

Submission Site Walkthrough 2026 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

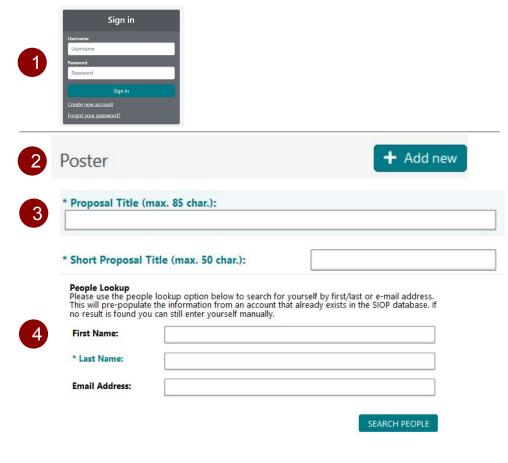
Checklist: Before You Begin the Online Submission Process

- ☑ I have my SIOP Account Member ID number. (This can be found by logging into the siop.org website and clicking on "My Account.")
- \bigvee 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 New Orleans on April 29- May 2, 2026.
- All non SIOP members participating in my submission have created an account at <u>siop.org</u> (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 <u>these guidelines</u>.
- ✓ The proposal document for my submission has been prepared according to the instructions in the 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.
- 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.
- 6. Add Co-authors (search by last name or add manually if not found).
- 7. Go to the Summary Information screen and double-check all of the information.
- 8. Click the **FINALIZE** button and then click **OK** on the confirmation pop-up to submit your proposal.

http://www.siop.org/Annual-Conference/Submission-Center



5 Add/Edit File(s)

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

7 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



FINALIZE

Submission Sign In Page

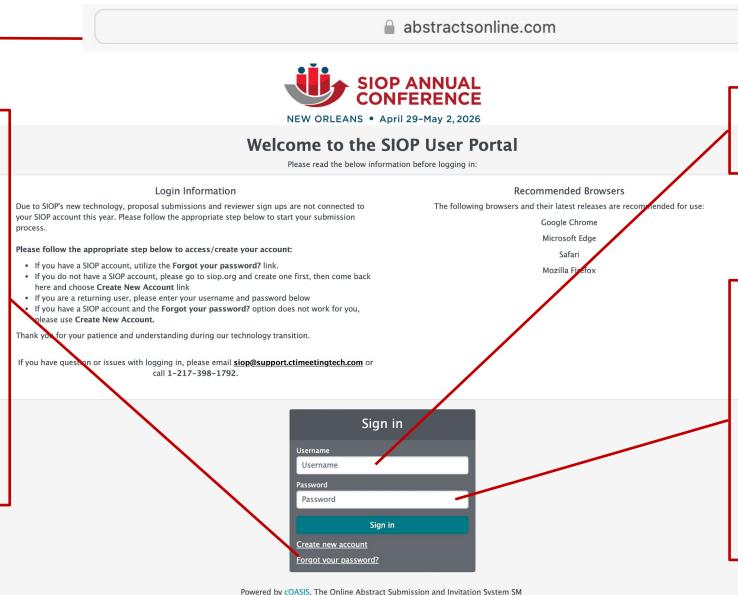
Note that
Submission-Center link
sends you to an
abstractsonline.com url

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 slop@support.ctimeetingtech.com for further assistance.

CONTINUE

<< Back to login



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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



After signing in, click the Session Proposals button.





Welcome to the 2026 SIOP Annual Conference Proposal Submission Site

Submission deadline: October 8, 2025 at 5 pm ET

Please note, the submission deadline will be strictly enforced.

Review information on the different session types available for our 2026 SIOP Annual Conference program. To start a new submission, please click the +New button below next to the submission type you wish to submit.

For detailed information on the proposal process, please check out our Call for Proposals webpage.

FAQs

What do I need to begin the online submission process?

- . Ensure you are an active member of SIOP
 - Dues are current through 6/30/2026
 - NOTE: Affiliates and non-members are not eligible to submit
- Ensure you have contacted all speakers in your session to confirm their availability and eligibility to present in-person in New Orleans, LA between April 30 May 2, 2026
- Ensure all non-SIOP members participating in your submission have created an account at siop.org (Note: creating an account is not synonymous with becoming a SIOP member)
- · Ensure you have written and verified with all co-authors your session's APA-style citation according to these guidelines
- · Ensure you have reviewed our submission walkthrough document to help guide you through the process.

low do I submit?

To begin a new proposal, click on the "+Add new" button below the 'Session Type' at the bottom right corner of this page.

Can I make amendments to my submission?

