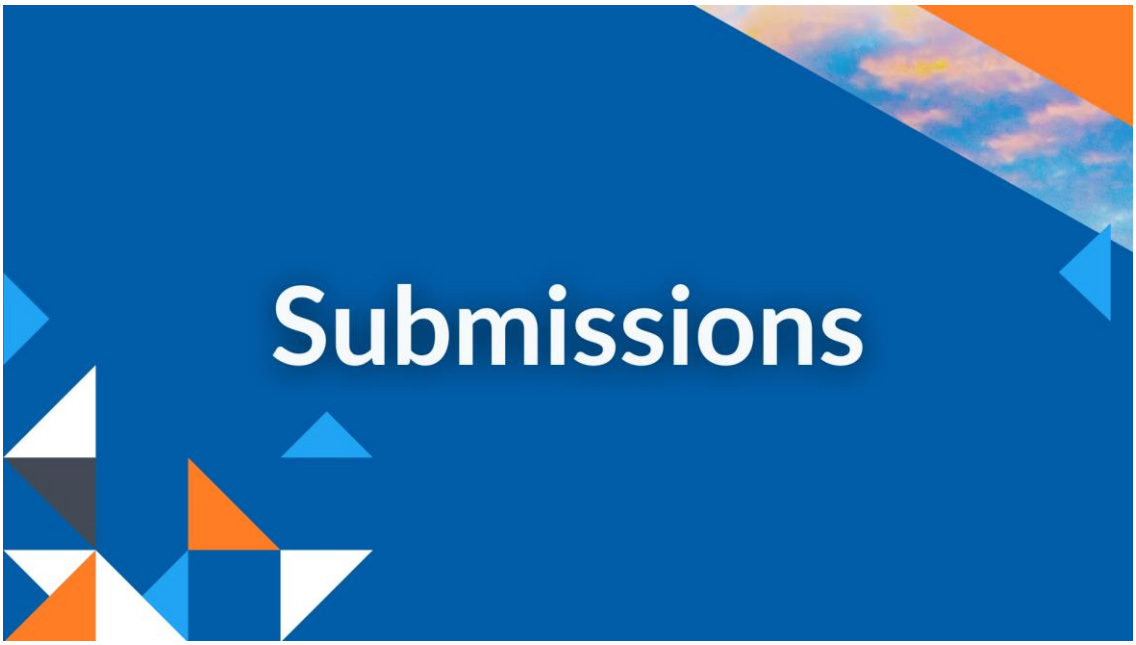
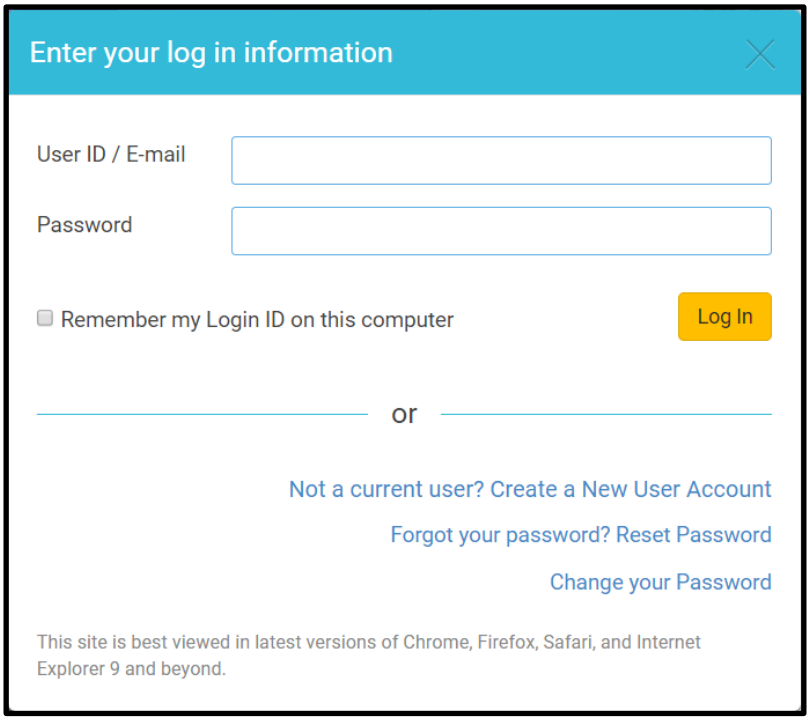
CPDD Annual Meeting Submission Site User Guide

Visit https://cpdd.societyconference.com/



Clicking Login will open the below pop-up window.



