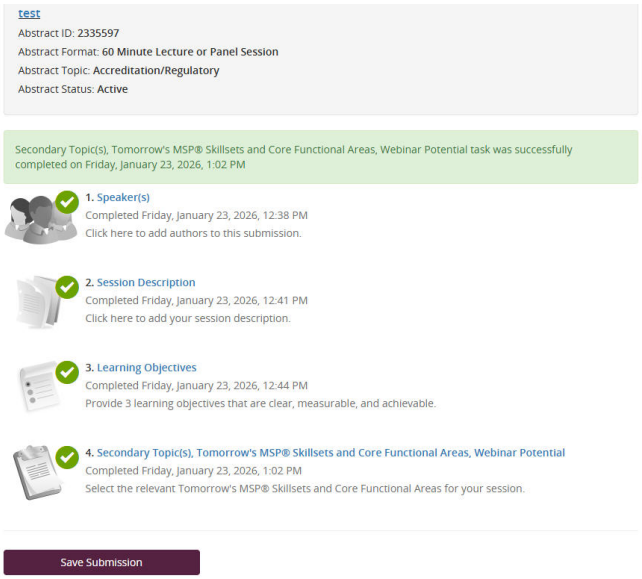
STEP 35

Once you've selected the relevant skillsets and core functional areas, click "Continue."



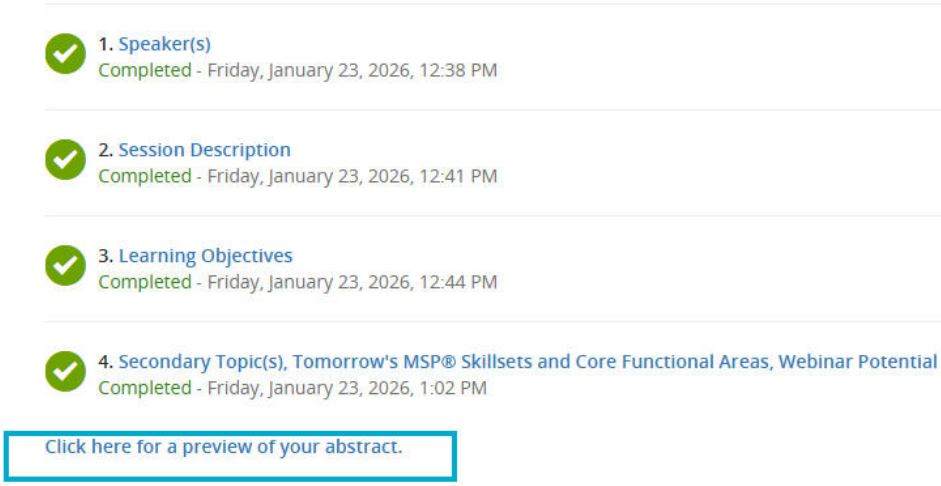
STEP 36

You have now completed all required tasks for the application! Click "Save Submission



