

CPDD Annual Meeting Submission Site User Guide

Visit <https://cpdd.societyconference.com/>

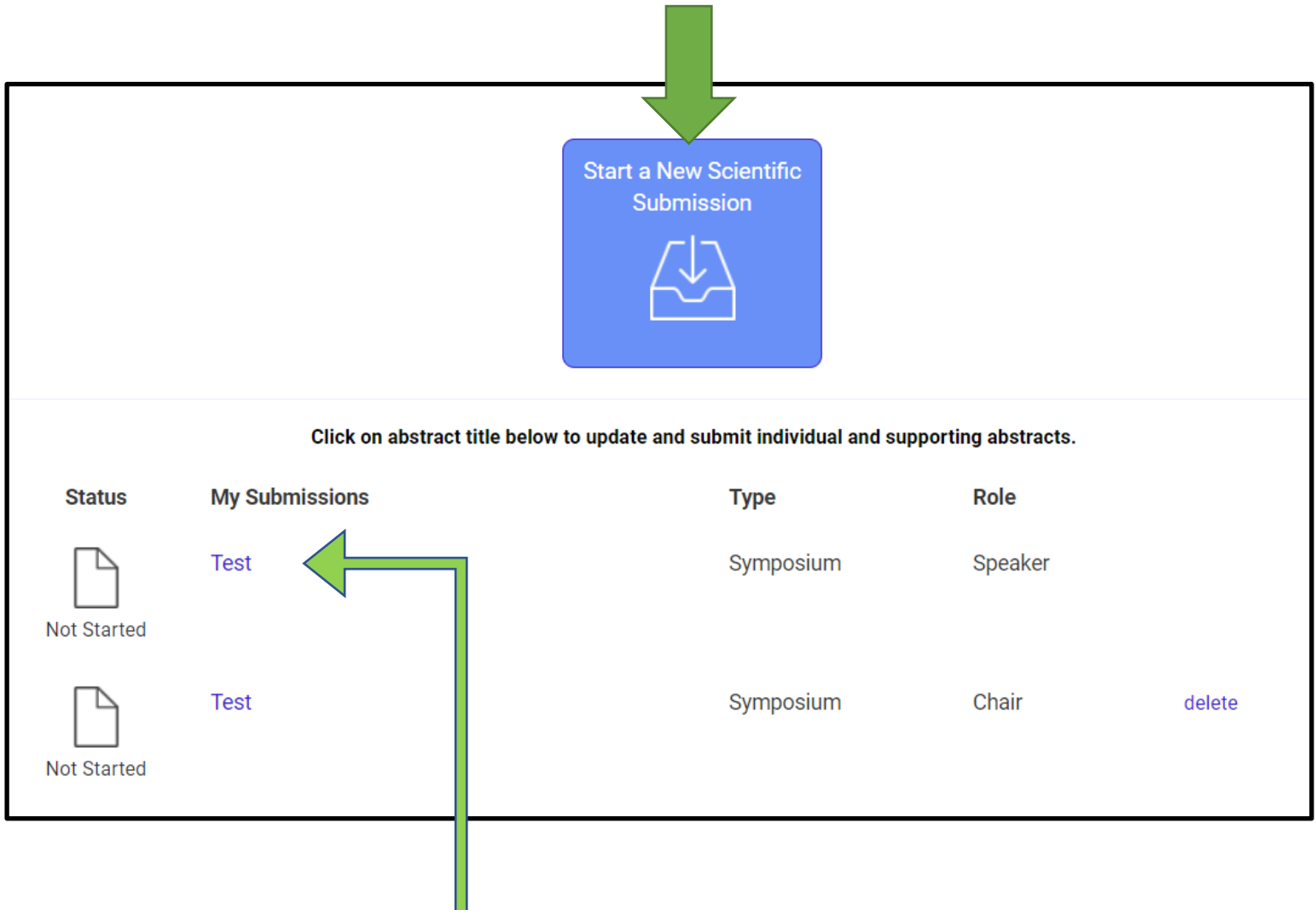


Clicking [Login](#) will open the below pop-up window.

