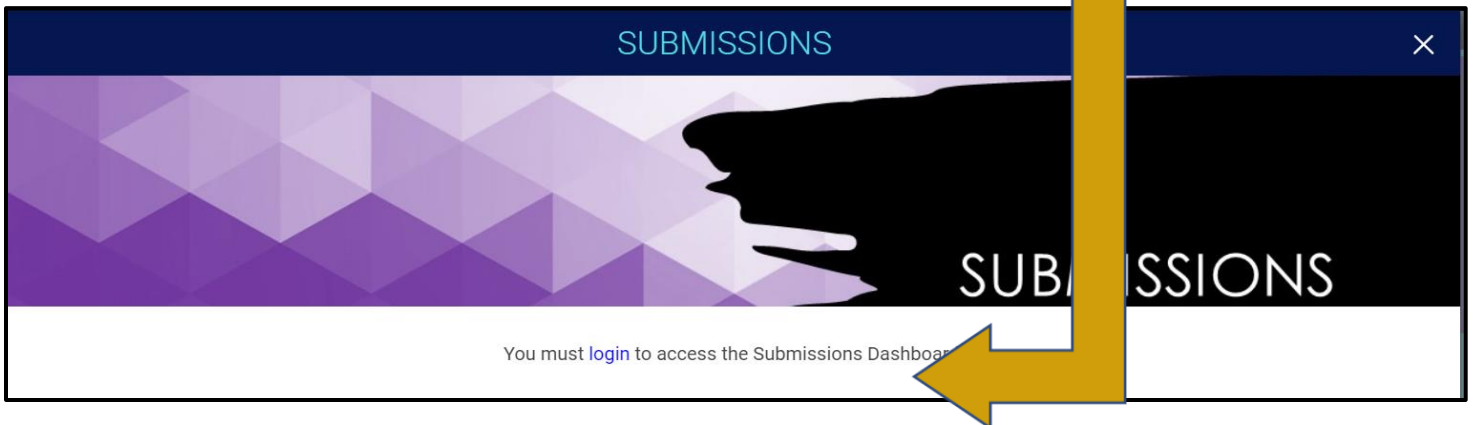


MNRS Annual Research Conference Submission Site User Guide

Visit <http://mnrs.societyconference.com>



Click on the "Submissions" card and then clicking "login" will open the below pop-up window.

A screenshot of the login pop-up window. The title bar says 'March 30 - April 2 2022' and 'Enter your log in information'. There are two input fields: 'User ID / E-mail' and 'Password'. Below the password field is a checkbox labeled 'Remember my Login ID on this computer' and a yellow 'Log In' button. There is a horizontal line with 'or' in the middle. Below that are three links: 'Not a current user? Create a New User Account', 'Forgot your password? Reset Password', and 'Change your Password'. At the bottom, there is a small note: 'This site is best viewed in latest versions of Chrome, Firefox, Safari, Microsoft Edge, and Internet Explorer 11 and beyond.'

