



SOCIETY for INDUSTRIAL and
ORGANIZATIONAL PSYCHOLOGY

SCIENCE FOR A SMARTER WORKPLACE

Submission Site Walkthrough

2021 Annual Conference

[Call for Proposals](#)

Before You Begin

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

When you are ready to submit, [click here](#) to go to the submission site.

Checklist: Before You Begin the Online Submission Process

- I have my SIOF username and password (contact siop.org if you need help)
- I am an active member of SIOF (my current year dues are paid).
- All participants in my submission have confirmed that the information in their SIOF profiles is current.
- I have contacted all presenters on my session to assess their availability to present in person or virtually.
- All non SIOF members participating in my submission have created an account at siop.org (Note: creating an account is separate from becoming a SIOF member).
- I have an easily accessible list of all authors and paper titles (if applicable) for 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 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).

Submission Center Landing Page

<https://www.siop.org/Annual-Conference/Submission-Center>

Please consult the [system walkthrough](#) document for step by step instructions. Please refer to the Call for Proposal for additional questions. Be sure to enter ALL contributors to the submission (e.g., including additional authors on papers) in the Co-Authors tab before submitting your session.

[CREATE NEW](#)

YOUR PRESENTATIONS

ID	Presentation Title	Status	Track	Method
96528	Advances in the Study of Employee Voice	Create		Symposium
96526	Designing Actionable Surveys	Create		Panel Discussion

[View Archived Presentations](#)

CO-AUTHORED

- Taking Care of Business: Rethinking Traditional Employee Engagement Surveys
- *Igniting* Constructive Organizational Cultures – Insights Into Gaps and Opportunities

YOUR PROFILE

Dr. Elizabeth A. McCune
Update address as needed

Email: *Update as needed*

[Update Your Profile](#)

View current year sessions you have created or submitted

View others' submissions on which you are a contributor

Click Create New to start a new submission

Remember to update your SIOF profile as needed

Create New Presentation: Submission Type

Please consult the [system walkthrough](#) document for step by step instructions. Please refer to the Call for Proposal for additional questions. Be sure to enter ALL contributors to the submission (e.g., including additional authors on papers) in the Co-Authors tab before submitting your session.

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 -
2021 Submission

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 2021 Submission

Create New Presentation: Method, Title, Role, Track

Please consult the [system walkthrough](#) document for step by step instructions. Please refer to the Call for Proposal for additional questions. Be sure to enter ALL contributors to the submission (e.g., including additional authors on papers) in the Co-Authors tab before submitting your session.

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:*	<input type="text" value="2020 Submission"/>
Presentation Method:*	<input type="text" value="- Select Presentation Method -"/>
Submission Title (85 char max)*	<input type="text"/>
Author Presenter Role:*	<input type="text" value="- Select a Presentation Role -"/>
Presentation Track:	<input type="text" value="- Select Track Category -"/>
	<input type="text" value="- Select Presentation Track -"/>

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

Select the session type you are submitting

Here the “author” is the you. Select your role in the session. Click [here](#) for a description of the roles. For Posters, you should select “presenter/panelist”

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.

Click Create Presentation to save and continue

Home Tab

DESIGNING ACTIONABLE SURVEYS

Home

Document

Co-Authors

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

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 9/11/2019 DEADLINE.

PRESENTATION SUMMARY

Presentation ID:	96526
Submission Title (85 char max)	Designing Actionable Surveys
Submission Status:	Create
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 Ses Type)
Created On:	7/28/2019
Submitted On:	not specified
Submission Deadline:	9/11/2019
Review Deadline:	not specified
Final Review Deadline:	not specified
Date Archived:	4/30/2020

CHECKLIST

The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.

Presentation Document & Upload

Submit Presentation

Delete Presentation

PRESENTATION CO-AUTHORS

There are no co-authors for this presentations.

To edit information in this section select Edit Presentation

Edit Presentation

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

Co-Authors Tab

Select **Add Co-Author** to add any and all contributors to the submission (e.g., additional presenters, 2nd/3rd/4th authors on papers). Ensure all contributors have created accounts on siop.org before beginning this step.

DESIGNING ACTIONABLE SURVEYS

Home Document **Co-Authors** Return to Presentations

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 9/11/2019 DEADLINE.

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.

Name	Email
This presentation has no co-authors.	

ADD A NEW CO-AUTHOR

Presentation co-authors can view the presentation but cannot make any changes.

