



Submission Site Walkthrough

SIOOP 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.

1 Sign in

2 Poster + Add new

3 * Proposal Title (max. 85 char.):

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

5 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.

6 Add/Edit File(s)

7 People Lookup
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

8 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.

9 FINALIZE

Submission Sign In Page

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

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

The screenshot shows the SIOP User Portal login page. At the top, there is a header with the SIOP ANNUAL CONFERENCE logo and the text "DENVER, COLORADO • April 2-5, 2025". Below the header, it says "Welcome to the SIOP User Portal" and "Please read the below information before logging in". The main content area is divided into two columns: "Login Information" and "Recommended Browsers". The "Login Information" column contains text about SIOP's new technology and a list of steps to follow for login. The "Recommended Browsers" column lists Google Chrome, Microsoft Edge, Safari, and Mozilla Firefox. Below this, there is a "Sign in" section with fields for "Username" and "Password", a "Sign in" button, and links for "Create new account" and "Forgot your password?". A red arrow points from the "Forgot your password?" link to the "CONTINUE" button in the first text box. Another red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the second text box. A third red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the third text box. A fourth red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the fourth text box. A fifth red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the fifth text box. A sixth red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the sixth text box. A seventh red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the seventh text box. An eighth red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the eighth text box. A ninth red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the ninth text box. A tenth red arrow points from the "Forgot your password?" link to the "Forgot your password?" link in the tenth text box. 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If you are returning to the site, enter your email address here.

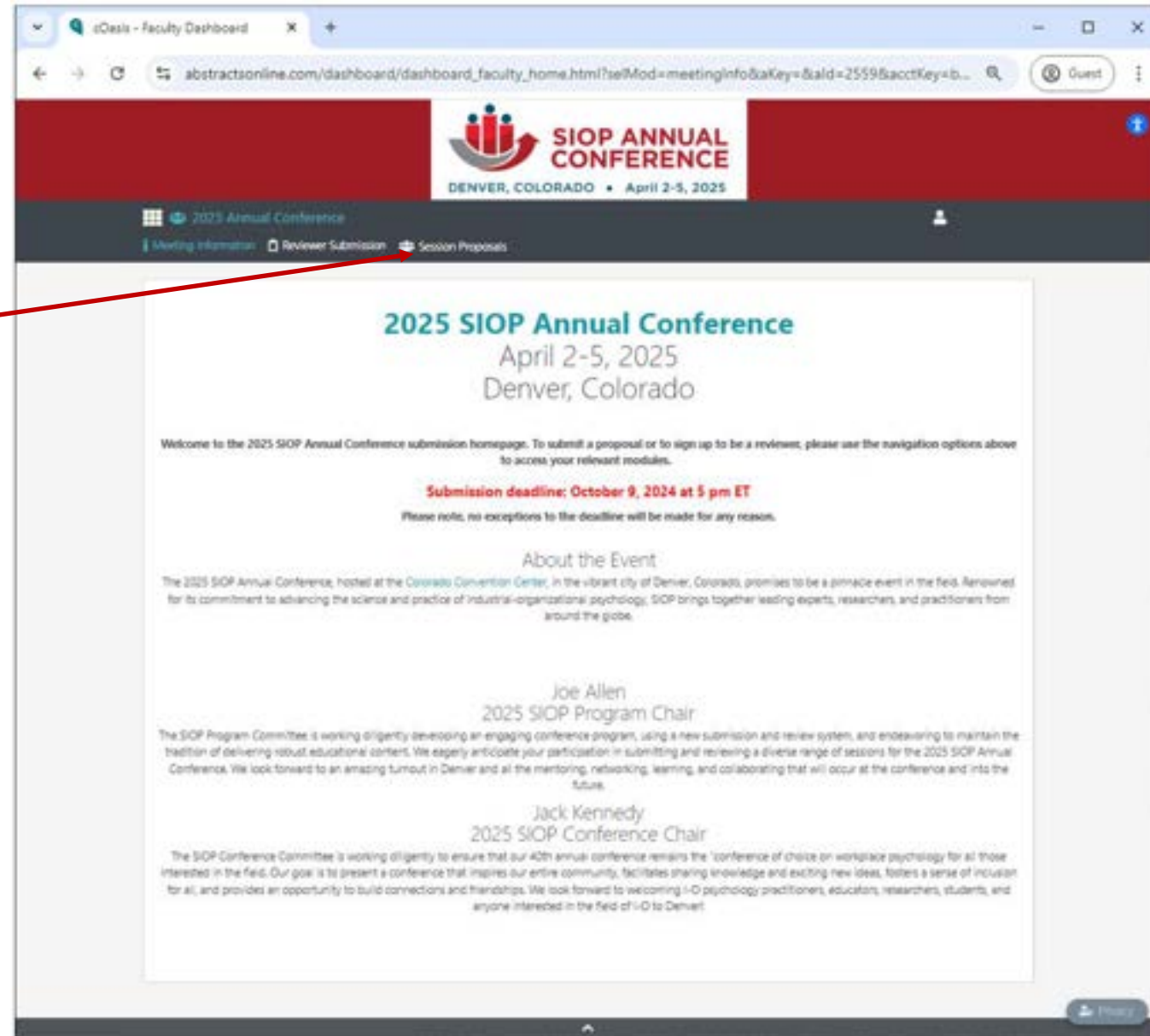
If you are returning to the site, enter your password here. Note that the password is managed separately from your siop.org password. You can set the password to be the same as your siop.org password or use a different password.

