



SOCIETY for INDUSTRIAL and
ORGANIZATIONAL PSYCHOLOGY

SCIENCE FOR A SMARTER WORKPLACE

Submission Site Walkthrough

2025 Annual Conference Call for Proposals

Before You Begin

This document is the **Submission Site Walkthrough.**

Review and complete the checklist of steps in the box to the right before beginning the online submission process.

Key Links:

- [Submission Center](#)
- [Call for Proposals](#)
- [Preparing and Formatting Your Proposal](#)
- [APA-style citation guidelines](#)

Checklist: Before You Begin the Online Submission Process

- I have my SIOF Account Member ID number. (This can be found by logging into the siop.org website and clicking on “My Account.”)
- I am an active member of SIOF (my current year dues are paid).
- I have contacted all speakers in my session to confirm their availability and eligibility to present in person in Denver on April 2-5, 2025.
- All non SIOF members participating in my submission have created an account at siop.org (Note: creating an account is not synonymous with becoming a SIOF member).
- I have written and verified with all co-authors my session’s APA-style citation according to [these guidelines](#).
- 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 minutes, as submission deadline approaches due to heavy site traffic).

Summary of Steps to Submit

1. Sign into the submission portal
2. Add a new “Draft” proposal by clicking **+Add new** for your particular session type or click on the hyperlink for the session type you would like to submit.
3. Answer the questions about your proposal (e.g., title, abstract), then click **SAVE AND CONTINUE**.
4. Use People Lookup to search for your own contact information.
5. Add additional contact information for yourself and complete the Reviewer Enrollment form. Next, click **SAVE AND CONTINUE**.
6. Upload your proposal document using the **Add/Edit File(s)** link and wait for the confirmation screen. Next, click **SAVE AND CONTINUE** and then **CONTINUE** on the next screen.
7. Add Co-authors (search by last name or add manually if not found).
8. Go to the Summary Information screen and double-check all of the information.
9. Click the **FINALIZE** button and then click **OK** on the confirmation pop-up to submit your proposal.

The screenshot shows the submission portal interface with the following elements and numbered steps:

- Step 1:** A "Sign in" form with fields for Username and Password, and a "Sign in" button. Below the fields are links for "Create new account" and "Forgot your password?".
- Step 2:** A "Poster" session type selection area with a "+ Add new" button.
- Step 3:** A form with two text input fields: "* Proposal Title (max. 85 char.):" and "* Short Proposal Title (max. 50 char.):".
- Step 4:** A "People Lookup" section with the instruction: "Please use the people lookup option below to search for yourself by first/last or e-mail address. This will pre-populate the information from an account that already exists in the SIOP database. If no result is found you can still enter yourself manually." It includes input fields for "First Name:", "* Last Name:", and "Email Address:", along with a "SEARCH PEOPLE" button.
- Step 5:** A text input field for "* SIOP ID #:".
- Step 6:** A blue hyperlink labeled "Add/Edit File(s)".
- Step 7:** A "People Lookup" section with the instruction: "Please add ALL individuals who will NOT be presenting during the session by are affiliated with the session (e.g., 2nd, 3rd authors) by searching for them in the SIOP database using Name or Email".
- Step 8:** A "Summary Information" section with a green checkmark icon and the text: "Congratulations! Your submission is finished, press the finalize button to Complete and submit your submission. Please review the information below and make sure that it is accurate."
- Step 9:** A grey button labeled "FINALIZE".