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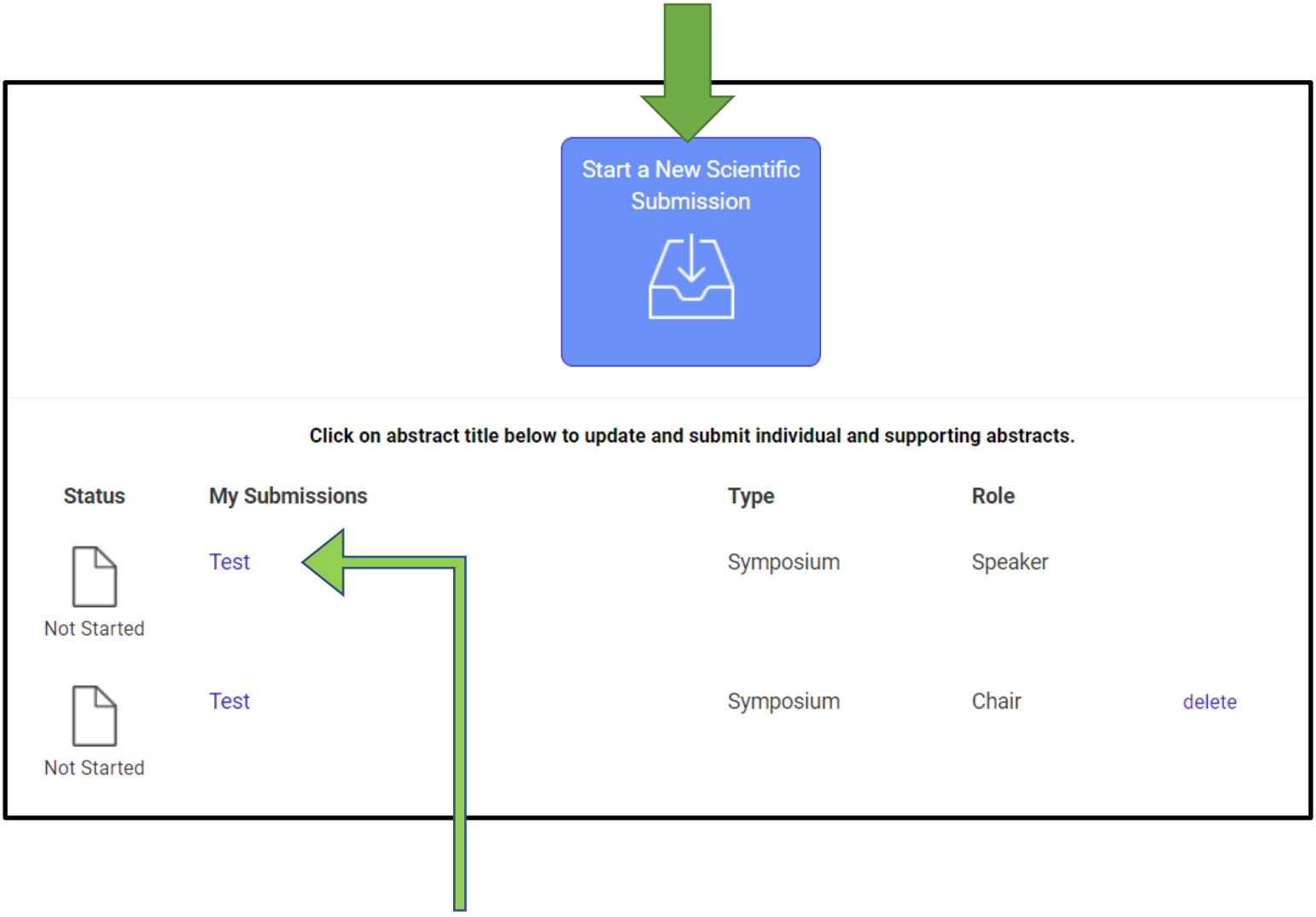
Chairs: **To begin your proposal, select Start a New Scientific Submission**



Speakers: **This is your Submission Dashboard, listed here are your current submissions already in progress. You can access an existing submission by clicking the blue linked title. If you were added to a presentation by someone else, that submission would appear here.**

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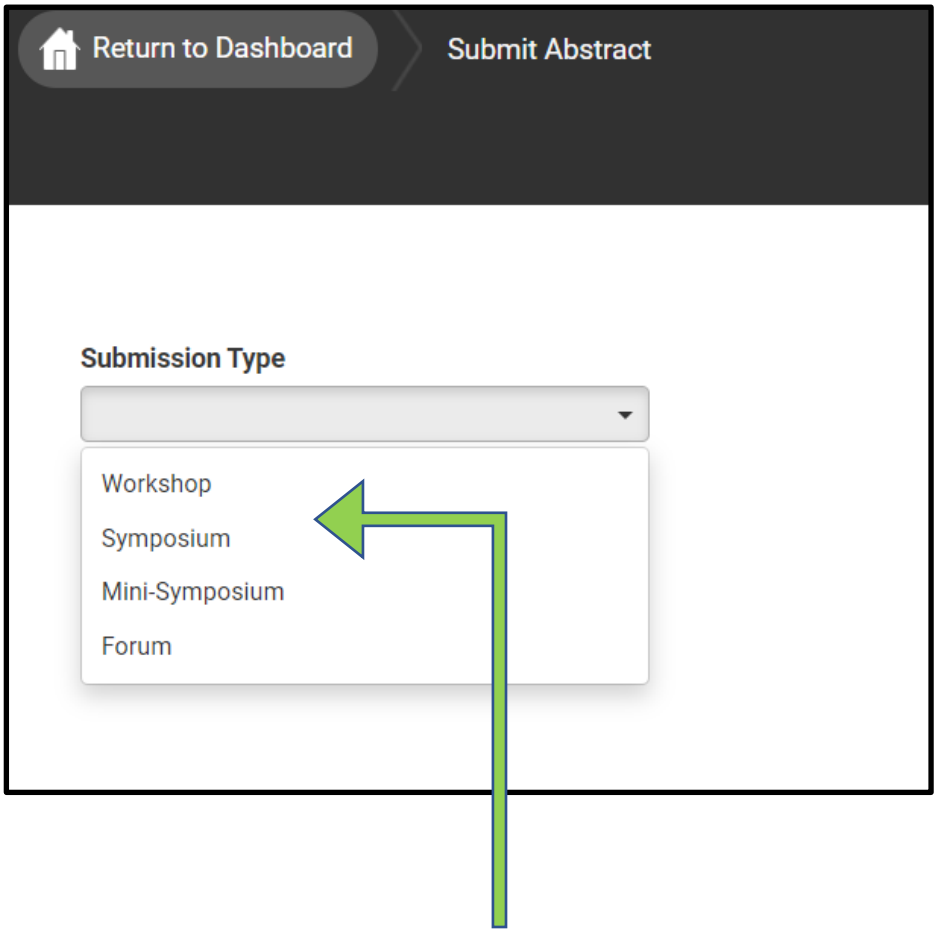
Chairs: **Select the submission type.**



For Specific Submission Guidelines, click here.

