Submission Site Walkthrough

SIOP 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.
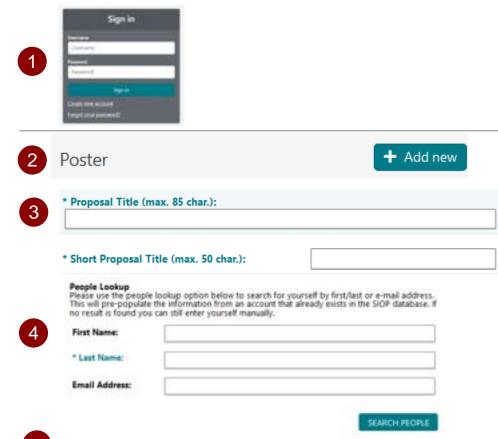
Key Links:
- Submission Center
- Call for Proposals
- Preparing and Formatting Your Proposal
- APA-style citation guidelines

Checklist: Before You Begin the Online Submission Process

☑ I am an active member of SIOP (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 SIOP members participating in my submission have created an account at siop.org (Note: creating an account is not synonymous with becoming a SIOP 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.

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.

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.

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Submission Center Landing Page

After signing in, click the Session Proposals button.

Submission Center Landing Page

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.

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.

OASIS - Session Edit

abstractsonline.com/Sbmt/SessionEdit.aspx?userFrom=Dashboard&hyperLinkID=uiLeftSideMenuUserContr...

SECONDARY CONTENT AREA

Secondary Content Area: Please Select

ABSTRACT
Please add an abstract (max 600 characters) which should provide a high-level overview of the session:

* Abstract:

TYPE OF AUDIENCE

For which type of audience is your session most relevant?   Please Select

APA-STYLE CITATION

* APA-Style Citation to Appear in Whova:
Example document

PERMISSION TO SHARE WITH SIOP MEMBERS

* All presenters agree to open distribution of session materials and access by other attendees as stated in the **Call for Proposals**.   ☐ Yes

CRITICAL SPECIAL REQUESTS

Indicate if you have critical special requests for your session? (e.g. Religious accommodations, room layout, etc.).

Create New Presentation: After Selecting Submission Type

SIOP 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 SIOP Conference!

SOCIAL MEDIA
Please provide links or usernames to LinkedIn profiles for people in your session who would like to be tagged if SIOP 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

Please Select

Click SAVE AND CONTINUE to move to the next section.

SAVE AND CONTINUE

Technical Support contact information is listed here.

SIOP
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: Joseph

* Last Name: Allen

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

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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.

OASIS - Speaker Information

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

Guest

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

Proposal File & Submitter/Reviewer Information

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.
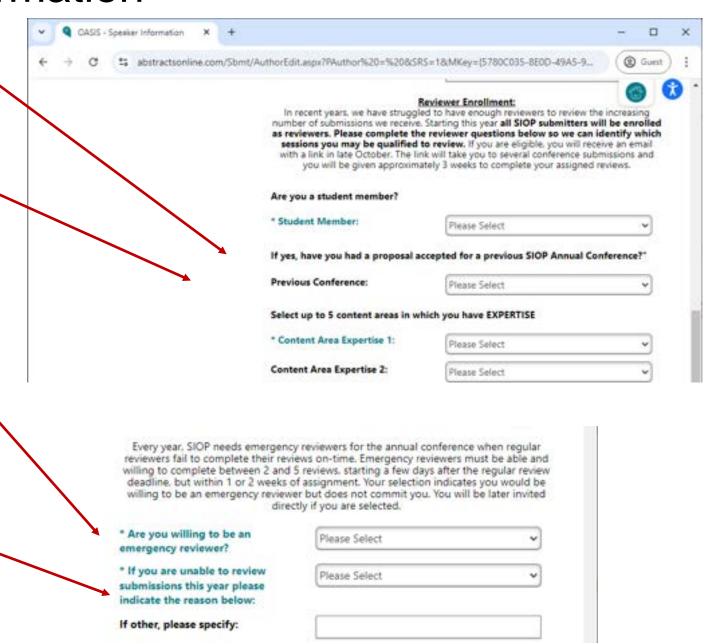
* SIOP ID #:

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.

Reviewer Enrollment:
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.

Are you a student member?

* Student Member: [Please Select]

If yes, have you had a proposal accepted for a previous SIOP Annual Conference?

Previous Conference: [Please Select]

Select up to 5 content areas in which you have EXPERTISE

* Content Area Expertise 1: [Please Select]

Content Area Expertise 2: [Please Select]

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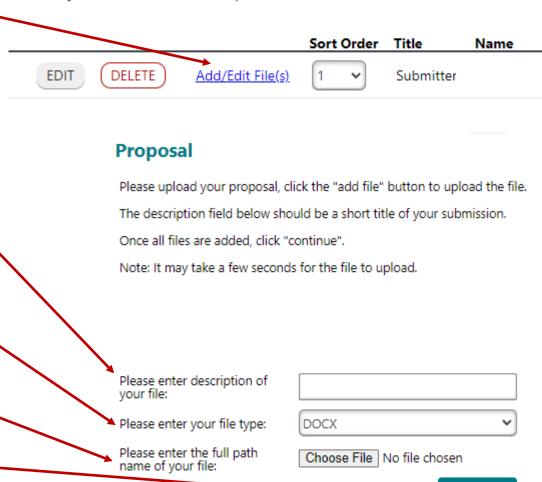
Select the file type. Word (.doc and .docx) and .pdf files are allowed.