Submission Sign In Page

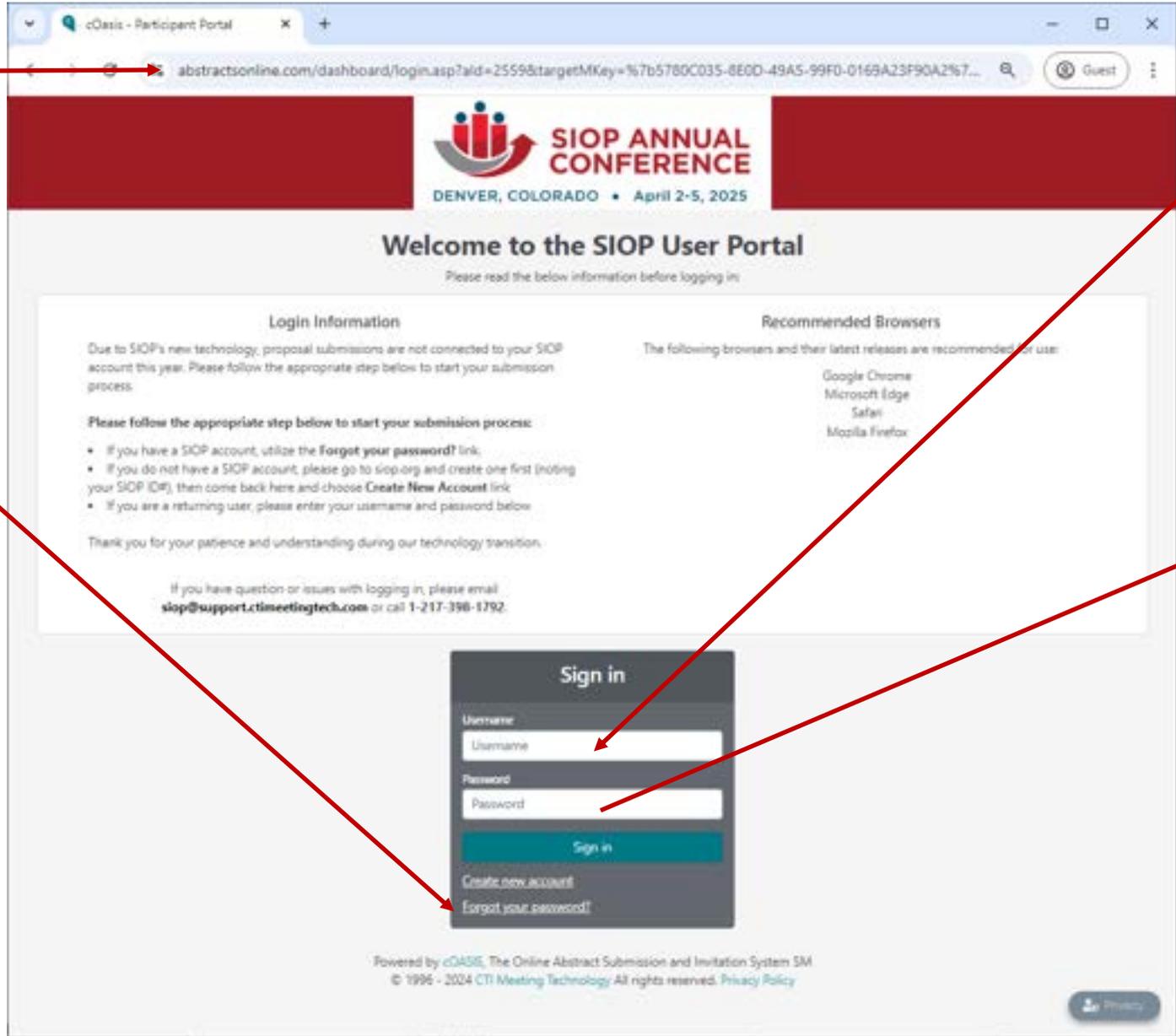
Note that Submission-Center link sends you to an abstractsonline.com url

If you are using the submission site for the first time, then click forgot password. Next, enter the email address associated with your SIOP membership account and an email to reset your password will be sent to you.

Please enter your email address and then click on the "CONTINUE" button. If the email address is found, you will be sent instructions on how to reset your password to that email address. If you do not receive an email within thirty minutes, you may wish to contact technical support at siop@support.ctimeetingtech.com for further assistance.

CONTINUE

[<< Back to login](#)



If you are returning to the site, enter your email address here.