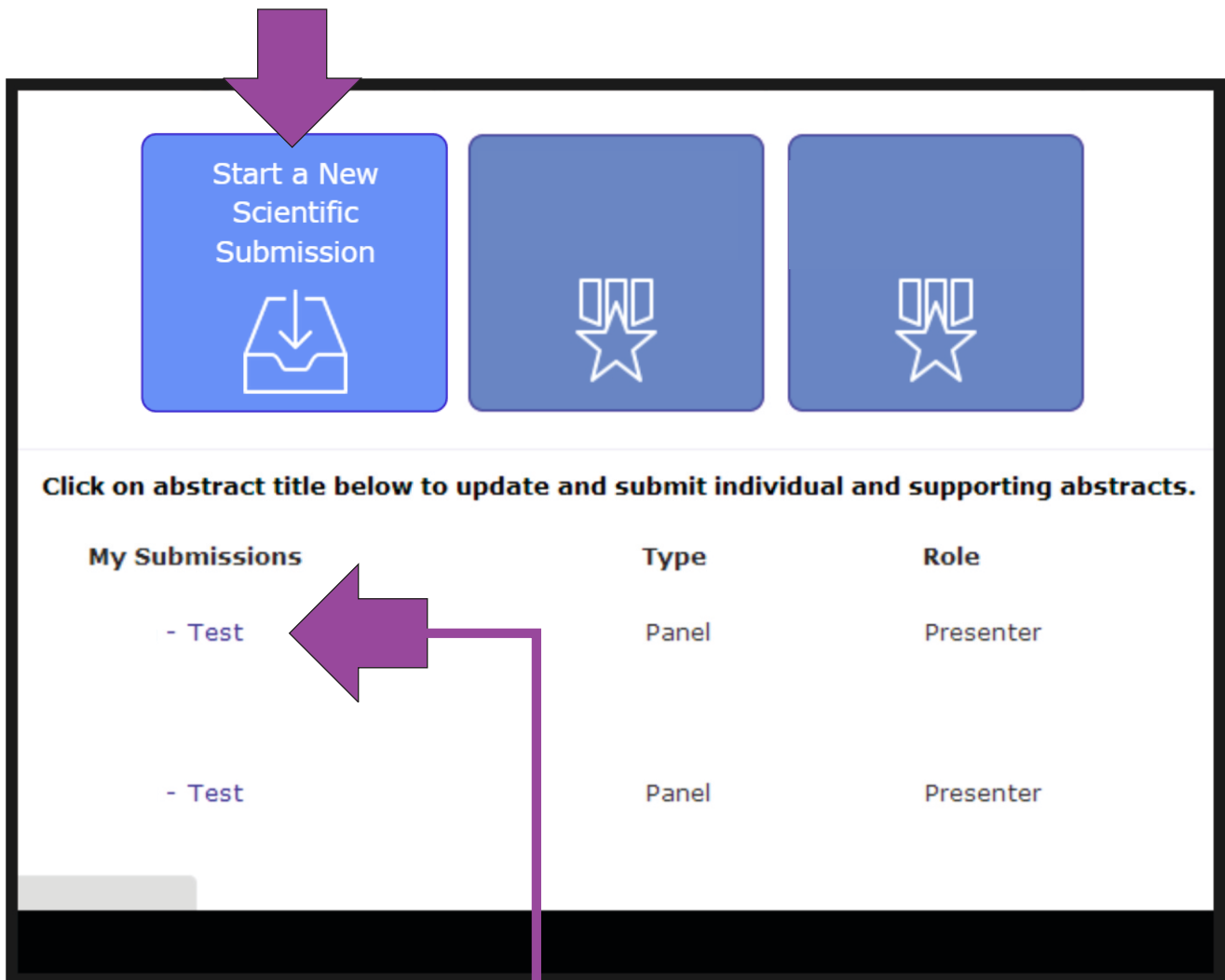
After logging in*, click "Access My Dashboard" below to begin!

*If you are an MNRS Member, an account has already been created for you using your login email for membership.

If you do not know your password, please click "Forgot your Password? Reset Password" and a new password will be emailed.

MNRS Annual Meeting Submission Site User Guide

Select “Start a New Scientific Submission”



Start a New Scientific Submission

Click on abstract title below to update and submit individual and supporting abstracts.

My Submissions	Type	Role
- Test	Panel	Presenter
- Test	Panel	Presenter

These are your current submissions. You can access the submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.

MNRS Annual Meeting Submission Site User Guide

The screenshot shows the 'Submit Pre-Conference Workshop' form. At the top, there is a navigation bar with a 'Return to Dashboard' button and the title 'Submit Pre-Conference Workshop'. Below this is a progress indicator with four steps: 'General' (1), 'Participants' (2), 'Submission' (3), and 'Disclosures' (4). The 'General' step is active. A yellow button labeled 'Add Participants >' is located at the top right of the form area. The 'Submission Type' is set to 'Pre-Conference Workshop'. The 'Enter Title' field is highlighted with a purple arrow and a callout box containing the text: 'Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.' Below the title field, there are two radio button options for 'Length of Workshop': 'Half-day' and 'Full-day (Availability is limited)'. Below these are three checkbox options for 'Proposed Level of Workshop': 'Introductory', 'Intermediate', and 'Advanced'. A purple arrow points to the 'Full-day' radio button, and another purple arrow points to the 'Proposed Level of Workshop' section.

After entering the title, the system will autocorrect to title case. This is for Abstract and Program book purposes. Please review the title after correction.

Select length & proposed level of workshop.

MNRS Annual Meeting Submission Site User Guide

Add Participants to the submission, if necessary.