Add Co-Author

AUTHOR/CO-AUTHOR ORDER

Specify the order in which you would like to display the presentation author and co-author(s).

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

⋮ Dr. Elizabeth A. McCune

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

Co-Authors Tab: Adding Co-Authors

Begin by searching for the submission contributors by name.

The screenshot shows a window titled "Search Contacts" with a search form and a table of results. The search form includes a "Search By:" dropdown menu set to "Name", a "Search" button, and input fields for "First Name" and "Last Name" (containing "mccune"). Below the search form is an "Add New Contact" button. The table below has columns for "SELECT", "FULLNAME", "COMPANYNAME", "CITY STATE", and "EMAIL". A row of results is shown with a "Select" button in the "SELECT" column, "McCune, Elizabeth" in "FULLNAME", "Microsoft Corporation" in "COMPANYNAME", "Portland, Oregon" in "CITY STATE", and "program@siop.org" in "EMAIL". Below the table is another "Add New Contact" button.

SELECT	FULLNAME	COMPANYNAME	CITY STATE	EMAIL
Select	McCune, Elizabeth	Microsoft Corporation	Portland, Oregon	program@siop.org

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 site as soon as possible.

Please avoid using the Add New Contact buttons and instead ask all contributors to create an account on siop.org.

Co-Authors Tab: Assigning Roles

DESIGNING ACTIONABLE SURVEYS

Home Document **Co-Authors** Return to Presentations

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 10/14/2021 DEADLINE.

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.

Name	Email
x Dr. Alexis A. Fink Presenter/Panelist	Alexisfinkphd@gmail.com
x Dr. Elizabeth A. McCune Non-presenting Contributor	elizabeth.mccune@microsoft.com
x Dr. Scott Tonidandel -- Select a Presentation Role -- SELECT ROLE Chair/Co-Chair Presenter/Panelist Non-presenting Contributor Discussant	scott.tonidandel@uncc.edu

ADD A NEW CO-AUTHOR

Presentation co-authors can view the presentation but cannot make any changes.

Add Co-Author

AUTHOR/CO-AUTHOR ORDER

Specify the order in which you would like to display the presentation author and co-author(s).

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

- Dr. Emily G. Solberg
- Dr. Alexis A. Fink
- Dr. Elizabeth A. McCune
- Dr. Scott Tonidandel

Sign-up to be a reviewer www.sigap.org

Select the appropriate role for each co-author.

Note that there is a new role called **“Non-presenting Contributor”** that should be assigned to individuals who helped with the submission but won’t be presenting during the session (e.g., 2nd authors on papers).

Drag and drop as needed to reflect desired display order of contributors. This is the order names will appear in the conference agenda for your session.

For Symposium and other sessions with multiple papers we recommend including presenter names first (typically first authors) followed by remaining non-presenting contributors.

Document Tab: Submission Details

Begin by filling out the requested submission details. Be sure to click **Save** at the top or bottom of the page to save this information and proceed to File Upload.

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

Home Document Co-Authors [Return to Presentations](#)

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 9/11/2019 DEADLINE.

PRESENTATION DOCUMENT

This area allows you to manage your main presentation document.

Save

Short Title (50 Characters or Less) *

Secondary Content Area
- Select -

Word Count *

Word Count Limit *

I understand that my proposal will not be reviewed if found to violate the word count requirements.

Amount of Time Requested *
50 Minute Session

Abstract (400 characters or less) *

Keep scrolling to complete requested information

FILE UPLOAD

Upload a file to go along with the presentation.

Max File Size: 20 MB
Allowed File Types: doc, docx

Upload File

VERSIONS

No documents were uploaded for this presentation.

Document Tab: Submission Details

There is a **NEW** field that is relevant **ONLY** for **Symposium as well as Alternative Sessions with separate papers** being presented where you must list the names of the papers and authors using the format below (click [here](#) for more information):

- (1) Experience Sampling Methods Applied to Affective Spin and Pulse (Chandler & Diefendorff)
- (2) Physiological Reactions to Affective Experience (Dimotakis, Goo & Ilies)
- (3) Ability Emotional Intelligence Moderates Cortisol Stress Reactions to Cyber-Ostracism (King & Ashkanasy)

Also new this year is a question that asks you to indicate **ALL** of the session formats in which your session **CAN** be presented. We ask that you confirm the desires (e.g., are they interested in attending in person potentially) and constraints (e.g., does their organization allow them to pre-record their content) before selecting the potential options. Note that the purpose of this field is to provide an initial indication of your session's constraints but that we will contact all accepted submissions in January to obtain updated information regarding session format desires/constraints.

