



Call for Presentations FAQs

Do I have to be a member of SAME to submit an abstract?

No, you don't have to be a SAME member. You will be asked for your last name and email for our system to check to see if you've submitted previously.

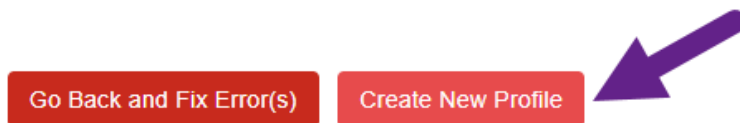
A screenshot of a web form titled "Call for Presentations". On the left, under "In This Section", there are links for "CALL FOR PRESENTATIONS", "Session Submission Resources", "CFP Sample & FAQs", and "Abstract Service Center". The main section is titled "Search" and contains instructions: "Please enter your last name and email address in the fields below and then select on the search button to begin. You MUST click on search so we can connect your request to speak to your record in our member database! If you do not have a record or we cannot sync you to your profile, you will be able to start a New Profile on the next page by clicking SEARCH!". Below the instructions, it says "Enter your information in the fields provided." and has two input fields: "Last Name" with "Smith" and "Email" with "Smith@gmail.com". A red "SEARCH" button is at the bottom.

If you have not, you'll receive an Oops message with the option to Create New Profile.

Call for Presentations

Oops.

We're sorry - your information was not found in our database. This does not mean you are not an SAME member, but we could not synch your record to your profile. Please click the "Create New Profile" button to create a new record and submit your abstract now.



Please take the step to create a "New Profile" as your credentials were not recognized. This does not mean you are not an SAME member but perhaps you should visit your member profile in our database to update your record.

How do I add additional speakers?

When you get to the Review Information page, click on the Person+ icon to add additional presenters. You can access and add co-presenters/edit your abstract until the deadline. Please note this important step! You absolutely can add additional co-presenters, but this is indeed the final step before you hit the Submit button.

In This Section

- CALL FOR PRESENTATIONS
- Session Submission Resources
- Abstract Service Center




Call for Presentations


Review Information

Please review the information abstract and author information below by clicking Print Preview. You MUST click the Submit button to save your submission. You may still go back in and make edits until June 12, 2023. Remember to click the **SUBMIT** button if you make edits or add Presenters.

To add additional presenters, please click on the person + icon below "Add a Speaker". The form will refresh and take you back to the search page where you may search for the additional contact's database record. Please complete the profile by adding the bio and photo.

Click the **SUBMIT** button to save your submission.

#	Submission Information	
	geag	 
1	Ms. Karen Offringa Programs Assistant (Speaker) Disclosure Status: Completed	


Print Preview

You must click the **SUBMIT** button to submit your abstract.

[Back](#) [Submit](#)

Don't forget to SUBMIT

click this button to add additional speakers. You will be asked for their name/email, just like when you started the submission process.

How do I know if my submission was received?

On the Review Information page, you must [click the Submit button](#) at the bottom of the page to submit your proposal. You will know it has been submitted if you receive a confirmation email with log in credentials for the Abstract Service Center. REMEMBER to hit SUBMIT. If you close the window, your proposal will not be saved. Upon successful submission, the submitter and co-presenters will receive an email confirmation that should be retained as a record.

How do I access the Abstract Service Center?

You can only access the Abstract Service Center once you have successfully submitted an Abstract and received the confirmation email with log in credentials. You may continue to tweak, add presenters etc. in the Abstract Service Center until the submission deadline.

The screenshot displays the 'Abstract Service Center' interface. On the left, under 'In This Section', there are four navigation buttons: 'CALL FOR PRESENTATIONS', 'Session Submission Resources', 'CFP Sample & FAQs', and 'Abstract Service Center' (which is highlighted). The main content area is titled 'Abstract Service Center' and contains the following text: 'Take advantage of the following online features designed to assist you in preparing your proposal(s). To edit your abstract, please enter your Email and Password at right. Clicking on a form type, at left, will result in submitting a new abstract.' Below this text is a bulleted list: '• Update Abstracts/Proposals' and '• Update Author Information'. On the right side, there is a 'PLEASE SIGN IN' form with an 'Email' field containing 'bfebraro@same.org', a 'Password' field with masked characters, a red 'Sign In' button, and a 'Forgot Password?' link.

I added my session twice, what should I do?

Please send an email to sessions@same.org if you inadvertently duplicated your abstract. Let us know the abstract number to delete.