	Abstract Admin	Submission Status	Disclosure Status
Chair*	<input checked="" type="checkbox"/>	Not Started	Not Started
Co-Chair	<input type="checkbox"/>	Not Started	Not Started
Participant*	<input type="checkbox"/>	Not Started	Not Started
Participant	<input type="checkbox"/>	Not Started	Not Started
Participant	<input type="checkbox"/>	Not Started	Not Started

Search for a user by typing a full name or email. Please thoroughly search for a participant in the system before creating an account.

These icons can be used to check the status of your participants. You can also click the mail icon to send an individual email.

MNRS Annual Meeting Submission Site User Guide

Complete the overall proposal information.

Submission Details

1 Name of Group/Organization submitting proposal *

2 Workshop Description *

This statement will be used to promote your workshop and will appear as the description in all conference related materials, including the preliminary brochure.

350 of 350 words remaining

3 Relevance of the session as it relates to nursing research. *

150 of 150 words remaining

4 Please list any prerequisites. *

5 Workshop Attendance *

All pre-conference workshops must have a minimum of 25 attendees sign up prior to the 2019 Annual Meeting in order to occur. What measures have you taken to assure at least 25 people will attend?

6 Biosketch *

Please upload a copy of your biosketch (pdf/doc/docx).

Upload



max file size: 8 MB

MNRS Annual Meeting Submission Site User Guide

Return to Dashboard Submit Special Session

General 1 Participants 2 Submission 3 Disclosures 4

Add Participants >

Submission Type
Special Session

1 Enter Title *
Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

200 of 200 characters remaining

2 Proposed Level of Session *

Introductory
 Intermediate
 Advanced

After entering the title, the system will autocorrect to title case. This is for Abstract and Program book purposes. Please review the title after correction.

Select length & proposed level of workshop.

MNRS Annual Meeting Submission Site User Guide

Add Participants to the submission.

	Abstract Admin	Submission Status	Disclosure Status
Chair*	<input checked="" type="checkbox"/>	Not Started	Not Started
Co-Chair	<input type="checkbox"/>	Not Started	Not Started
Participant*	<input type="checkbox"/>	Not Started	Not Started
Participant	<input type="checkbox"/>	Not Started	Not Started
Participant	<input type="checkbox"/>	Not Started	Not Started

Search for a user by typing a full name or email.
Please thoroughly search for a participant in the system before creating an account.

These icons can be used to check the status of your participants. You can also click the mail icon to send an individual email.

MNRS Annual Meeting Submission Site User Guide

Complete the overall proposal information.

Submission Details

1

Name of Group/Organization submitting proposal *

2

Session Description *

350 of 350 characters remaining

3

Relevance of the session as it relates to nursing research *

350 of 350 characters remaining


4

Please list any prerequisites

5

Biosketch *

As the organizer, please upload a copy of your biosketch (pdf/doc/docx).

Upload 

max file size: 8 MB

MNRS Annual Meeting Submission Site User Guide

As a presenter, enter your title and upload your biosketch.

The screenshot displays the submission interface. At the top, there is a navigation bar with a 'Return to Dashboard' button and a 'Submit' button. Below this, a progress indicator shows four steps: 'General' (checked), 'Participants' (checked), 'Submission' (current step, marked with a '3'), and 'Disclosures' (marked with a '4').

Below the progress indicator, there are three buttons: 'Previous', 'Save and Continue', and 'Submit Abstract'.

The main content area is titled 'Submission Details' and contains two numbered steps:

- 1 Enter Title ***
Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.
A text input field is provided for the title.
- 2 Biosketch ***
Please upload a copy of your biosketch (pdf/doc/docx).
An 'Upload' button is present, along with an information icon (i). Below the button, it states 'max file size: 8 MB'.

Disclosures

As a presenter, please complete the following fields.

Disclosures

Financial Relationships

Definition of Financial Relationship...

Financial relationships are those relationships in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria for promotional speakers' bureau, ownership interest (e.g. stocks, stock options or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits are usually associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received, or expected. ACCME considered relationships of the person involved in the CME activity to include financial relationships of a spouse or partner.

Contracted research includes research funding where the institution gets the grant and manages the fund and the person is the principal or named investigator on the grant.

There is no minimum dollar amount for relationships.

Definition of Commercial Interest...