You may go back any time before the deadline and edit your proposal (as long as you have not submitted your proposal by clicking the "Finalize" button). To modify an existing proposal, click on your proposal title. Once you click on the "Finalize" button you will not be able to modify your proposal.

Can I start the submission and come back to it later?

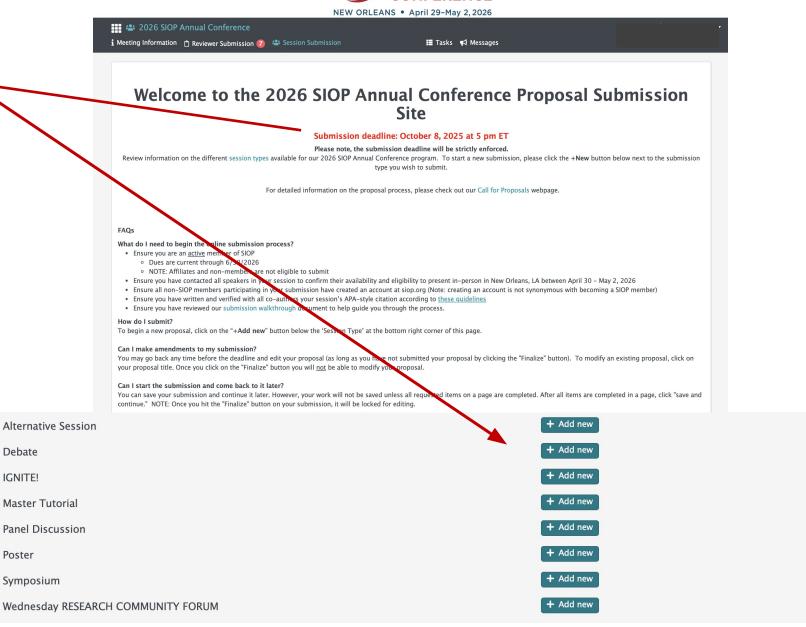
You can save your submission and continue it later. However, your work will not be saved unless all requested items on a page are completed. After all items are completed in a page, click "save and continue." NOTE: Once you hit the "Finalize" button on your submission, it will be locked for editing.

Submission Center Landing Page

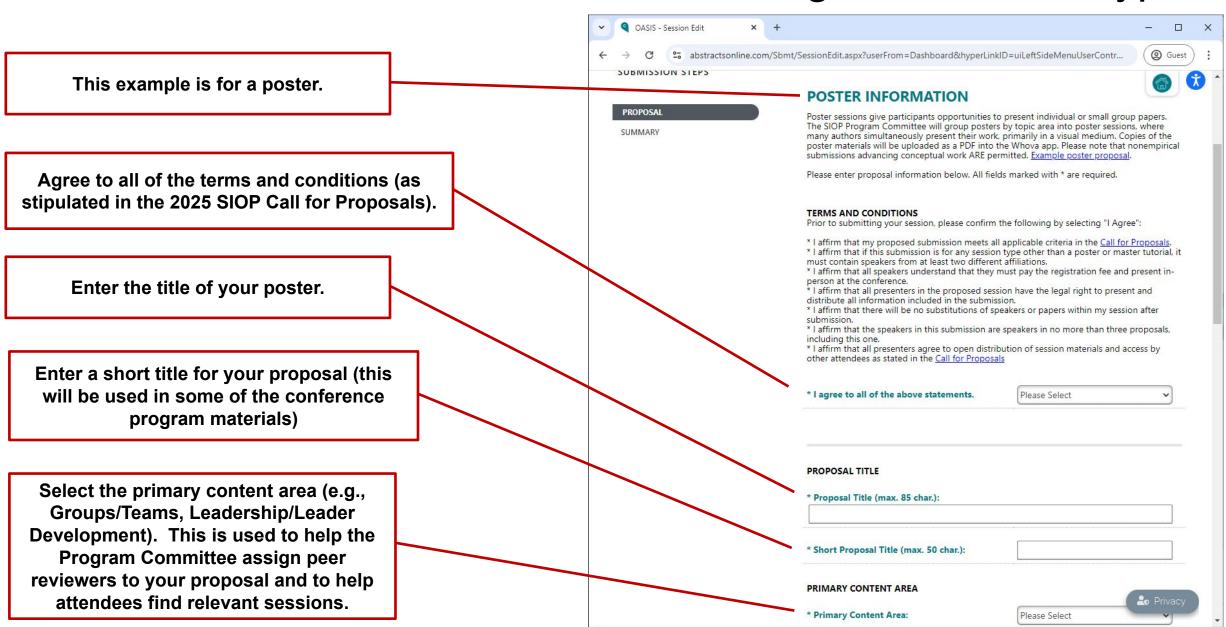
https://www.siop.org/Annual-Conference/Submission-Center