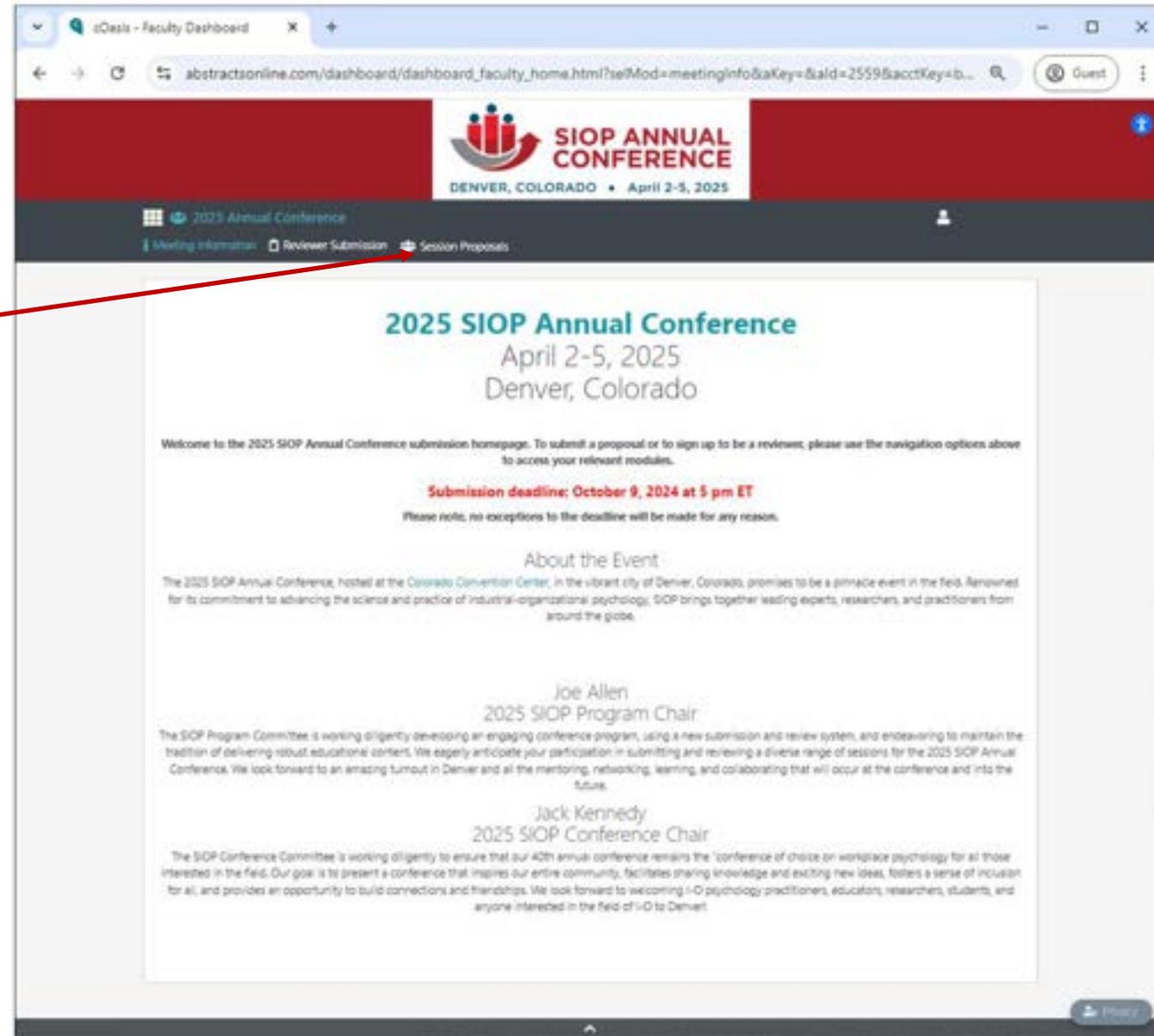
If you are returning to the site, enter your password here. Note that the password is managed separately from your siop.org password. You can set the password to be the same as your siop.org password or use a different password.

Submission Center Landing Page

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

After signing in, click the Session Proposals button.

 Session Proposals



The screenshot shows a web browser window displaying the submission homepage for the 2025 SIOP Annual Conference. The browser's address bar shows the URL: `abstractsonline.com/dashboard/dashboard_faculty_home.html?seMod=meetingInfo&key=&aid=2559&acctKey=b...`. The page features a dark red header with the SIOP logo and the text "SIOP ANNUAL CONFERENCE DENVER, COLORADO • April 2-5, 2025". Below the header is a navigation bar with three buttons: "Meeting Information", "Reviewer Submission", and "Session Proposals". The "Session Proposals" button is highlighted with a red arrow pointing from the text box on the left. The main content area has a white background and contains the following text:

2025 SIOP Annual Conference

April 2-5, 2025
Denver, Colorado

Welcome to the 2025 SIOP Annual Conference submission homepage. To submit a proposal or to sign up to be a reviewer, please use the navigation options above to access your relevant modules.

Submission deadline: October 9, 2024 at 5 pm ET

Please note, no exceptions to the deadline will be made for any reason.

About the Event

The 2025 SIOP Annual Conference, hosted at the Colorado Convention Center, in the vibrant city of Denver, Colorado, promises to be a pinnacle event in the field. Renowned for its commitment to advancing the science and practice of industrial-organizational psychology, SIOP brings together leading experts, researchers, and practitioners from around the globe.