A *commercial interest* is any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients. Providers of clinical service directly to patients are not commercial interests – unless the provider of clinical service is owned, or controlled, by a commercial interest. The following are not commercial interests:

- 501-C Non-profit organizations that do not advocate for commercial interests
- Government organizations
- Non-health care related companies
- Liability insurance providers
- Health insurance providers
- Group medical practices
- For-profit hospitals
- For-profit rehabilitation centers
- For-profit nursing homes
- Blood banks
- Diagnostic laboratories

1

Disclosure *

After having read the above definitions, in the **past 12 months**, have you, your spouse/partner or other immediate family member had a financial relationship with any commercial interest?

- Yes, I (or my spouse or other immediate family member) do have commercial interest(s) to disclose.
 No

2

Financial Relationships Details *

Please enter the name of the commercial interest (entity) and the nature of the relationship(s).

Please list the name of the entity in the 'Commercial Interest' column. Examples of relationships include: Stock Shareholder, Scientific/Medical Advisory Board Member, Corporate Board Member, Consultant, Employee, Honoraria, Patent.

Commercial Interest *	Type of Financial Interest *	Individuals Involved *
	(blank)	(blank)

* You must populate all fields to complete the row.

3

Statement 1 *

I will not accept payments or reimbursements from a commercial interest (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients) for my role in the planning and delivery of this CME activity. If I am approached by a commercial interest in this regard, I will immediately notify MNRS.

- I Agree.

4

Statement 2 *

All recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients. All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis. If I am a presenter, my presentation will meet these standards, and if I am a planner, I will not approve any content that does not meet these standards. If I am a session chair and/or an abstract discussant, any contribution I make to discussion, will meet these standards.

- I Agree.

5

Statement 3 *

CME must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. CME educational material or content that includes trade names should include trade names from several companies where available, not just trade names from a single company. If I am a presenter, my presentation will meet this standard, and if I am a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion will meet this standard.

- I Agree.

6

Statement 4 *

Educational materials that are a part of this activity, such as slides, abstracts, and handouts, cannot contain any advertising, trade names, or product-group messages, or commercial interest logos. If I am a presenter, my presentation will meet this standard, and if I am a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion will meet this standard.

- I Agree.

7

Statement 5 *

The content of the CME activity must not promote the proprietary interest of any commercial interest. If I am a presenter, my presentation will meet this standard, and if I am a planner, I will not approve any content that does not meet this standard. If I am a session chair and/or an abstract discussant, any contribution I make to discussion will meet this standard.

- I Agree.

8

Statement 6 *

The content of the CME activity must not be influenced by any commercial interest. If I am a presenter, my presentation will meet this standard, and if I am a planner, I will not approve any content that does not meet this standard.

- I Agree.

9

Employee Disclosure *

Are you an employee, founder, or corporate board member of a commercial interest?

- Yes
 No

10

Signature *

I certify that all my (and my immediate family's) affiliations with or financial relationships (e.g., employment, consultancies, honoraria, equity ownership or stock options, grants, contracts, patents, received or pending, or royalties) with any organization or entity defined as a commercial interest are disclosed completely here. For purposes of disclosure, financial involvement is defined as any income source having occurred within the last 12 months.

MNRS Annual Meeting Submission Site User Guide

Finalizing your submission.

The screenshot displays the submission site interface. At the top, there is a navigation bar with a 'Return to Home Page' button and a 'Submit' button. Below this, a progress indicator shows four steps: 'General', 'Participants', 'Submission', and 'Disclosures', each with a green checkmark. The 'Participants' step is currently active. In the main content area, there are three buttons: 'Previous', 'Save and Continue', and 'Finalize Submission'. The 'Finalize Submission' button is highlighted in yellow and has a purple arrow pointing to it. Below the buttons is a table with the following columns: 'Participants', 'Abstract Admin', 'Submission Status', 'Disclosure Status', and 'Notify Participant'. The table contains four rows of data:

Participants	Abstract Admin	Submission Status	Disclosure Status	Notify Participant
Chair* Robert Bilder remove	<input checked="" type="checkbox"/>	Submitted	Submitted	
Co-Chair Bruce Cuthbert remove	<input type="checkbox"/>		Submitted	
Participant* William Carpenter remove	<input type="checkbox"/>		Submitted	
Participant Judith Ford remove	<input type="checkbox"/>		Submitted	

When all presenters have completed their respective tasks the finalize Submission button will change to yellow. Click this to submit your proposal for review.