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
EDIT	DELETE	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: DOCX

Please enter the full path name of your file: Choose File | No file chosen
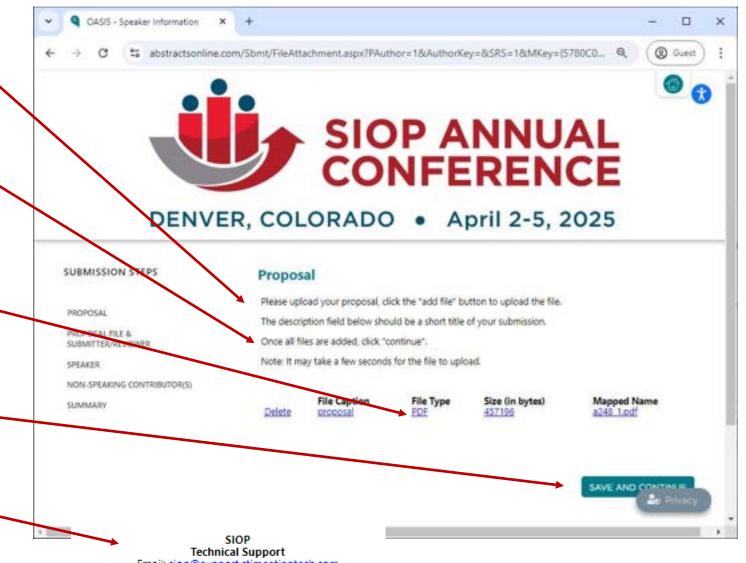
ADD FILE

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.

OASIS - Speaker Information

abstractsonline.com/Sbmt/FileAttachment.aspx?PAuthor=1&AuthorKey=&SRS=1&MKey={5780C0...

Guest

SIOP ANNUAL CONFERENCE

DENVER, COLORADO • April 2-5, 2025

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

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.

Delete	File Caption	File Type	Size (in bytes)	Mapped Name
Delete	proposal	PDF	457196	a248_1.pdf

SAVE AND CONTINUE

Privacy

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: Joseph

* Last Name: Allen

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 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: Munsterberg

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).

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE &
SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

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

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 in
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.**

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.

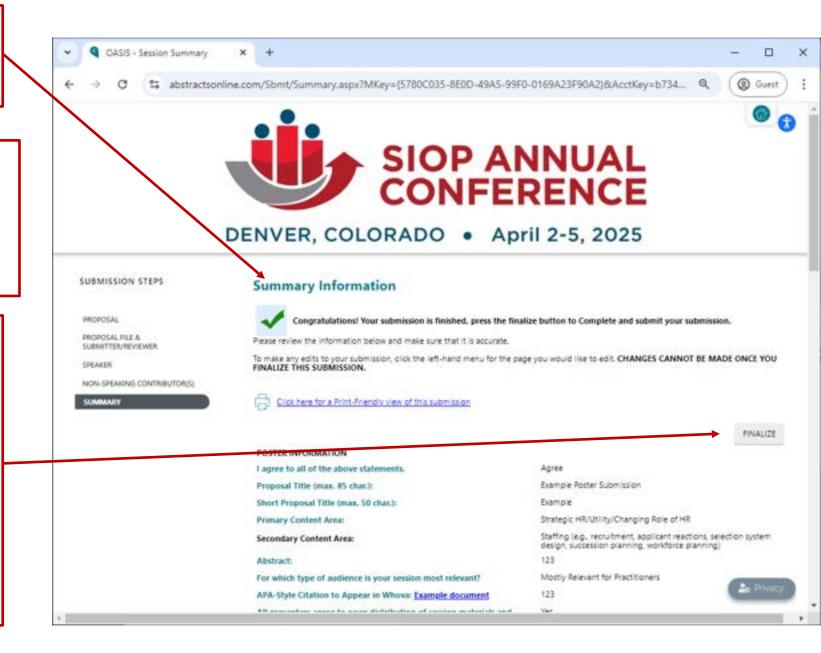Click on the following to complete the step(s)
Speaker

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.   Agree
Proposal Title (max. 85 char.):   Example Poster Submission
Short Proposal Title (max. 50 char.):   Example
Primary Content Area: Strategic HR/Utility/Changing Role of HR
Secondary Content Area: Staffing (e.g., recruitment, applicant reactions, selection system design, succession planning, workforce planning)
Abstract: 123
For which type of audience is your session most relevant?   Mostly Relevant for Practitioners
APA-Style Citation to Appear in Whova: Example document   123

Submission Confirmation

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

SUBMISSION STEPS

SUMMARY

Summary Information

Congratulations! Your submission is FINALIZED and no edits can be made at this time.

A summary of your session proposal is below.

To exit the submission system, click "Logout" in the left-hand menu and close your browser.

Click here for a Print-Friendly view of this submission

You will also receive an email confirmation.

siop@support.ctimeetingtech.com   1:24 PM (0 minutes ago)

to me

Thank you for submitting your session proposal titled **Panel Discussion Information** for the 2025 SIOP Annual Conference.

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.

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

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

MODERATORS

DEBATERS

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

CHAIR

PANELISTS

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

SUBMISSION STEPS

PROPOSAL

PROPOSAL FILE & SUBMITTER/REVIEWER

CHAIR

DISCUSSANT

PRESENTERS

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

PROPOSAL

SUBMITTER

SUMMARY