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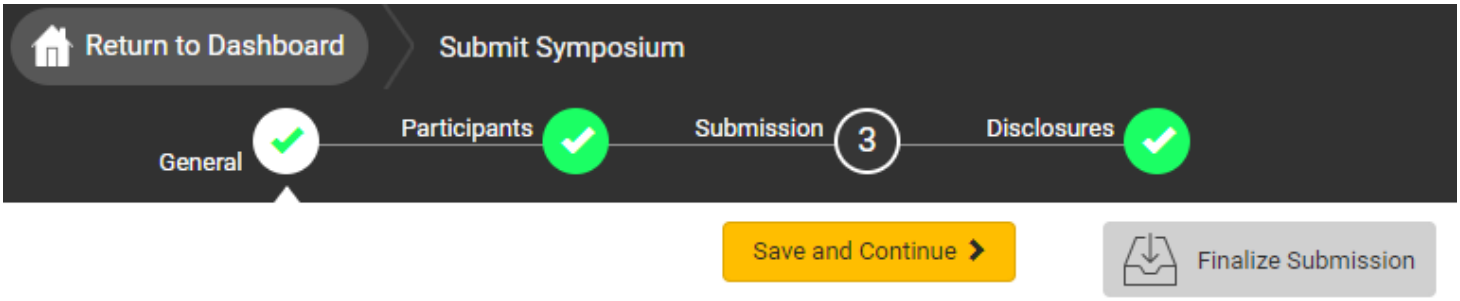
Chairs - Step 1: General



Submission Type
Symposium

SYMPOSIUM
Submission Guidelines

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.

1 **Session Title** *

The title must be brief and clearly indicate the nature of the proposal.

Test

2 **Category** *

Select a category that is most applicable to your proposed session. If the appropriate category is not available, please select 'other' from the drop-down, then enter the category in the text field below your selection.

Tolerance/Dependence

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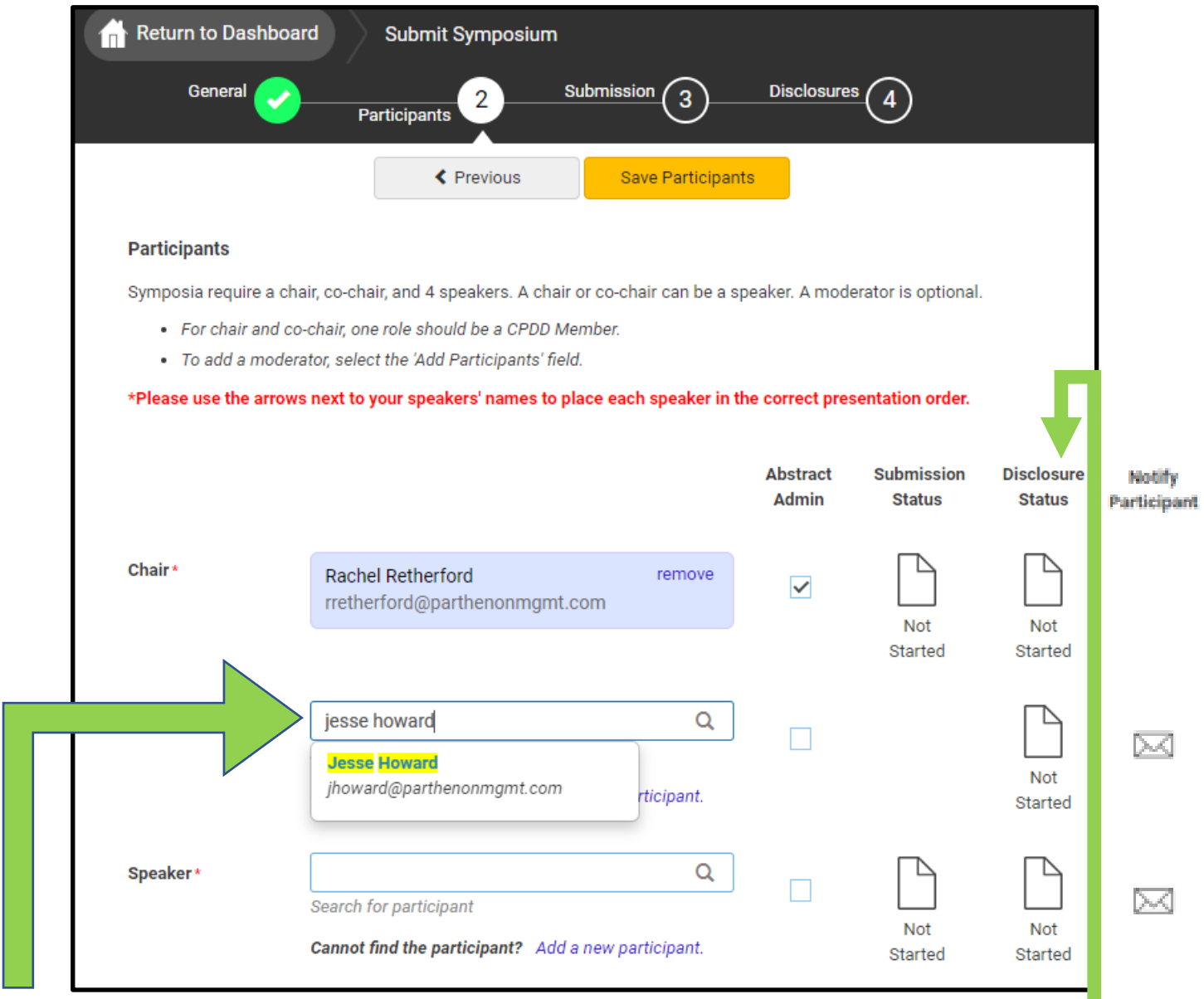
Chairs - Step 2: Participants