Submission Center Landing Page

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

After signing in, click the Session Proposals button.

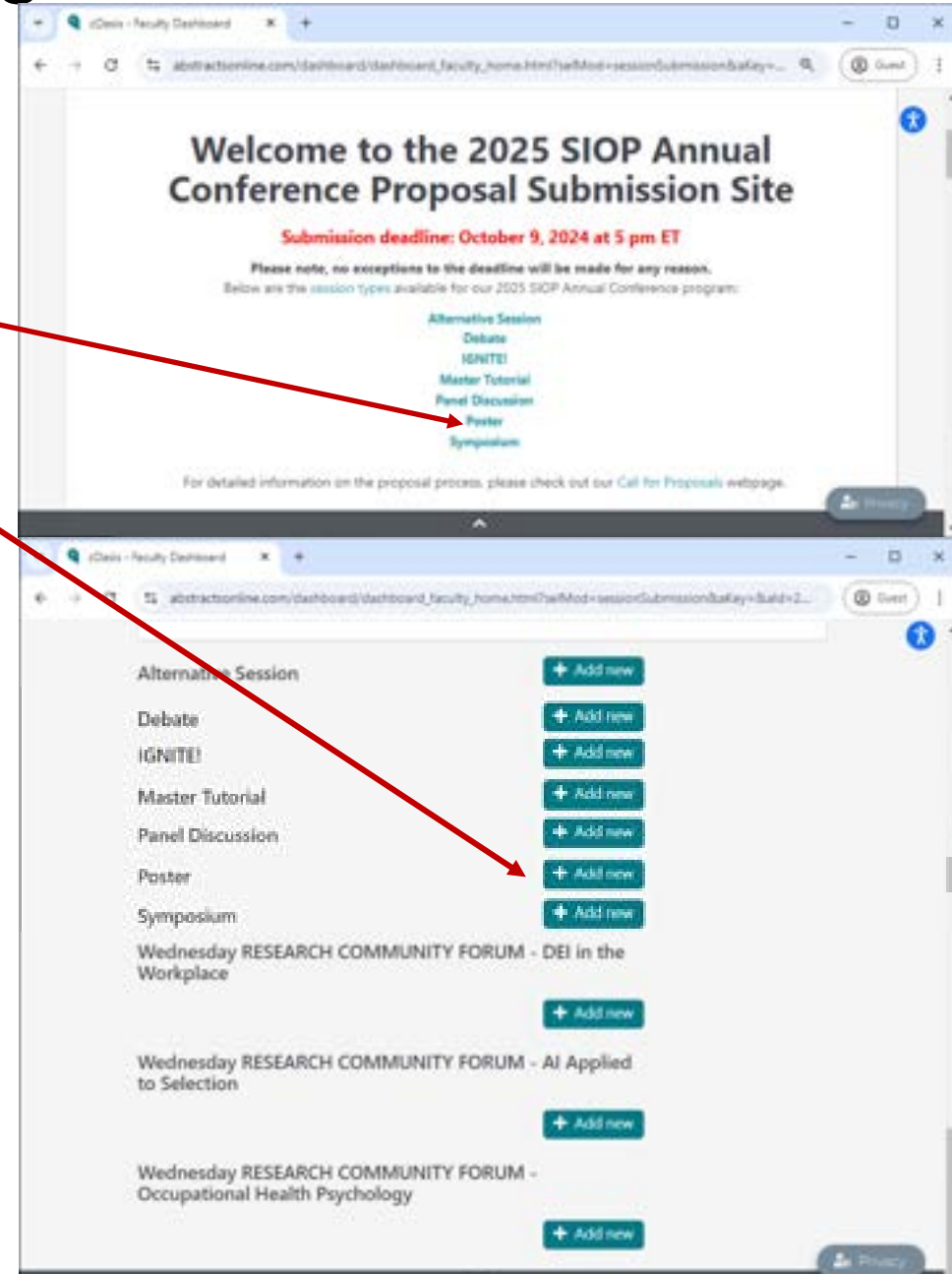
 Session Proposals



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. Please Select

PROPOSAL TITLE

* Proposal Title (max. 85 char.):

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

PRIMARY CONTENT AREA

* Primary Content Area: Please Select Privacy

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 with the URL `abstractsonline.com/Sbmt/SessionEdit.aspx?userFrom=Dashboard&hyperLinkId=uiLeftSideMenuUserContr...`. The page is titled "Session Edit" and shows a form for creating a new presentation. The form includes the following sections:

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

Red arrows point from the instructional text boxes on the left to the corresponding form fields:

- From "You can optionally enter a secondary content area." to the "Secondary Content Area:" dropdown.
- From "Copy and paste the abstract from your proposal file here. The abstract will be used for the conference program materials." to the "Abstract" text area.
- From "Indicate the intended audience type (e.g., practitioners, academics, mixed)." to the "Type of Audience" dropdown.
- From "Enter the APA-style citation here. This information will appear in the conference program materials (e.g., Whova)." to the "APA-Style Citation" text area.
- From "Acknowledge that you have permission to share session materials with SIOP attendees (this is a requirement in the 2025 SIOP Call for Proposals)." to the "Permission to Share with SIOP Members" checkbox.
- From "Enter any special requests here. These will be reviewed by the Program Committee and accommodated if possible." to the "Critical Special Requests" text area.

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

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:

* 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.

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:

Middle Initial:

* Last Name:

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 with the title "OASIS - Speaker Information". The address bar shows the URL: `abstractsonline.com/Sbmt/AuthorEdit.aspx?PAuthor%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 labeled "Please Select".