Joe Allen
2025 SIOP Program Chair

The SIOP Program Committee is working diligently developing an engaging conference program, using a new submission and review system, and endeavoring to maintain the tradition of delivering robust educational content. We eagerly anticipate your participation in submitting and reviewing a diverse range of sessions for the 2025 SIOP Annual Conference. We look forward to an amazing turnout in Denver and all the mentoring, networking, learning, and collaborating that will occur at the conference and into the future.

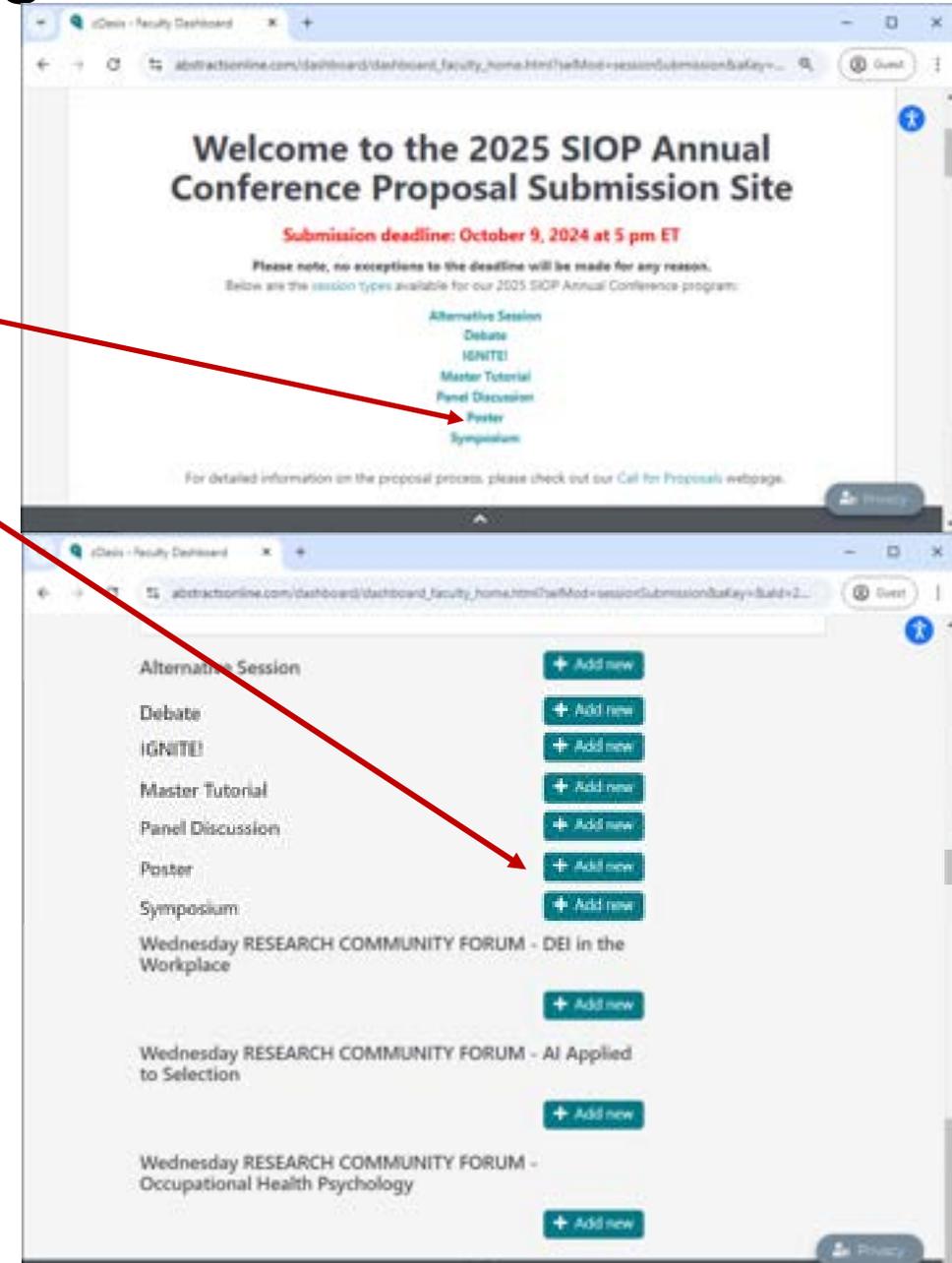
Jack Kennedy
2025 SIOP Conference Chair

The SIOP Conference Committee is working diligently to ensure that our 40th annual conference remains the 'conference of choice' on workplace psychology for all those interested in the field. Our goal is to present a conference that inspires our entire community, facilitates sharing knowledge and exciting new ideas, fosters a sense of inclusion for all, and provides an opportunity to build connections and friendships. We look forward to welcoming I-O psychology practitioners, educators, researchers, students, and anyone interested in the field of I-O to Denver!