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

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

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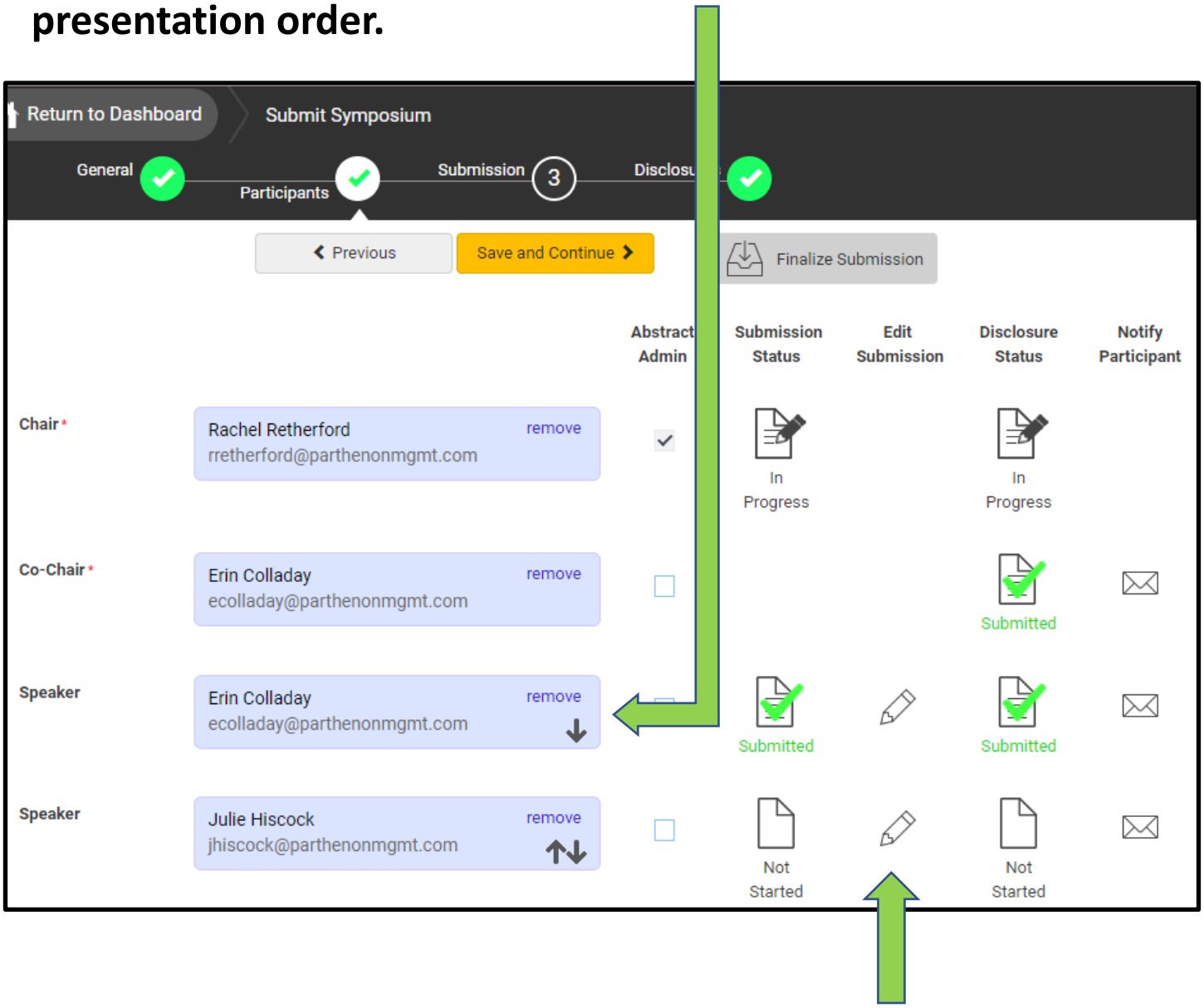
Chairs - Step 2: Participants

Use the arrows to arrange your speakers into the correct presentation order.



Chairs - Click the pencil icon to enter the titles for your speakers if you prefer. Each speaker will still need to log-in and enter their own financial disclosure before you will be able to finalize

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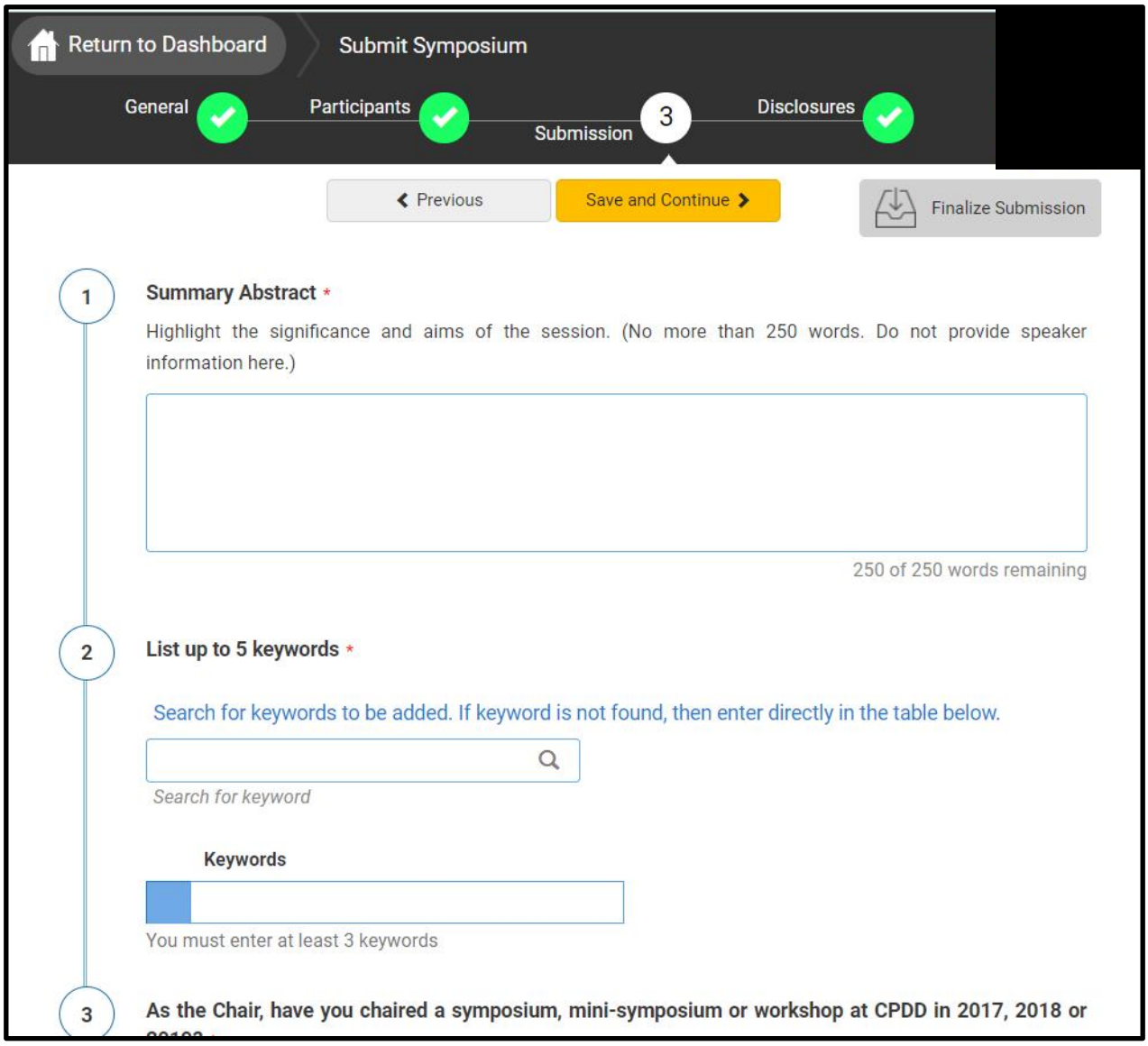
Chairs - Step 3: Submission – Complete the overall submission information, including your overall abstract (limit 250 words).