- "If yes, have you had a proposal accepted for a previous SIOP Annual Conference?" with a dropdown menu labeled "Please Select".
- "Select up to 5 content areas in which you have EXPERTISE" with two dropdown menus labeled "Please Select".
- "* Are you willing to be an emergency reviewer?" with a dropdown menu labeled "Please Select".
- "* If you are unable to review submissions this year please indicate the reason below:" with a dropdown menu labeled "Please Select".
- "If other, please specify:" with a text input field.

Red arrows point from the text boxes on the left to the corresponding form fields in the screenshot.

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:

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.

The screenshot displays the 'SIOP ANNUAL CONFERENCE' submission interface. At the top, the conference logo and title are shown, along with the location 'DENVER, COLORADO' and dates 'April 2-5, 2025'. Below this, a 'SUBMISSION STEPS' sidebar lists: PROPOSAL, PROPOSAL FILE & SUBMITTER/REVIEWER, SPEAKER, NON-SPEAKING CONTRIBUTOR(S), and SUMMARY. The 'Proposal' step is active, showing 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 is a table with one row of file information:

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

Each row in the table has a 'Delete' link to its left. At the bottom right of the main content area is a green 'SAVE AND CONTINUE' button. A 'Privacy' link is also visible. The browser's address bar shows the URL: abstractsonline.com/Sbmt/FileAttachment.aspx?PAuthor=1&AuthorKey=8&SRS=1&MKey={5780C0...}

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).

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
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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](#)

POSTER INFORMATION

I agree to all of the above statements.

Proposal 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](#)

All proposals need to have distribution of session materials set

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

FINALIZE

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.

