Submission Site Walkthrough
2020 Annual Conference
Call for Proposals
Before You Begin

Review and complete the checklist of steps to take before beginning the online submission process.

**Checklist: Before You Begin the Online Submission Process**

- I have my SIOP username and password ([contact siop.org](mailto:contact.siop.org) if you need help).
- I am an active member of SIOP (my 2019-2020 dues are paid).
- If a student, I have verified my eligibility to remain a student. If needed, I will upgrade my status to a professional member in advance of the submission deadline.
- All participants in my submission have confirmed that the information in their SIOP profiles is current.
- All non SIOP members participating in my submission have created an account at siop.org (note: creating an account is separate from becoming a SIOP member).
- I have an easily accessible list of all participants in my submission.
- The proposal document for my submission has been prepared according to the instructions in the Preparing and Formatting Your Proposal Document section.
- I have reviewed the Preparing for the Online Submission Process information and am prepared with my content and answers.
- I have access to the [submission site walkthrough](#) to help with any questions I may have during the submission process.
- I have set aside **20-60 minutes** for completing the online submission process (assume 60 mins as submission deadline approaches).
After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to submit as the final step. Please consult the system walkthrough for step-by-step instructions.

YOUR PRESENTATIONS

<table>
<thead>
<tr>
<th>ID</th>
<th>Presentation Title</th>
<th>Year</th>
<th>Track</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>S023</td>
<td>Advances in the Study of Employee Voice</td>
<td></td>
<td></td>
<td>Symposium</td>
</tr>
<tr>
<td>S047</td>
<td>Designing Adaptive Surveys</td>
<td></td>
<td></td>
<td>Final Edit</td>
</tr>
</tbody>
</table>

CO-AUTHORED

- Taking Care of Business: Pathways to Engaging Traditional Employees in Employee Engagement Surveys
- “Igniting” Constructive Organizational Cultures—Insights into Gaps and Opportunities

View others’ submissions on which you are a contributor

View current year sessions you have created or submitted

Click Create New to start a new submission

Remember to update your SIOP profile as needed
Create New Presentation: Submission Type

After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

CREATE NEW PRESENTATION

This form allows you to create a new presentation. Enter the presentation title and select the event for the presentation.

Submission Type:

- Select an Event -
  - 2020 Submission
  - 2020 Submission w Multiple Papers

Submission Title (85 char max):

Author:

Select an Author  Find an Author

Author Presenter Role:

- Select a Presentation Role -

Create Presentation  Cancel

Sign-up to be a reviewer: www.siop.org/annual-conference/reviewer-signup

Select 2020 Submission for:
- Posters, Panels, IGNITE!, Master Tutorials, Debates, and Alternative Sessions-no authorship order

Select 2020 Submission w Multiple Papers for:
- Symposia, Alternative Sessions with Multiple Papers
Create New Presentation: Method, Title, Role, Track

After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

CREATE NEW PRESENTATION

This form allows you to create a new presentation. Enter the presentation title and select the event for the presentation.

Submission Type:
- 2020 Submission

Presentation Method:
- Select Presentation Method -

Submission Title (85 char max):

Author Presenter Role:
- Select a Presentation Role -

Presentation Track:
- Select Track Category -
- Select Presentation Track -

Click Create Presentation to save and continue

Select the session type you are submitting

Here the “author” is the you. Select your role in the session.

Select whether your submission is mostly relevant for academics, practitioners, or a mixed audience. Select the content area to which your submission most closely aligns.
Home Tab

At the beginning of the submission process the home tab contains only basic information. Proceed to the Co-Authors tab to continue the submission process.

### DESIGNING ACTIONABLE SURVEYS

<table>
<thead>
<tr>
<th>DESIGNING ACTIONABLE SURVEYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
</tr>
</tbody>
</table>

**PRESENTATION SUMMARY**
- **Presentation ID:** 90326
- **Submission Title:** Designing Actionable Surveys
- **Submission Status:** Draft
- **Submission Type:** 2020 Submission
- **Presentation Track:** not specified
- **Presentation Method:** Panel Discussion
- **Author:** Dr. Elizabeth A. McCune
- **Author Presenter Role:** Chair (Panel, Debate, Symposium, Ignite, Alt Space)
- **Created On:** 7/28/2019
- **Submitted On:** not specified
- **Submission Deadline:** 9/11/2019
- **Review Deadline:** not specified
- **First Review Deadline:** not specified
- **Due Archival:** 4/30/2020

To edit information in this section select Edit Presentation.
Select Add Co-Author to add contributors to the submission. **Ensure all contributors have created accounts on siop.org before beginning this step.**
Co-Authors Tab: Adding Co-Authors

Begin by searching for the submission contributors by name.

Click Select to add a co-author from the search results. If the contact information for the contributor is out of date, ask the person to update their information on siop.org. Do not add a new contact to update information.

Please avoid using the Add New Contact buttons and instead ask all contributors to create an account on siop.org.
Co-Author Tab: Assigning Roles

After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

**Designing Actionable Surveys**

**Presentation Co-Authors**
This area allows you to manage the co-authors of this presentation. The list of current co-authors for this presentation is below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jane A. Doe</td>
<td><a href="mailto:jane.doe@email.com">jane.doe@email.com</a></td>
</tr>
<tr>
<td>Dr. Larry G. Smith</td>
<td>larry <a href="mailto:smith@email.com">smith@email.com</a></td>
</tr>
<tr>
<td>Dr. Sarah E. Brown</td>
<td>sarah <a href="mailto:brown@email.com">brown@email.com</a></td>
</tr>
</tbody>
</table>

**Add a New Co-Author**
Presentation consultants can view the presentation but cannot make any changes.

**Author/Co-Author Order**
Specify the order in which you would like to display the presentation's authors and co-authors.