Submission Center Landing Page

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

Select the session type for your proposal by clicking on either the blue hyperlink at the top of the page or the +Add new button lower down on the page.



Create New Presentation: After Selecting Submission Type

This example is for a poster.

Agree to all of the terms and conditions (as stipulated in the 2025 SIOP Call for Proposals).

Enter the title of your poster.

Enter a short title for your proposal (this will be used in some of the conference program materials)

Select the primary content area (e.g., Groups/Teams, Personality). This is used to help the Program Committee assign peer reviewers to your proposal and to help attendees find relevant sessions.

abstractsonline.com/Sbmt/SessionEdit.aspx?UserFrom=Dashboard&hyperLinkId=ulLeftSideMenu/UserContr...

SUBMISSION STEPS

PROPOSAL

SUMMARY

POSTER INFORMATION

Poster sessions give participants opportunities to present individual or small group papers. The SIOP Program Committee will group posters by topic area into poster sessions, where many authors simultaneously present their work, primarily in a visual medium. Copies of the poster materials will be uploaded as a PDF into the Whoova app. Please note that nonempirical submissions advancing conceptual work ARE permitted. [Example poster proposal](#)

Please enter proposal information below. All fields marked with * are required.

TERMS AND CONDITIONS

Prior to submitting your session, please confirm the following by selecting "I Agree":

- * I affirm that my proposed submission meets all applicable criteria in the [Call for Proposals](#).
- * I affirm that if this submission is for any session type other than a poster or master tutorial, it must contain speakers from at least two different affiliations.
- * I affirm that all speakers understand that they must pay the registration fee and present in-person at the conference.
- * I affirm that all presenters in the proposed session have the legal right to present and distribute all information included in the submission.
- * I affirm that there will be no substitutions of speakers or papers within my session after submission.
- * I affirm that the speakers in this submission are speakers in no more than three proposals, including this one.
- * I affirm that all presenters agree to open distribution of session materials and access by other attendees as stated in the [Call for Proposals](#)

* I agree to all of the above statements.

PROPOSAL TITLE

* Proposal Title (max. 85 char.):

* Short Proposal Title (max. 50 char.):

PRIMARY CONTENT AREA

* Primary Content Area:

Create New Presentation: After Selecting Submission Type

You can optionally enter a secondary content area.

Copy and paste the abstract from your proposal file here. The abstract will be used for the conference program materials.

Indicate the intended audience type (e.g., practitioners, academics, mixed).

Enter the APA-style citation here. This information will appear in the conference program materials (e.g., Whova).

Acknowledge that you have permission to share session materials with SIOP attendees (this is a requirement in the 2025 SIOP Call for Proposals).

Enter any special requests here. These will be reviewed by the Program Committee and accommodated if possible.

The screenshot shows a web browser window titled "OASIS - Session Edit" with the URL "abstractsonline.com/Sbmt/SessionEdit.aspx?userFrom=Dashboard&hyperLinkId=uiLeftSideMenuUserContr...". The form contains the following sections:

- SECONDARY CONTENT AREA**: A dropdown menu labeled "Secondary Content Area" with "Please Select" as the current selection.
- ABSTRACT**: A text area with the instruction "Please add an abstract (max 600 characters) which should provide a high-level overview of the session:". The label is "* Abstract:".
- TYPE OF AUDIENCE**: A dropdown menu with the question "For which type of audience is your session most relevant?". The label is "TYPE OF AUDIENCE".
- APA-STYLE CITATION**: A text area with the instruction "* APA-Style Citation to Appear in Whova: Example document".
- PERMISSION TO SHARE WITH SIOP MEMBERS**: A checkbox labeled "Yes" with the instruction "* All presenters agree to open distribution of session materials and access by other attendees as stated in the Call for Proposals."
- CRITICAL SPECIAL REQUESTS**: A text area with the instruction "Indicate if you have critical special requests for your session? (e.g. Religious accommodations, room layout, etc)."

Create New Presentation: After Selecting Submission Type

SIOF may promote selected sessions on LinkedIn. If you or your coauthor(s) wish to be tagged, please enter LinkedIn profile links or usernames here.