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



Create New Presentation: After Selecting Submission Type

OASIS - Session Edit @ Guest abstractsonline.com/Sbmt/SessionEdit.aspx?userFrom=Dashboard&hyperLinkID=uiLeftSideMenuUserContr.. You can optionally enter a secondary content area. SECONDARY CONTENT AREA Please Select Secondary Content Area: Copy and paste the abstract from your ABSTRACT proposal file here. The abstract will be used Please add an abstract (max 600 characters) which should provide a high-level overview of the for the conference program materials. * Abstract: Indicate the intended audience type (e.g., TYPE OF AUDIENCE practitioners, academics, mixed). For which type of audience is your session most Please Select relevant? **APA-STYLE CITATION** Enter the APA-style citation here. This * APA-Style Citation to Appear in Whova: information will appear in the conference Example document program materials (e.g., Whova). PERMISSION TO SHARE WITH SIOP MEMBERS Acknowledge that you have permission All presenters agree to open distribution of session materials and access by other attendees to share session materials with SIOP as stated in the Call for Proposals. attendees (this is a requirement in the CRITICAL SPECIAL REQUESTS 2026 SIOP Call for Proposals). Indicate if you have critical special requests for Enter any special requests here. These will your session? (e.g. Religious accommodations, room layout, etc.). be reviewed by the Program Committee and

accommodated if possible.

Create New Presentation: After Selecting Submission Type

SOCIAL MEDIA

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!

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

If you wish to be considered for the Best International Paper Award, select "Yes" here.

Click SAVE AND CONTINUE to move to the next section.

Technical Support contact information is listed here.

Please provide links or usernames to LinkedIn profiles for people in your session platform.	who would like to be tagged if SIOP promotes your session on that
LinkedIn:	-
AWARD ELIGIBILITY	
Would you like your poster to be considered for the LGBT Research Award? (LGBT Research Award eligibility information)	□ Yes
Please check if your proposal is eligible for the SIOP Best International Pape Award:	Yes

SAVE AND CONTINUE

SIOP Technical Support

Email: siop@support.ctimeetingtech.com

Phone: 1-217-398-1792

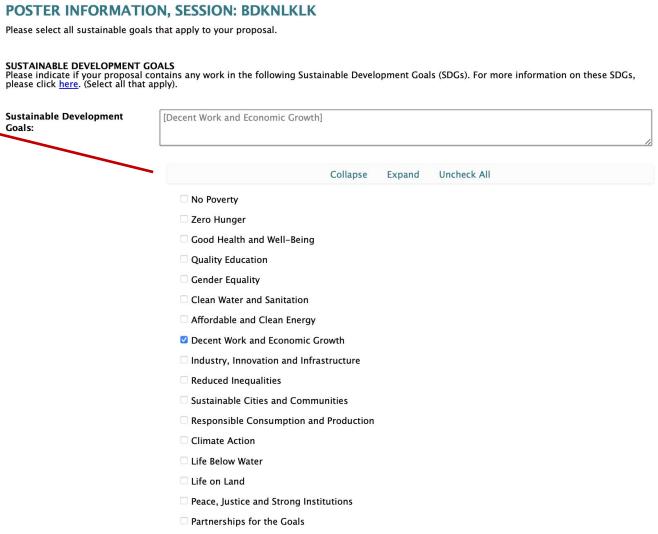
Technical Support is available Monday-Friday, 8a-5p CT.



Sustainable Development Goals



Please indicate if your proposal contains any work in the following United Nations Sustainable Development Goals (SDGs). For more information on these SDGs, please click <u>here</u>.



Click SAVE AND CONTINUE to move to the next section.

Entering Author Information

T

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.



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SUBMISSION STEPS	People Lookup Please use the people look address. This will pre-pop yourself manually.	up option below to search ulate the information from	for the primary speaker for the session (v an account that already exists in the SIOI	which in most o database. If n	cases w no resu	vill be you) by It is found yo	first/last or email u can still enter
PROPOSAL	First Name:	Vipanchi					
SUSTAINABLE DEVELOPMENT GOALS	* Last Name:						
PROPOSAL FILE & SUBMITTER/REVIEWER		Mishra					
SPEAKER	Email Address:						
NON-SPEAKING CONTRIBUTOR(S)							
SUMMARY							SEARCH PEOPLE
	First NameLast Na	ame Email Address	Institution	City	State	Country	Action
	Vipanchi Mishra	vmishra@wcupa.edu	West Chester University of Pennsylvania	West Chester	PA	United States	ADD
			Click house to contain a more Colombination				