Click "Save and continue" to proceed to the next Step.

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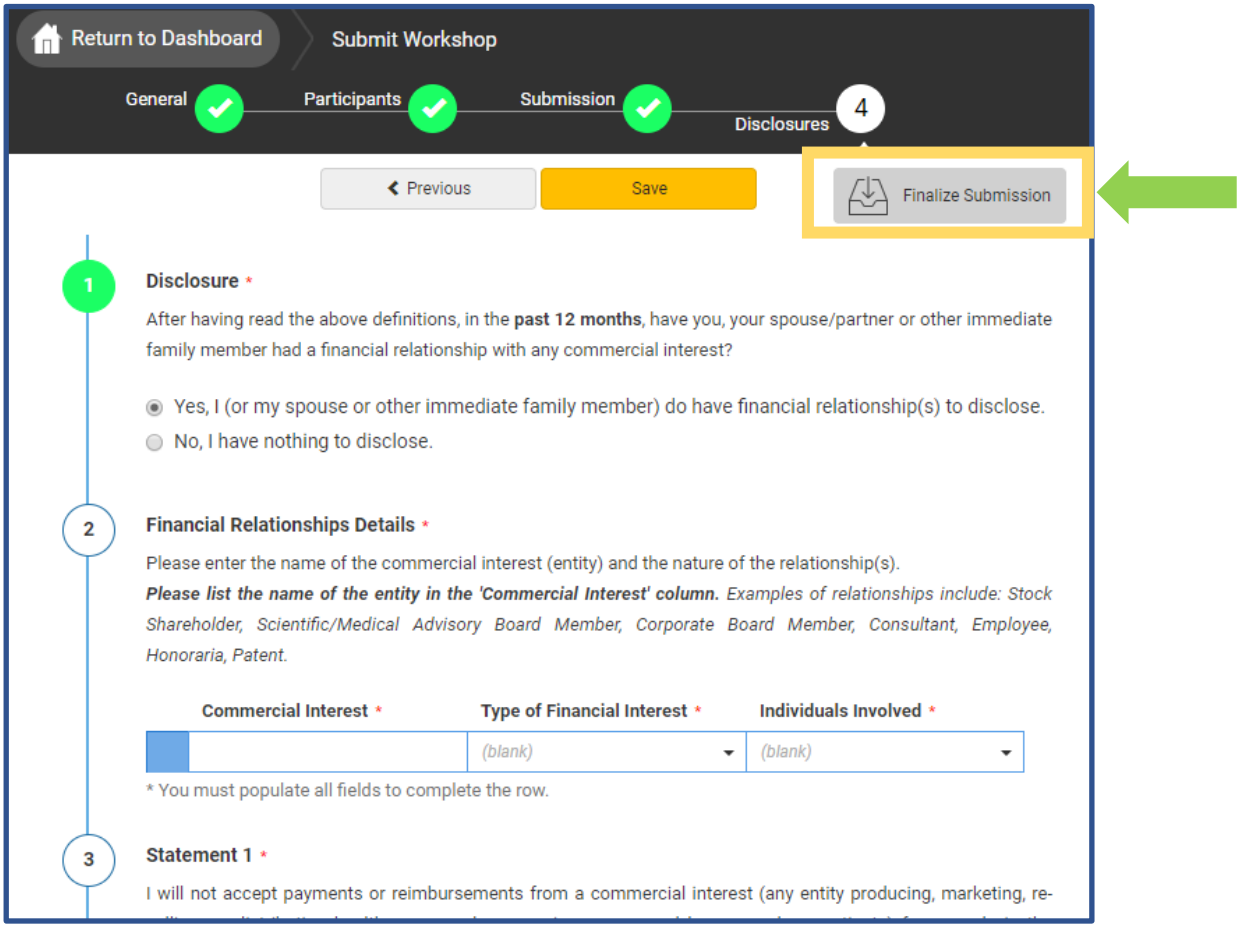
Chairs - Step 4: Financial Disclosure



Chairs:

The "Finalize Submission" button will remain gray until every participant has submitted their portion. See next page for further information.