Tagging increases virality and increases exposure of both your session and the SIOF Conference!

SOCIAL MEDIA

Please provide links or usernames to LinkedIn profiles for people in your session who would like to be tagged if SIOF promotes your session on that platform.

LinkedIn:

If you wish to be considered for the LGBT Research Award, select "Yes" here.

LGBT RESEARCH AWARD

Would you like your poster to be considered for the LGBT Research Award? ([LGBT Research Award eligibility information](#))

* LGBT Research Award

Click SAVE AND CONTINUE to move to the next section.

SAVE AND CONTINUE

Technical Support contact information is listed here.

SIOF Technical Support

Email: siop@support.ctimeetingtech.com

Phone: 1-217-398-1792

Technical Support is available Monday-Friday, 8a-5p CT.

 Feedback

Entering Author Information

Information from the SIOP membership database has been pre-loaded into the new submission site. Search for yourself in the database by entering your name.

If your name appears, the click ADD.

People Lookup

Please use the people lookup option below to search for yourself by first/last or e-mail address. This will pre-populate the information from an account that already exists in the SIOP database. If no result is found you can still enter yourself manually.

First Name:

* Last Name:

Email Address:

SEARCH PEOPLE

First Name	Last Name	Email Address	Institution	City	State	Country	Action
Joseph	Allen	j*****@u*****.edu					ADD

[Click here to enter a new Submitter](#)

Entering Submitter Information

Enter your contact information and other information on this screen.

You will need to enter your SIOP Membership ID Number Here. It appears in My Account after logging into siop.org.

There is more information to add further down on this page.

abstracksonline.com/Sbmt/AuthorEdit.aspx?PAuthor%20=%20&SRS=1&MKey=(5780C035-8E0D-49A5-99F...

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

Proposer: [Name]

PROPOSAL FILE & SUBMITTER/REVIEWER

SUBMITTERS WILL NEED TO ADD THEMSELVES TO THIS LIST IF THEY WILL BE SPEAKING/PRESENTING DURING THE SESSION.

* = Required Fields

Submitter & Reviewer

* First Name: [Joseph]

Middle Initial: []

* Last Name: [Allen]

To locate your SIOP ID#, go to www.siop.org and login to your account. Your ID # will be located next to your name under the user-home page. You may also locate your ID # by clicking on "My Account" in the upper right-hand corner of the webpage and it will show in a drop down under your name.

* SIOP ID #: []

Entering Reviewer Information

All submitters will now automatically be enrolled as peer reviewers for the 2025 SIOP Conference. Please enter your reviewer information here.

You will need to enter this information for each submission that you create.

Please consider signing up to be an emergency reviewer.

If you are unavailable to review submissions, there is an opt-out box.

The screenshot shows a web browser window titled "OASIS - Speaker Information" with the URL "abstractsonline.com/Sbmt/AuthorEdit.aspx?FAuthor%20=%20&SRS=1&MKey={5780C035-8E0D-49A5-9...". The page content includes a "Reviewer Enrollment" section with the following text: "In recent years, we have struggled to have enough reviewers to review the increasing number of submissions we receive. Starting this year all SIOP submitters will be enrolled as reviewers. Please complete the reviewer questions below so we can identify which sessions you may be qualified to review. If you are eligible, you will receive an email with a link in late October. The link will take you to several conference submissions and you will be given approximately 3 weeks to complete your assigned reviews." Below this text are several form fields: "Are you a student member?" with a dropdown menu for "Student Member"; "If yes, have you had a proposal accepted for a previous SIOP Annual Conference?*" with a dropdown menu for "Previous Conference"; "Select up to 5 content areas in which you have EXPERTISE" with two dropdown menus for "Content Area Expertise 1" and "Content Area Expertise 2".

Every year, SIOP needs emergency reviewers for the annual conference when regular reviewers fail to complete their reviews on-time. Emergency reviewers must be able and willing to complete between 2 and 5 reviews, starting a few days after the regular review deadline, but within 1 or 2 weeks of assignment. Your selection indicates you would be willing to be an emergency reviewer but does not commit you. You will be later invited directly if you are selected.

* Are you willing to be an emergency reviewer?

Please Select

* If you are unable to review submissions this year please indicate the reason below:

Please Select

If other, please specify:

Uploading Proposal File

Click Add/Edit File(s)

Enter a description for your file (e.g., the short title for your proposal file)

Select the file type. Word (.doc and .docx) and .pdf files are allowed.