Drag and drop into position using the handle to the left of the name.

- Dr. Jane A. Doe
- Dr. Larry G. Smith
- Dr. Sarah E. Brown

**Posters, Panels, IGNITE!, Master Tutorials, Debates, and Alternative Sessions—no authorship order**
Drag and drop as needed to reflect desired display order of contributors. This is the order names will appear in the printed program and Whova app.

Select the appropriate role for each co-author. Some roles are specific to certain session types. Only assign roles that are relevant for the session type you have selected.
After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

**DESIGNING ACTIONABLE SURVEYS**

**PRESENTATION DOCUMENT**

This area allows you to manage your main presentation document.

1. **Short Title (60 Characters or Less)**
2. **Secondary Content Area**
   - **Select**
3. **Word Count**
4. **Word Count Limit**
   - I understand that my proposal will not be reviewed if found to violate the word count requirements.
5. **Amount of Time Requested**
   - **50 Minute Session**
   - **Abstract (400 characters or less)**

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**FILE UPLOAD**

Upload a file to accompany this presentation.

**VERSIONS**

No documents were uploaded for this presentation.

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**Keep scrolling to complete requested information**

Begin by filling out the requested submission details. Click Save at the top or bottom of the page to save this information and proceed to File Upload.
Symposia and Alternative Sessions with Multiple Papers

On the General tab, begin by filling out the requested submission details. Click Save at the top or bottom of the page to save this information and proceed to File Upload.

Keep scrolling to complete requested information.
Symposia and Alternative Sessions with Multiple Papers

You must add all contributors on the co-author tab before you can complete the next step. Click Paper 1, enter the paper title, and select the co-authors, adding them in the appropriate order. Click Save and proceed to Paper 2, 3, etc to add co-author information for each paper in the session. Click Save at the top or bottom of the page after adding authors to each paper.
After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

**DESIGNING ACTIONABLE SURVEYS**

[Image of a webpage interface with a file upload section.

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**FILE UPLOAD**

Upload a file to go along with the presentation.

Max File Size: 10MB
Allowed File Types: .doc, .docx

[Upload File]

**VERSIONS**

No documents were uploaded for this presentation.

---

When you have completed and saved the requested submission details on this tab, you will be able to upload your proposal document.
After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

**DESIGNING ACTIONABLE SURVEYS**

**PRESENTATION DOCUMENT**
This area allows you to manage your main presentation document.

**FILE UPLOAD**
Upload a file to go along with the presentation.

**VERSIONS**

When your file has uploaded successfully it will appear in the Versions list. All versions of the document you upload can be seen here, but only the last version you upload will be seen by reviewers.
Final Steps To Submit Your Proposal

Review and complete the checklist of steps to take before you click submit

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Checklist: Before You Click Submit

Co-Author Tab
- Have all participants been added as Co-Authors?
- Have all Co-Authors been assigned a role?
- Do all Co-Authors have the correct affiliation listed? If not, they need to update this information in their SIOP profile.

Document Tab
- Did you complete and save all required information on this tab?
- Did you upload your final Proposal Document? (note that only the most recently uploaded document will be reviewed)

Home Tab
- Is the Author (you) assigned the correct role?

Final Submission Step
- Are you sure you are ready? Changes cannot be made after you click Submit Presentation
- You’re ready? Great! On the Home tab, click Submit Presentation
- Check your email for confirmation of your submission.
Final Steps To Submit Your Proposal

After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

### DESIGNING ACTIONABLE SURVEYS

**PRESENTATION SUMMARY**

<table>
<thead>
<tr>
<th>Presentation ID</th>
<th>MSSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Title (Max character)</td>
<td>Designing Actionable Surveys</td>
</tr>
<tr>
<td>Submission Status</td>
<td>Created</td>
</tr>
<tr>
<td>Submission Type</td>
<td>2020 Submission</td>
</tr>
<tr>
<td>Presentation Tracks</td>
<td>not specified</td>
</tr>
<tr>
<td>Presentation Method</td>
<td>Panel Discussion</td>
</tr>
<tr>
<td>Author</td>
<td>Dr. Elizabeth A. McCand</td>
</tr>
<tr>
<td>Author Presentation Date</td>
<td>Chart P Reid, Debate Symposium, April 4, 2024</td>
</tr>
<tr>
<td>Submission Date</td>
<td>not specified</td>
</tr>
<tr>
<td>Submission Deadline</td>
<td>3/1/2024</td>
</tr>
<tr>
<td>Review Deadline</td>
<td>not specified</td>
</tr>
<tr>
<td>Final Review Deadline</td>
<td>not specified</td>
</tr>
<tr>
<td>Zone Assigned</td>
<td>4001/99</td>
</tr>
</tbody>
</table>

### CHECKLIST

- The following requirements must be met in order to submit a presentation. Click on requirements to see an explanation:
  - [ ] Registration Document Listed
  - [ ] Co-Author Role Listed

### SUBMIT PRESENTATION

- Name: Presentation...

Is your role in the submission accurate? Click Edit Presentation to change.

Have you completed the requested information on the Document tab and uploaded your proposal?

Have all co-authors been added and assigned correct roles?
Final Steps To Submit Your Proposal

After creating a new presentation, begin with the Co-Authors tab, proceed to the Document tab, and then go to the Home tab to Submit as the final step. Please consult the system walkthrough for step-by-step instructions.

When all steps are completed, click Submit Presentation.

You will receive an email confirmation after clicking submit. Thank you for submitting your work for consideration!