A screenshot of a login pop-up window titled "Enter your log in information" with a close button (X) in the top right corner. The form contains two input fields: "User ID / E-mail" and "Password". Below these fields is a checkbox labeled "Remember my Login ID on this computer" and a yellow "Log In" button. Below the checkbox, there is a horizontal line with the word "or" in the center. Underneath, there are three links: "Not a current user? Create a New User Account", "Forgot your password? Reset Password", and "Change your Password". At the bottom of the window, there is a small text line: "This site is best viewed in latest versions of Chrome, Firefox, Safari and Microsoft Edge."



CPDD Annual Meeting Submission Site User Guide

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



Start a New Scientific Submission

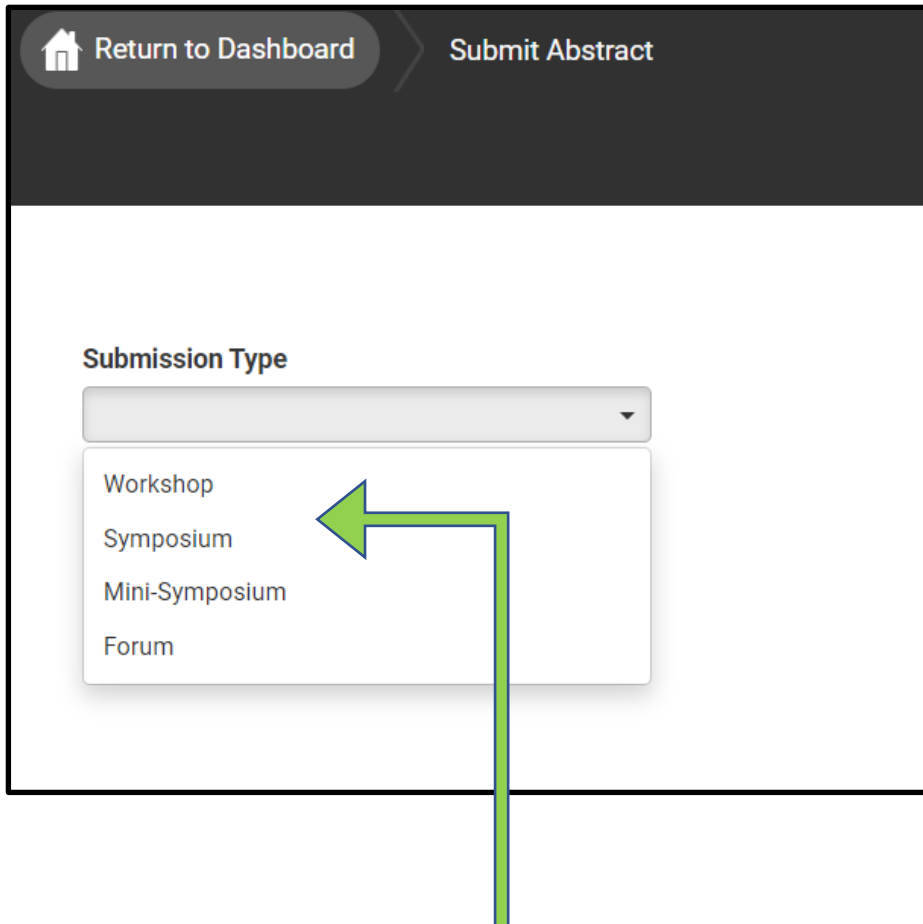
Click on abstract title below to update and submit individual and supporting abstracts.

Status	My Submissions	Type	Role	
 Not Started	Test	Symposium	Speaker	
 Not Started	Test	Symposium	Chair	delete

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.







The screenshot shows a web interface for submitting an abstract. At the top, there is a dark navigation bar with a home icon and the text "Return to Dashboard" on the left, and "Submit Abstract" on the right. Below this, the main content area is white. A section titled "Submission Type" contains a dropdown menu. The dropdown menu is open, showing four options: "Workshop", "Symposium", "Mini-Symposium", and "Forum". A green arrow points from the bottom of the page up to the "Symposium" option in the dropdown menu.

For Specific Submission Guidelines, [click here](#).

CPDD Annual Meeting Submission Site User Guide

Chairs - Step 1: General

 Return to Dashboard Submit Symposium

General  Participants  Submission **3** Disclosures 

Save and Continue >



Finalize Submission

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

Participants

Symposia require a chair, co-chair, and 4 speakers. A chair or co-chair can be a speaker. A moderator is optional.