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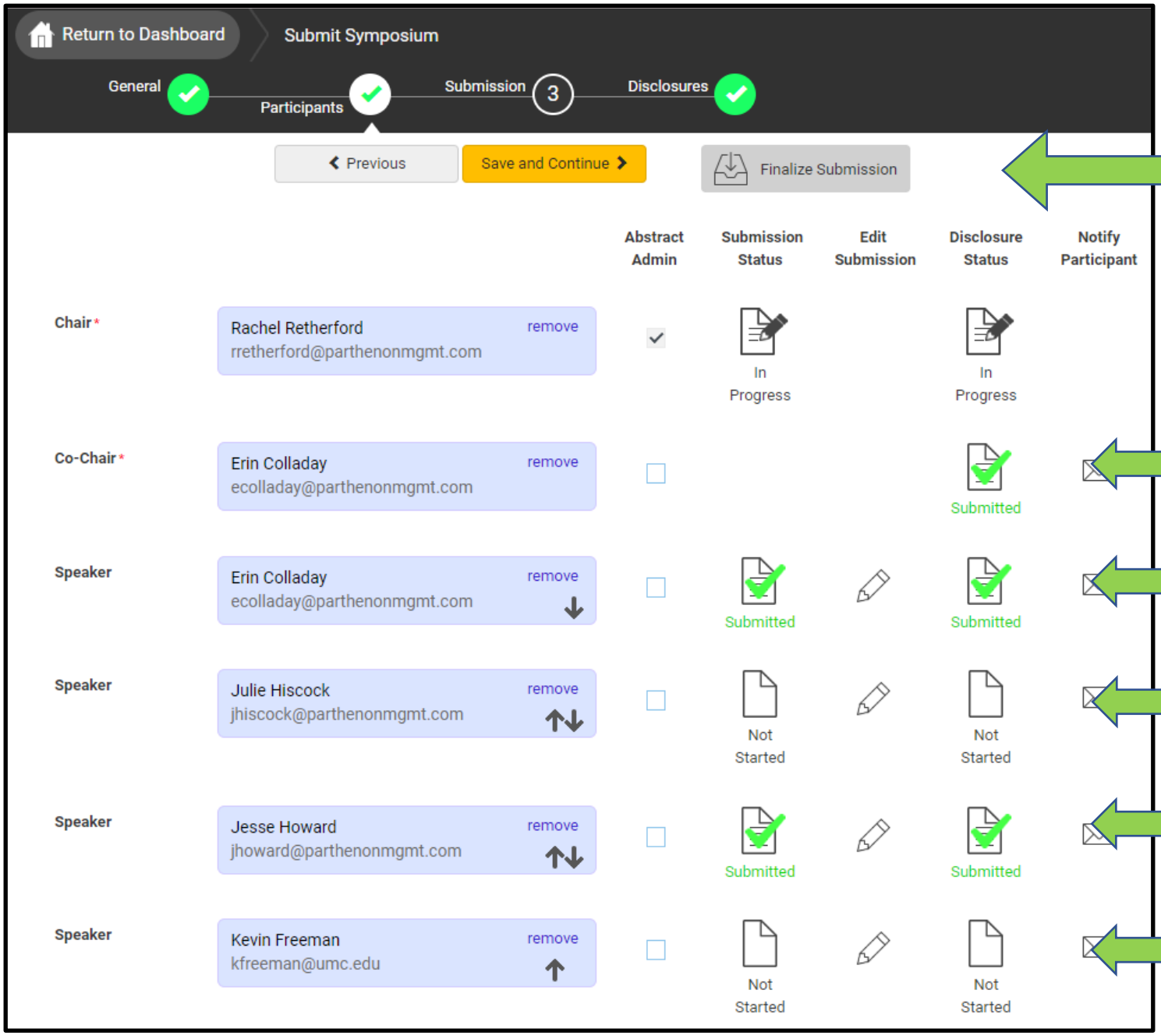
Chair: Finalizing Your submission.



You will receive an email when the proposal is ready to finalize.
When all presenters have completed their respective tasks the "Finalize Submission" button will change to yellow. Click this to submit your proposal for review.

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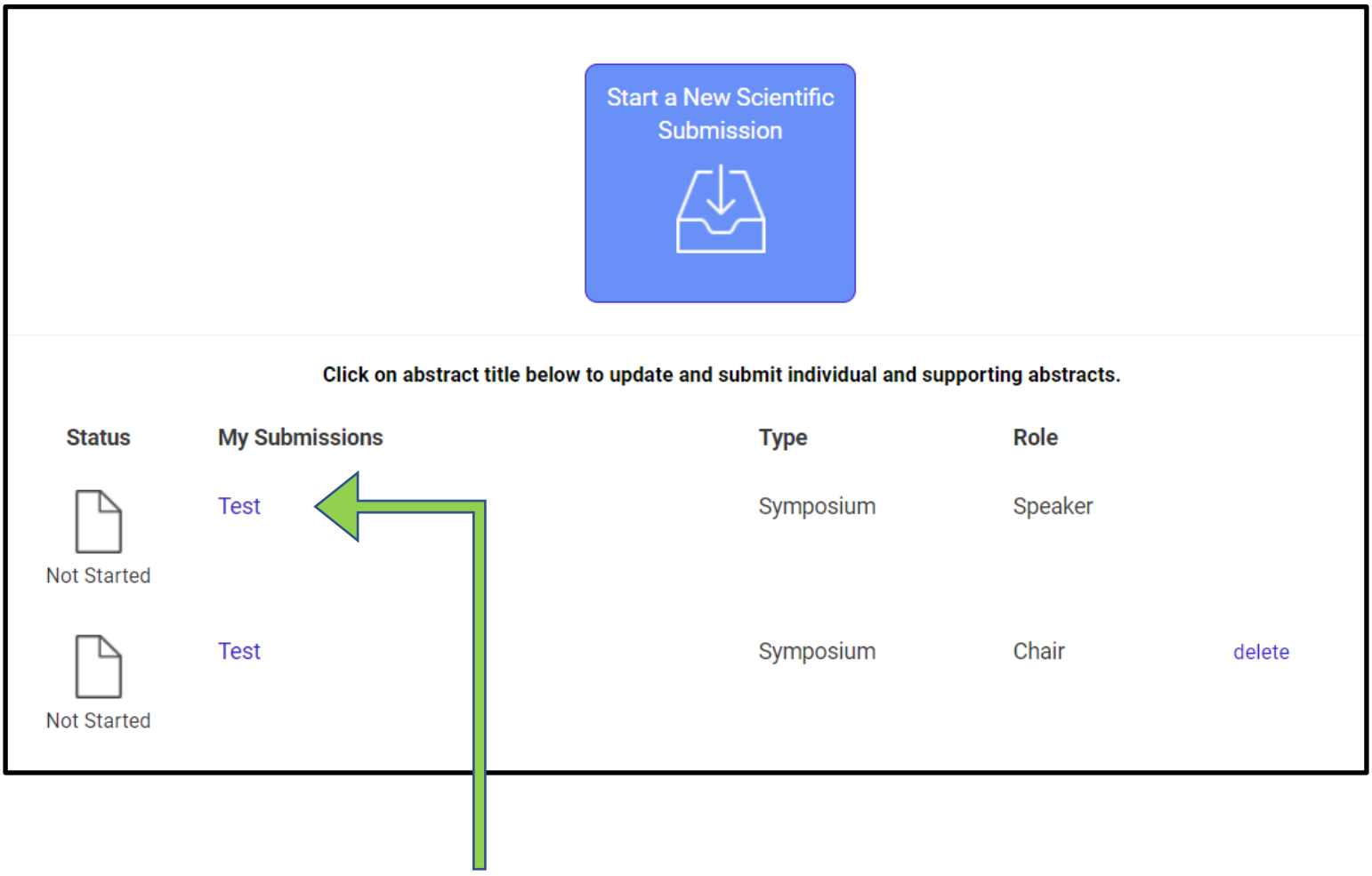