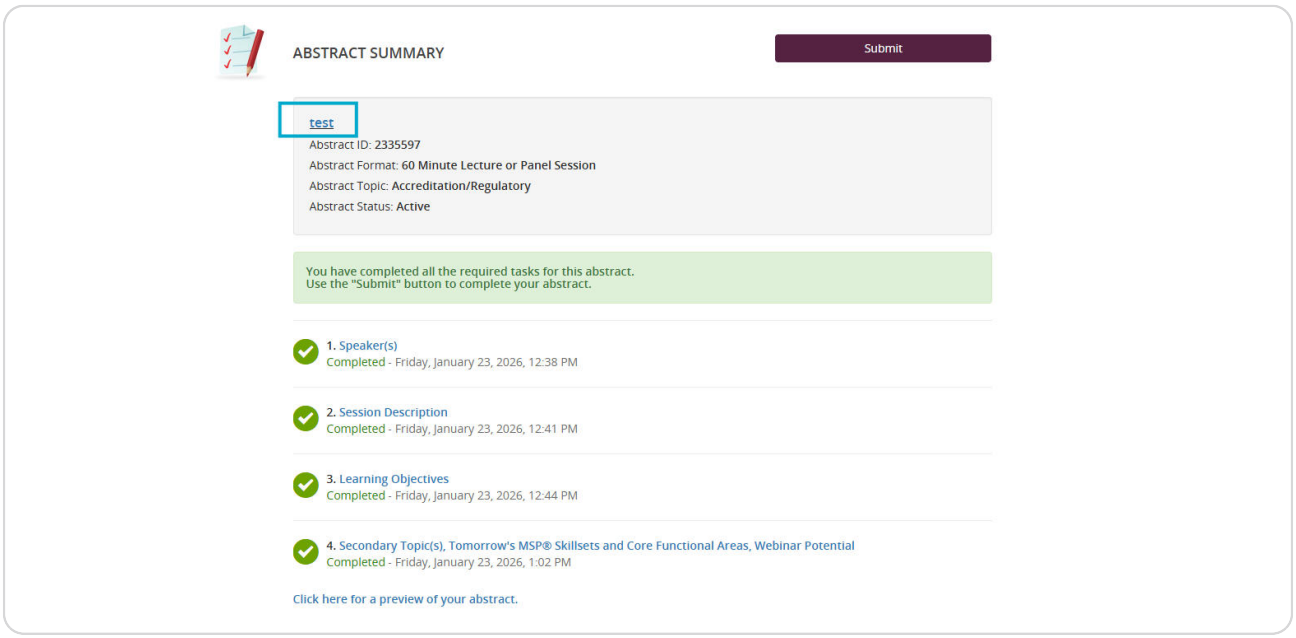
STEP 37

You can view a preview of your application by clicking "Click here for a preview of your abstract."



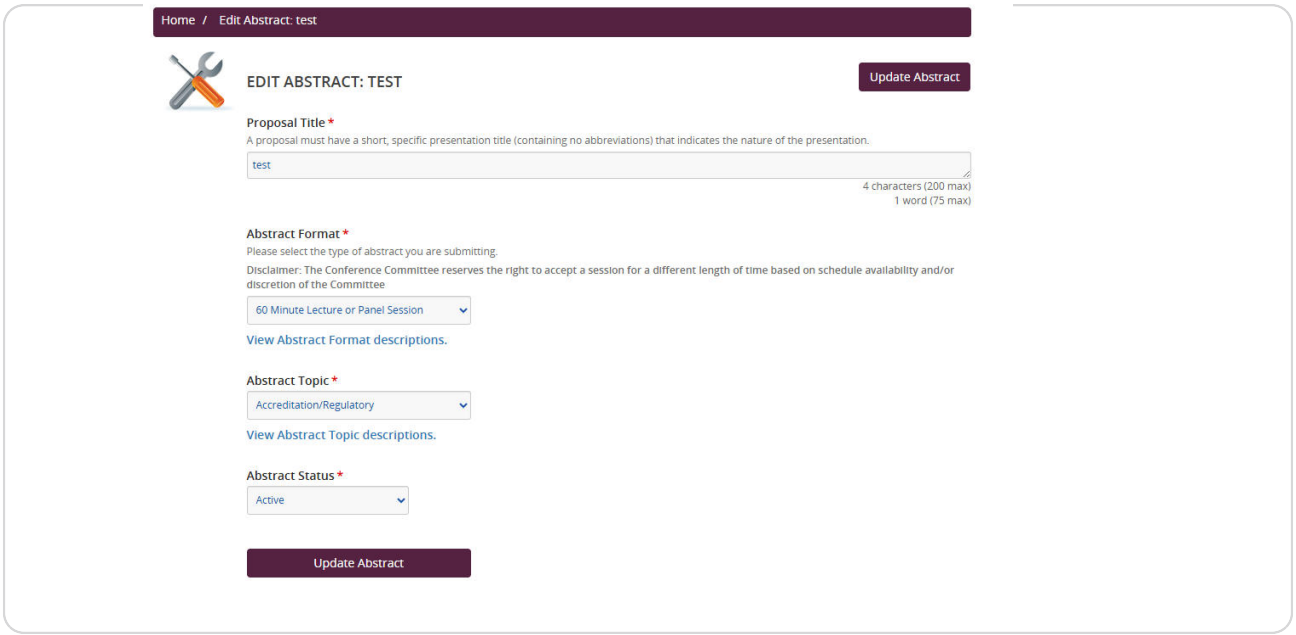
STEP 38

Scroll through the information to verify it is all correct. If you have to make any updates, click the session title name in the top left corner of the gray box (see image below).