Click Choose File to navigate to the proposal file on your computer.

Next, click ADD FILE. If nothing happens, you may need to click ADD FILE more than once.

Proposal File & Submitter/Reviewer Information

Please upload your file using the "Add/Edit File(s)" link below. File attachment is required in order for your submission to be complete.

	Sort Order	Title	Name
Add/Edit File(s)	1		Submitter

Proposal

Please upload your proposal, click the "add file" button to upload the file.

The description field below should be a short title of your submission.

Once all files are added, click "continue".

Note: It may take a few seconds for the file to upload.

Please enter description of your file:

Please enter your file type:

Please enter the full path name of your file:

 No file chosen

ADD FILE

Uploading Proposal File

If the file uploaded properly, the following screen will appear.

You can only upload one file.

Clicking any of the blue links (except for delete) will open a copy of your proposal file.

Click **SAVE AND CONTINUE**

If this screen does not appear, retry the file upload. Contact technical support if you continue to have problems.

The screenshot shows a web browser window with the URL `abstractsonline.com/Sbmt/FileAttachment.aspx?PAuthor=1&AuthorKey=8&SRS=1&MKey={5780C0...`. The page features the SIOP Annual Conference logo and the text "SIOP ANNUAL CONFERENCE DENVER, COLORADO • April 2-5, 2025". Below the logo, there is a "SUBMISSION STEPS" section with a "Proposal" step highlighted. The "Proposal" step includes instructions: "Please upload your proposal, click the 'add file' button to upload the file. The description field below should be a short title of your submission. Once all files are added, click 'continue'. Note: It may take a few seconds for the file to upload." Below the instructions, there is a table with columns: "Delete", "File Caption", "File Type", "Size (in bytes)", and "Mapped Name". The table contains one row with the following values: "Delete" (a blue link), "proposal" (a blue link), "PDF", "457196", and "a248_1.pdf". At the bottom right of the page, there is a "SAVE AND CONTINUE" button and a "Privacy" link.

SIOP
Technical Support
Email: siop@support.ctimeetingtech.com
Phone: 1-217-398-1792

Technical Support is available Monday-Friday, 8a-5p CT.

Adding Speakers

Use the People Lookup feature to speakers (debaters, moderators, panelists, etc.).

If you are a speaker on the submission, *then you will need to add yourself here.*

If a speaker's name appears after searching, then click add.

If a similar name is found but it is not the speaker's then select "Click here to enter a new Speaker"

If no similar names are found, then you will also select "Click here to enter a new Speaker"

People Lookup

Please add ONE individual who will be presenting this poster by searching for them in the SIOP database using Name or Email address. This will pre-populate the information from an account that already exists in the database. If no result is found you can still enter a new person to this section. NOTE THAT SUBMITTERS WILL NEED TO ADD THEMSELVES TO THIS LIST IF THEY WILL BE PRESENTING THE POSTER.

First Name:

* Last Name:

Email Address:

SEARCH PEOPLE

First Name	Last Name	Email Address	Institution	City	State	Country	Action
------------	-----------	---------------	-------------	------	-------	---------	--------

Joseph	Allen	j*****@u*****.edu					ADD
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[Click here to enter a new Speaker](#)

People Lookup

Please add ONE individual who will be presenting this poster by searching for them in the SIOP database using Name or Email address. This will pre-populate the information from an account that already exists in the database. If no result is found you can still enter a new person to this section. NOTE THAT SUBMITTERS WILL NEED TO ADD THEMSELVES TO THIS LIST IF THEY WILL BE PRESENTING THE POSTER.

First Name:

* Last Name:

Email Address:

SEARCH PEOPLE

No results found.

[Click here to enter a new Speaker](#)

Adding Non-Speaking Contributors

- Repeat the process of adding speakers as needed.
- Once all speakers have been added move to the “Non-Speaking Contributor” section and add all co-authors who will not be speaking.
- You will need to add all authors listed in the APA Style Citation for your session (including yourself).
- Make sure to properly distinguish Speakers and Non-Speaking Contributors (see the Call for Proposals for more information).

If you do not have any Non-Speaking Contributors, then click the **SUMMARY** button to move past this screen.

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE &
SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

People Lookup

Please add ALL individuals who will NOT be presenting during the session by are affil them in the SIOP database using Name or Email address. This will pre-populate the i If no result is found you can still enter a new person to this section. **If you do not ha summary button under submission steps on the left side of this page.**

First Name:

* Last Name:

Email Address:

Getting Ready to Finalizing Your Submission

Review and complete the checklist of steps to take before you click **Submit Proposal**.