Speakers: **This is your Dashboard, listed here are your current submissions already in progress. You can access an existing submission by clicking the title. If you were added to a presentation by someone else, that submission would appear here.**

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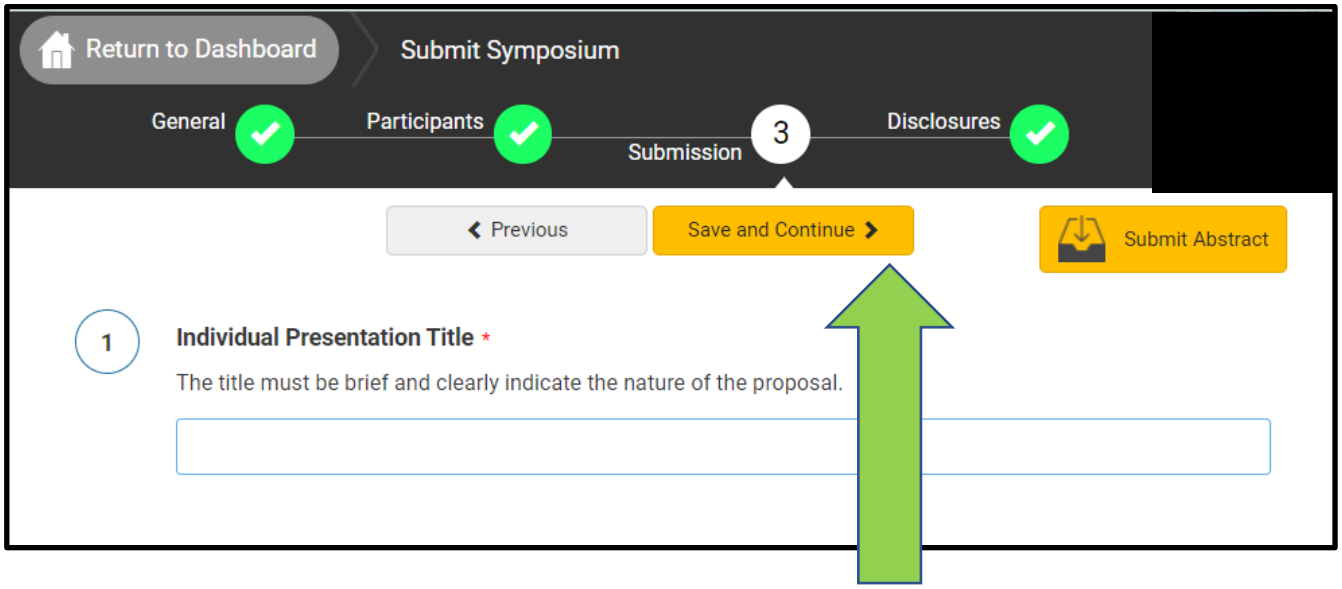
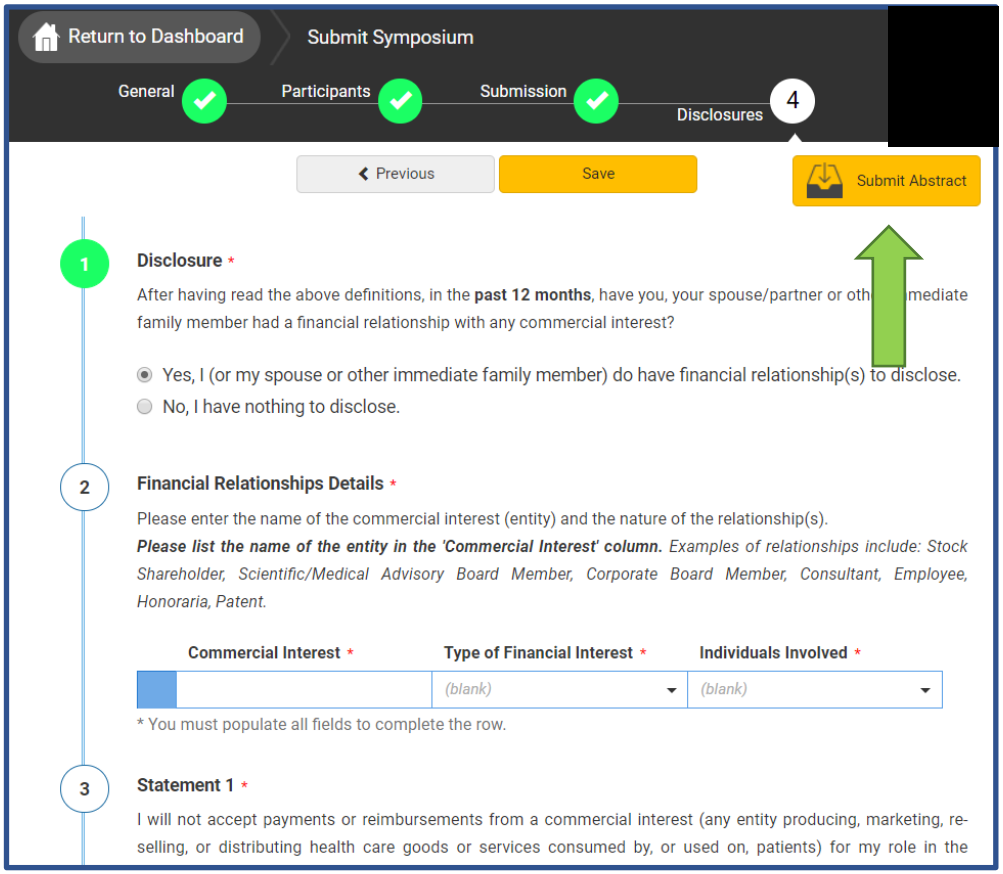
Speakers: As a speaker, please complete your title and financial disclosure