- For chair and co-chair, one role should be a CPDD Member.
- To add a moderator, select the 'Add Participants' field.

***Please use the arrows next to your speakers' names to place each speaker in the correct presentation order.**

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

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.

The screenshot shows the 'Submit Symposium' interface. The progress bar indicates the current step is 'Participants'. The table below lists the participants and their details:

		Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Chair*	Rachel Retherford rretherford@parthenonmgmt.com	<input checked="" type="checkbox"/>	In Progress		In Progress	
Co-Chair*	Erin Colladay ecolladay@parthenonmgmt.com	<input type="checkbox"/>			Submitted	<input type="checkbox"/>
Speaker	Erin Colladay ecolladay@parthenonmgmt.com	<input type="checkbox"/>	Submitted	<input type="text"/>	Submitted	<input type="checkbox"/>
Speaker	Julie Hiscock jhiscock@parthenonmgmt.com	<input type="checkbox"/>	Not Started	<input type="text"/>	Not Started	<input type="checkbox"/>

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).

Return to Dashboard Submit Symposium

General Participants Submission **3** Disclosures

← Previous Save and Continue > Finalize Submission

1 Summary Abstract *
Highlight the significance and aims of the session. (No more than 250 words. Do not provide speaker information here.)

250 of 250 words remaining

2 List up to 5 keywords *
Search for keywords to be added. If keyword is not found, then enter directly in the table below.

Search for keyword

Keywords

You must enter at least 3 keywords

3 As the Chair, have you chaired a symposium, mini-symposium or workshop at CPDD in 2017, 2018 or 2019?

Click “Save and continue” to proceed to the next Step.

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Chairs - Step 4: Financial Disclosure

Return to Dashboard Submit Workshop

General Participants Submission Disclosures **4**

[← Previous](#) [Save](#) [Finalize Submission](#)

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 financial relationship(s) to disclose.
 No, I have nothing to disclose.

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 *
<input type="text"/>	<input type="text" value="(blank)"/>	<input type="text" value="(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-

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.

Return to Dashboard Submit Symposium

General Participants Submission 3 Disclosures

< Previous Save and Continue > Finalize Submission


		Abstract Admin	Submission Status	Edit Submission	Disclosure Status	Notify Participant
Chair*	Rachel Retherford rretherford@parthenonmgmt.com remove	<input checked="" type="checkbox"/>	In Progress		In Progress	
Co-Chair*	Erin Colladay ecolladay@parthenonmgmt.com remove	<input type="checkbox"/>			Submitted	
Speaker	Erin Colladay ecolladay@parthenonmgmt.com remove ↓	<input type="checkbox"/>	Submitted		Submitted	
Speaker	Julie Hiscock jhiscock@parthenonmgmt.com remove ↑↓	<input type="checkbox"/>	Not Started		Not Started	
Speaker	Jesse Howard jhoward@parthenonmgmt.com remove ↑↓	<input type="checkbox"/>	Submitted		Submitted	
Speaker	Kevin Freeman kfreeman@umc.edu remove ↑	<input type="checkbox"/>	Not Started		Not Started	

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.

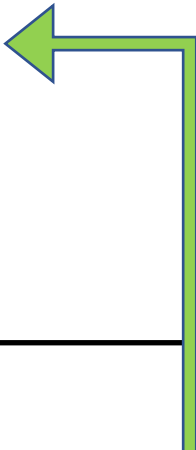
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Start a New Scientific Submission



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

Status	My Submissions	Type	Role	
 Not Started	Test	Symposium	Speaker	
 Not Started	Test	Symposium	Chair	delete



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

Return to Dashboard Submit Symposium

General Participants Submission **3** Disclosures

< Previous Save and Continue > Submit Abstract

1 Individual Presentation Title *
The title must be brief and clearly indicate the nature of the proposal.

Click “Save and continue” to enter your disclosure.

Return to Dashboard Submit Symposium

General Participants Submission Disclosures **4**

< Previous Save Submit Abstract

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 financial relationship(s) to disclose.
 No, I have nothing to disclose.

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 *
<input type="text"/>	(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

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

Return to Dashboard Submit Symposium

General Participants Submission Disclosures **4**

← Previous Save

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 financial relationship(s) to disclose.
 No, I have nothing to disclose.

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

Once complete, click “Submit Abstract”