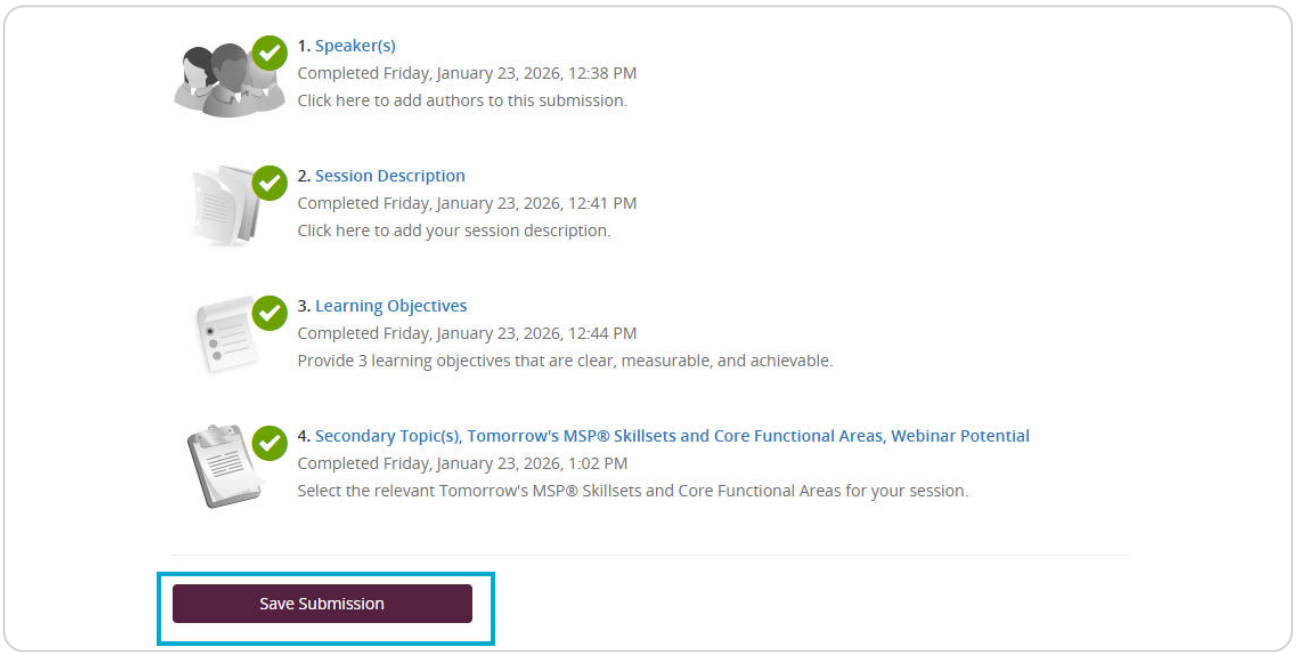
STEP 39

To make any changes to your application, click "Update Abstract"



