Session Proposal User Guide

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Proposal Submission Overview

ScholarOne Abstracts streamlines the proposal submission and review process for societies and participants. You may submit a proposal to this online system for the society’s consideration. You will receive communications directly through the system including the decision.

Create a New Session Proposal

The ScholarOne Abstracts Session Proposal Center allows you to submit a proposal or view previously submitted proposals.

Note: If you need to exit your proposal submission and return to complete it later, remember to click Save or Save & Continue on any page you enter data.

Access the Session Proposal Center

1. Select the Session Proposal tab in the upper left corner of the page Welcome Page.

2. The Session Proposal Center displays with View Session Proposals selected. If you have any drafts or submitted proposals, you can view them here.
Create New Session Proposal

1. To submit a new proposal, click the Create New Session Proposal link.

Step 1: Proposal Type

2. Select a Proposal Type. Each proposal type has different field requirements, so once you choose a type, you cannot modify it. You must create a new submission to choose a different submission type.

**Note:** Proposal Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.
Step 2: Content

Complete each step and then click **Save and Continue**. Topic and Summary fields are optional configurations by the society and may not be required for your submission.

**Note:** Proposal Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

Step 3: Participants

3. You can add participants and change the order of participants on this step. Common types of **Participants** are Moderators and Chairs. If you wish to add participants, click the **Add Participant** button. If you do not need to add participants, skip to **Step 15**.
4. When you click the **Add Participants** button, the **Search for Participant to Add** fields will display.

5. Enter search criteria in the any of the fields, and then click Search.

6. If a participant is found in the system, the name will populate in the search results below.
   - To add a participant from search results, click the Add link to the left of the participant’s name and the name will be added to the current participant list.
   - If the participant in the search results is not the person you are looking for, click the Create a Participant button.
7. If you chose the **Create a Participant** button, follow these steps to create a participant.

The **Create a Participant screen** displays. Complete the required fields First/Given Name, Last/Family Name and Email address.

**Note:** Please be sure you have searched for an existing participant account before creating a new participant account.

8. Click **Submit Created Participant**. Before the account is created, you will be asked to verify the participant information. If you find an error, click the **Edit Information** link in the left corner to make the necessary changes, or click **Submit Created Participant**.
The new Participant is displayed.

9. Once the participants are added to your participant list, you can add their affiliations by using the drop-down menu select an affiliation that is already listed or **Create New Institution**.

10. Select **Create New Affiliation**. Fill in the required fields and click on **Submit Created Institution**. You can then use the **Participant Institution** dropdown to select the new affiliation.
11. Once the participant’s affiliations are added, use the drop-down menu to select a participant Role. If there is only one role, the role will automatically populate in this field. This is a configured item by the society.

12. Click Save & Continue to move to the next step.

Step 4: Link Abstracts

Link abstracts to your session proposal and change the order of abstracts on the Link Abstracts step.

13. If you wish to link abstracts, click the Add Abstract button.

14. Complete the abstract submission fields. Required fields are noted by a red asterisk. Review the ScholarOne Abstracts Author Guide for instructions on how to submit an abstract.

15. Click Save & Continue after each step.
16. Once the abstracts have been entered and added to the session proposal, click **Save and Continue** at the bottom of the proposal page. You can also reorder the abstracts by clicking on **Update Abstract Order**.

![Image of Linked Abstracts table]

**Step 5: Review & Submit**

17. **Review & Submit** allows you to preview the information that was entered on each step of the proposal process. A green check mark will display to the left of the step if it was completed successfully. Review your proposal information. If any information needs to be updated, click the **Edit** button next to the step name.

![Image of Review & Submit step]

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18. When complete, click the **Submit** button.

19. The **View Session Proposal** screen will display and will list the proposal you just created in the Session Proposal submission process.

**View a Session Proposal**

The ScholarOne Proposals Submission Center allows you to submit a proposal or view previously submitted proposals.

**View an Existing Proposal**

Select the **Session Proposals** tab.

The page will display proposals in a draft status at the top.
Using the Action column, you can do the following:

- **Edit Draft**: Continue editing your proposal.
- **View E-Mails**: Display any e-mails associated with the proposal.
- **Delete**: Delete the proposal. (As configured by your society, you may not be able to delete a proposal in draft or returned to draft status).

Submitted Proposals are displayed below drafts.
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