Click "Save and continue" to enter your disclosure.



Lastly, click "Submit Abstract"

NOTE: Your portion of this submission must be submitted in a timely fashion. The chair cannot submit the proposal if you do not submit your title and disclosures first.

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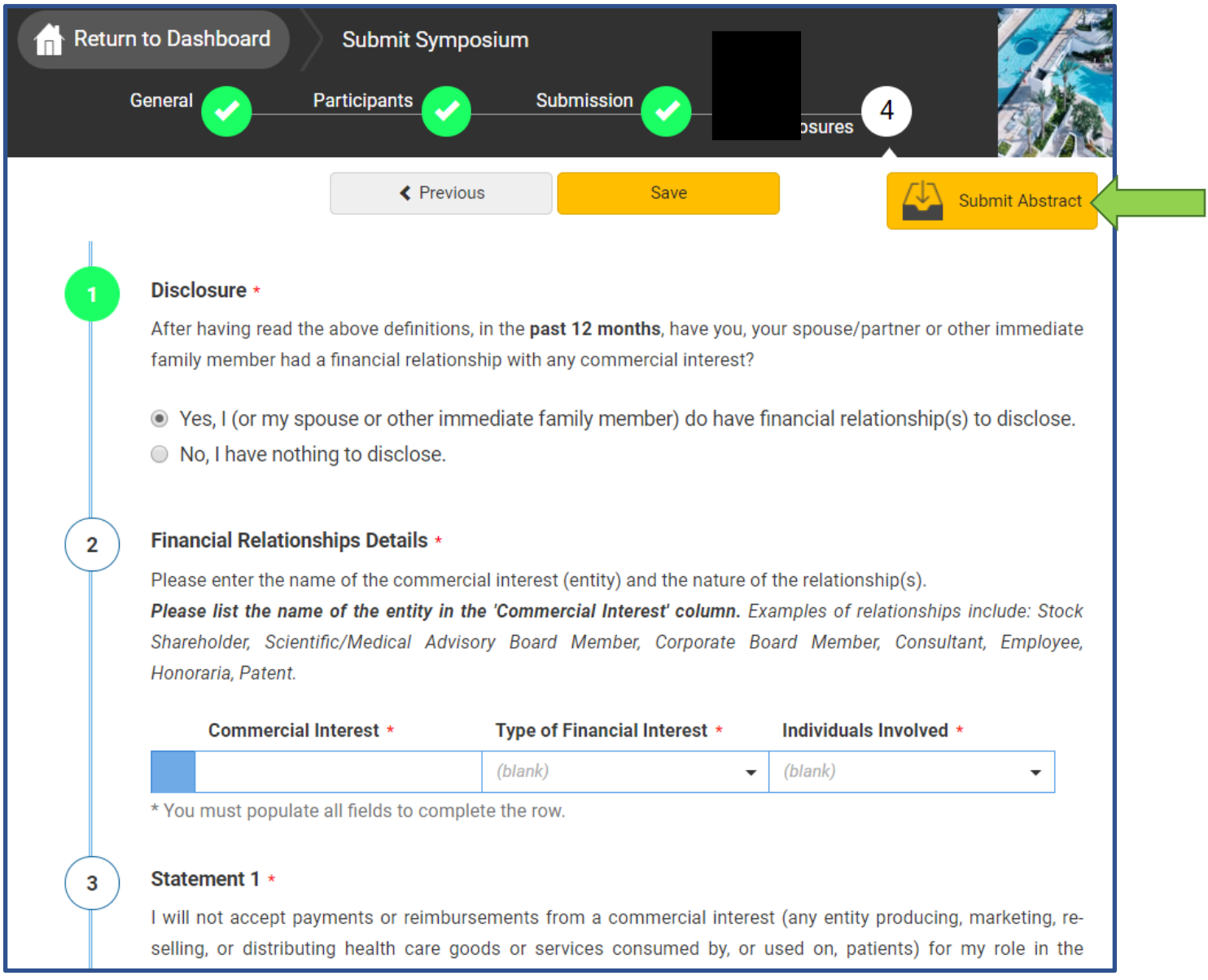
Co-Chair: Complete financial disclosure



Once complete, click “Submit Abstract”