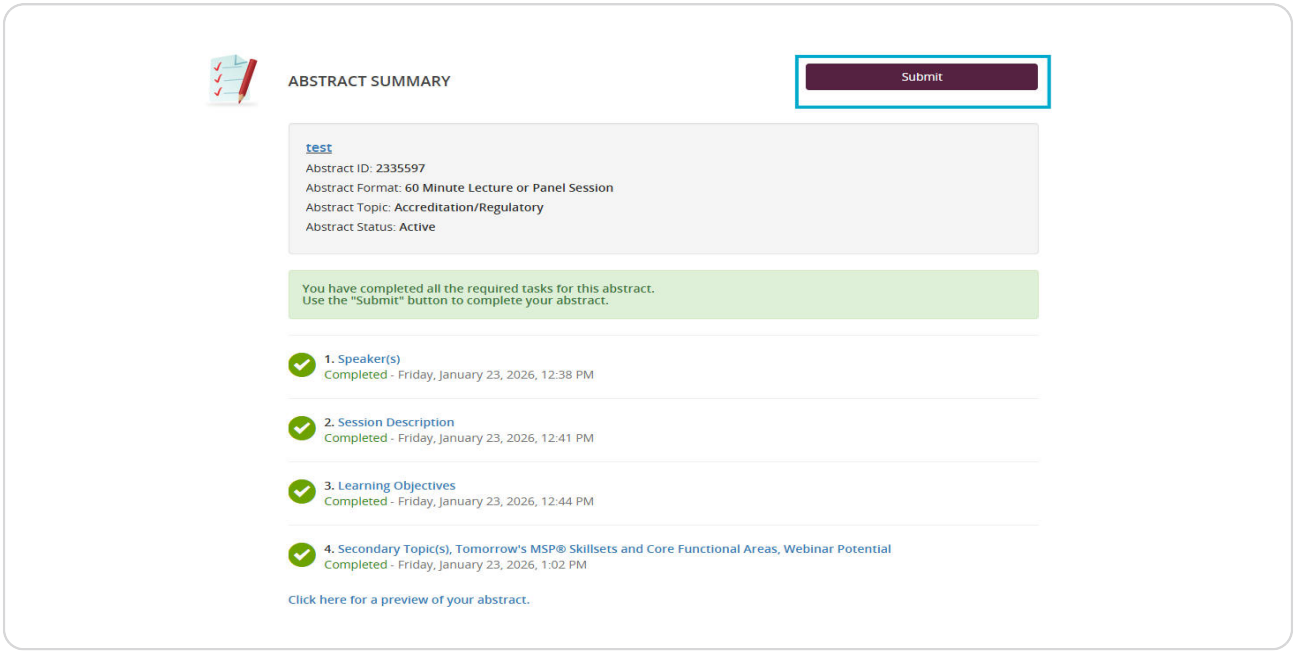
STEP 40

Once your changes have been made, click "Save Submission."