Checklist: Before You Click 'Submit'

- Did you enter your name and complete the reviewer sign up information in the “Proposal File & Submitter/Reviewer” tab?
- Did you ALSO add yourself either in the “Speaker” or the “Non-Speaking Contributor(s) tab as appropriate?
- Did you add all session contributors/co-authors either in the appropriate tab (“Speaker” or “Non-Speaking Contributor”)?
- Did you upload your submission document in the Proposal File & Submitter/Reviewer tab?
- Are you sure you are ready to submit? Once the “Finalize” button is hit, the proposal will be locked for editing.
- Did you upload your final proposal as a SINGLE Word DOC, DOCX or PDF? (note: only the most recently uploaded document will be reviewed; do not submit multiple files).
- Are you sure you are ready to submit? Once the “Finalize” button is hit, the proposal will be locked for editing.

Double-Check Submission Information

Double check that all of the information you entered is correct

If any information is missing, the system will alert you:

Please make every effort to finalize this submission as soon as you can.

Click on the following to complete the step(s)
[Speaker](#)

Click the FINALIZE button to submit your proposal. A pop-up will appear. Click OK on the pop-up to submit your session. Once submitted, your proposal will be locked and you cannot make further edits.

www.abstractsonline.com says

Are you sure, you want to finalize this Session?
Once the session is finalized it will be locked and no further editing is possible.

Click OK if you would like to confirm and click CANCEL if you do not want finalize this Session now.

OK

Cancel

OASIS - Session Summary

abstractsonline.com/Sbmt/Summary.aspx?MKey={5780C035-8E0D-49A5-99F0-0169A23F90A2}&AcctKey=b734...

Guest

SIOP ANNUAL CONFERENCE

DENVER, COLORADO • April 2-5, 2025

SUBMISSION STEPS

- PROPOSAL
- PROPOSAL FILE & SUBMITTER/REVIEWER
- SPEAKER
- NON-SPEAKING CONTRIBUTOR(S)
- SUMMARY**

Summary Information

Congratulations! Your submission is finished, press the finalize button to Complete and submit your submission. Please review the information below and make sure that it is accurate.

To make any edits to your submission, click the left-hand menu for the page you would like to edit. **CHANGES CANNOT BE MADE ONCE YOU FINALIZE THIS SUBMISSION.**

[Click here for a Print-Friendly view of this submission](#)

FINALIZE

POSTER INFORMATION

I agree to all of the above statements.

Propose Title (max. 85 char.):

Short Proposal Title (max. 50 char.):

Primary Content Area:

Secondary Content Area:

Abstract:

For which type of audience is your session most relevant?

APA-Style Citation to Appear in Whova: [Example document](#)

Agree

Example Poster Submission

Example

Strategic HR/Utility/Changing Role of HR

Staffing (e.g. recruitment, applicant reactions, selection system design, succession planning, workforce planning)

123

Mostly Relevant for Practitioners

123

Var

Privacy

Submission Confirmation

An online confirmation that your proposal was finalized and submitted will appear on the screen.



You will also receive an email confirmation.



Notes on Other Session Types

- The above examples were for the Poster session type.
- The submission steps are very similar for the other session types; however, the author types are different.

<p>Alternative sessions have a speakers (i.e., chair and presenters who will speak at SIOF) and optional non-speaking contributors (e.g., an organizer other than a speaker).</p>	<p>Debates have a moderator (i.e., chair who will moderate the debate), debaters, and optional non-speaking contributors (e.g., an organizer other than a speaker).</p>	<p>IGNITE! sessions have speakers (i.e., chair and presenters who will deliver slides at SIOF) and optional non-speaking contributors (e.g., co-authors, an organizer other than a speaker).</p>	<p>Master tutorials have speakers (i.e., presenters who will deliver the tutorial at SIOF) and optional non-speaking contributors (e.g., co-authors who helped develop the content).</p>	<p>Panel discussions have a chair, an optional non-speaking contributor (e.g., an organizer other than the chair), and panelists</p>	<p>Symposia have a chair, an optional discussant, presenters (speakers for each individual presentation), and optional non-speaking contributors (e.g., coauthors on individual presentations).</p>	<p>Wednesday Research Community Fora only have a submitter to enter. If accepted the Forum organizer may be able to acknowledge co-authors.</p>
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