Abstract (400 characters or less) *

Paper Titles/Authors (Symposium/Alternative Session) Please click [Here](#) for examples.

The Program Committee is striving to make the creation of the 2021 Conference Program as collaborative and flexible as possible due to unusual and frequently changing circumstances of the pandemic. The Conference Committee's current vision is to host one "hybrid" conference that will consist of:

- **In Person Live** sessions from April 15-17 enjoyed by conference registrants in-person at the Hilton New Orleans Riverside, some of which will be live streamed to virtual conference registrants.
- **Virtual Live** sessions from April 15-17 enjoyed by in-person and virtual conference registrants, regardless of location (e.g., Hilton New Orleans Riverside hotel room, home, office).
- **Virtual Asynchronous** sessions available during and after the conference dates enjoyed by in-person and virtual conference registrants on-demand (similar to the SIOP 2020 offering).

The questions below are being used to help the program committee better understand the current constraints of session presenters based on what you know today. If your session is accepted, you are committing to the SIOP conference registration fee and delivering your presentation in one of the formats listed below. Registration will be required of all presenters at the annual conference, regardless of whether that presentation is in-person or virtual.

Please check **ALL of the following session formats** in which your session CAN be presented (please confirm with any co-presenters).

- a) **In Person Live** – The majority of presenters currently are open to presenting in person in New Orleans
- b) **Virtual Live** – All presenters are open to presenting fully virtually to a live audience (e.g., via Zoom at an assigned day/time April 15-17).
- c) **Virtual Asynchronous**– All presenters are able to either pre-recorded or upload detailed documents for your session

Document Tab: File Upload

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

[Home](#)[Document](#)[Co-Authors](#)[Return to Presentations](#)

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 9/11/2019 DEADLINE.

PRESENTATION DOCUMENT

This area allows you to manage your main presentation document.

[Save](#)

Short Title (50 Characters or Less) *

Secondary Content Area

- Select -

Word Count *

Word Count Limit *

I understand that my proposal will not be reviewed if found to violate the word count requirements.

Amount of Time Requested *

50 Minute Session

Abstract (400 characters or less) *

FILE UPLOAD

Upload a file to go along with the presentation.

[Browse...](#)

Max File Size: 20 MB

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 (Word documents are the only allowed format).

Document Tab: File Upload

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

[Home](#)[Document](#)[Co-Authors](#)[Return to Presentations](#)

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 9/11/2019 DEADLINE.

PRESENTATION DOCUMENT

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[Save](#)

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Secondary Content Area

- Select -

Word Count *

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50 Minute Session

Abstract (400 characters or less) *

FILE UPLOAD

Upload a file to go along with the presentation.

[Browse...](#)

Max File Size: 20 MB

Allowed File Types: doc, docx

[Upload File](#)

VERSIONS

Version 1 (.docx) - 7/29/2019 **(current)**

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

Checklist: Before You Click Submit

Co-Author Tab

- Have all participants (including all paper authors) 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 SINGLE 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

Home Document Co-Authors Return to Presentations

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE **9/11/2019** DEADLINE.

PRESENTATION SUMMARY

Presentation ID:	96526
Submission Title (85 char max):	Designing Actionable Surveys
Submission Status:	Create
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, All Ses Type)
Created On:	7/28/2019
Submitted On:	not specified
Submission Deadline:	9/11/2019
Review Deadline:	not specified
Final Review Deadline:	not specified
Date Archived:	4/30/2020

[Edit Presentation](#)

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

CHECKLIST

The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation.

- Presentation Document & Upload
- Co-Author Role Selected

[Submit Presentation](#)

[Delete Presentation](#)

PRESENTATION CO-AUTHORS

- Dr. Emily G. Solberg
- Dr. Alexis A. Fink
- Dr. Scott Tonidandel

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 and order?

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

Home Document Download Forms Co-Authors Return to Presentations

YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 9/11/2019 DEADLINE.

PRESENTATION SUMMARY	
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- Co-Author Role Selected

Submit Presentation

[Delete Presentation](#)

PRESENTATION CO-AUTHORS

Dr. Emily G. Solberg
Dr. Alexis A. Fink
Dr. Scott Toridandel

[Edit Presentation](#)

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

When all steps are completed click Submit Presentation

You will receive an email confirmation after clicking submit.
Please be sure to [sign up as a reviewer](#) for the conference!
Thank you for submitting your work for consideration!