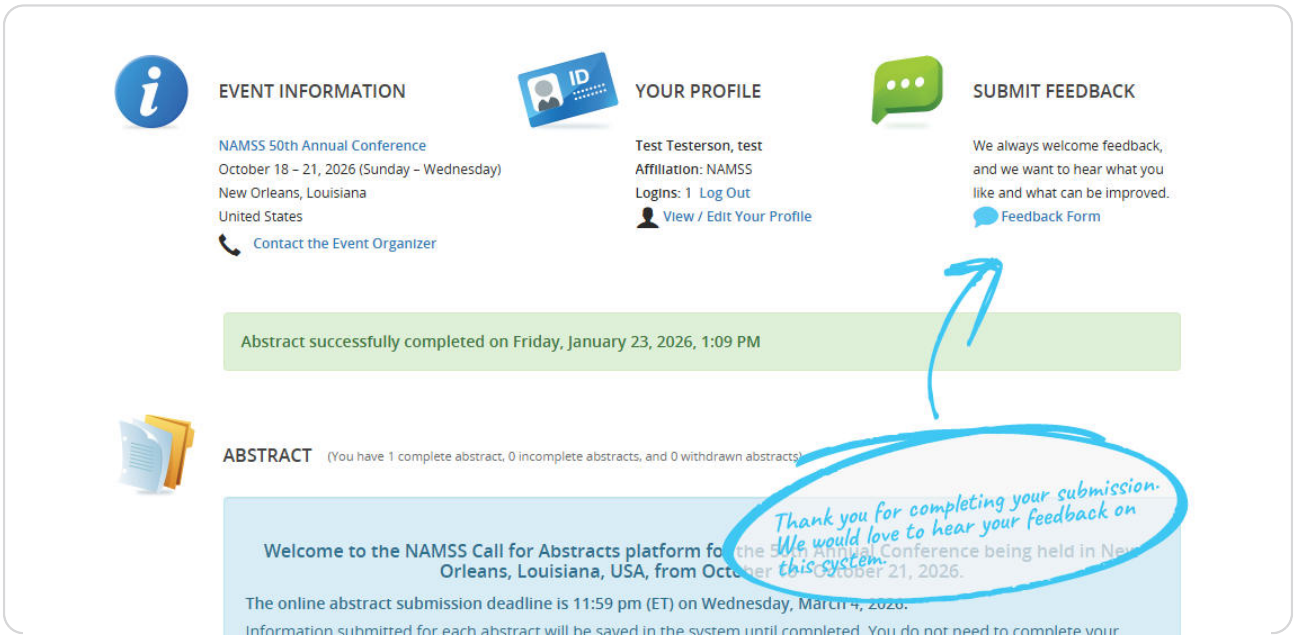
STEP 41

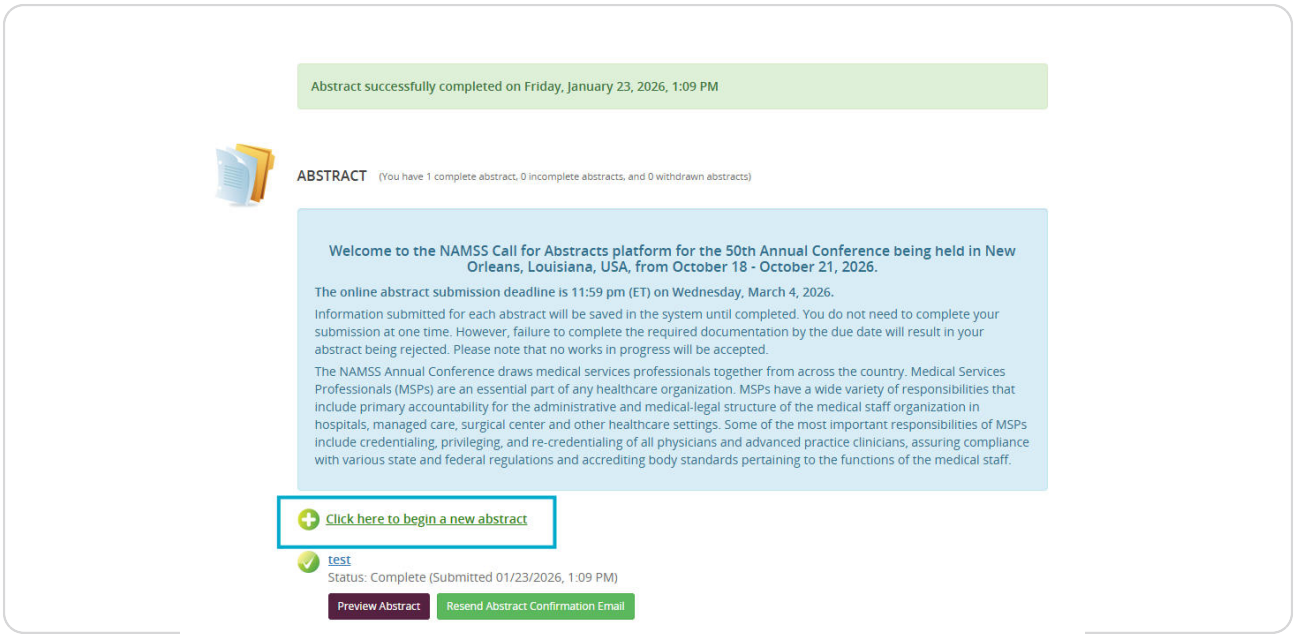
Once back at the task list page, you are ready to submit your abstract! Click "Submit" in the top right corner of the page.



STEP 42

Congratulations! You have submitted an Abstract for the NAMSS 48th Annual Conference and Exhibition!



STEP 43

If you would like to submit a second abstract, just click "Click here to begin a new abstract."