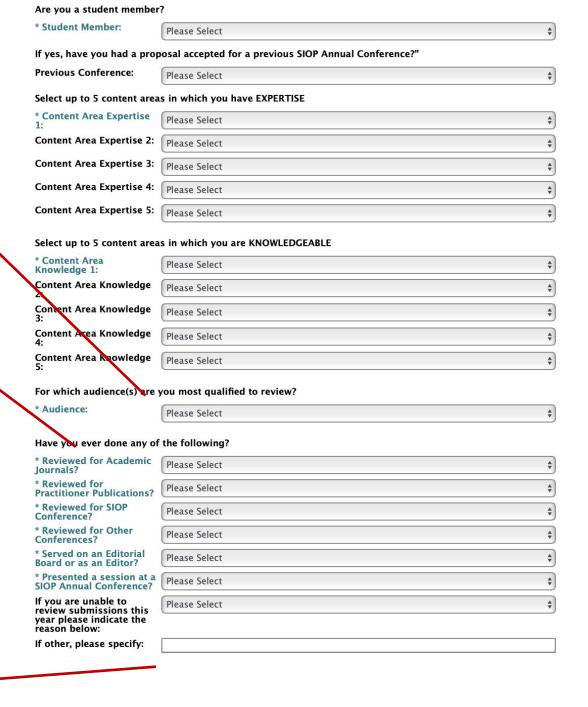
If your name appears, click ADD.

Entering Reviewer Information

All submitters will now automatically be enrolled as peer reviewers for the 2026 SIOP Conference. Please enter your reviewer information here.

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

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



Uploading Proposal File

Click Add/Edit File(s)

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

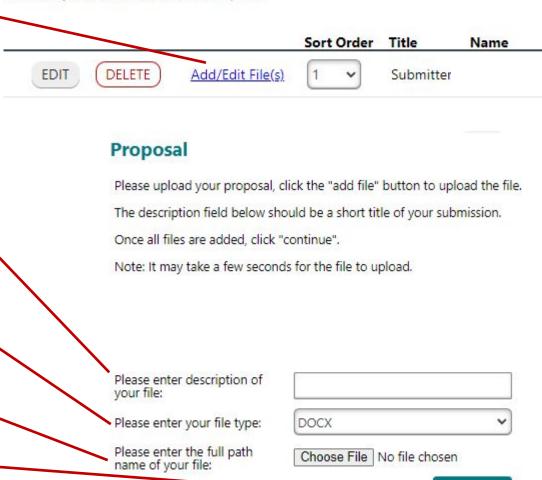
Select the file type. Word (.doc and .docx) and .pdf files are allowed.

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.



ADD FILE

Uploading Proposal File

T

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

SUMMARY

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



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

SUSTAINABLE DEVELOPMENT GOALS
Once all files are added, click "continue".

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

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

PROPOSAL
SIZE (in bytes)
13243

Mapped Name a41_1.docx

SAVE AND CONTINUE

SIOP Technical Support op@support.ctimeetingtech.c

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, <u>then</u> <u>you will need to add yourself here.</u>

SUMMARY

SEARCH PEOPLE

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"

First N	NameLast Na	me Email Address	Institution	City	State	Country	Action
Jeffre	ey Cucina	ı jcucina@gmail.com	U.S. Customs and Border Protection	Washington	DC	United States	ADD
Jeffre	y Cucina	ı jcucina@gmail.om					ADD
Jeffre	ey Cucina	ı JEFFREY.Cucina@cbp.dhs.gı	OV				ADD
Jeffre	ey Cucina	Jeffery.Cucina@cbp.dhs.gov	v				ADD

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 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. PROPOSAL PROPOSAL FILE & First Name: SUBMITTER/REVIEWER If you do not have any Non-Speaking * Last Name: SPEAKER Contributors, then click the SUMMARY NON-SPEAKING CONTRIBUTOR(S) button to move past this screen. Email Address: SUMMARY

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.

ОК

Cancel



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SUBMISSION STEPS

PROPOSAL

SUSTAINABLE DEVELOPMENT GOALS

PROPOSAL FILE & SUBMITTER/REVIEWER

SPEAKER

NON-SPEAKING CONTRIBUTOR(S)

SUMMARY

Summary Information

1

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.

Agree

FINALIZE



Submission Confirmation

T T

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



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SUBMISSION STEPS

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.

Next steps and timeline:

- Late October Reviewers are assigned to provide quantitative and qualitative feedback on each submission.
- Mid-November Reviews are due.
- Submission decisions, date/time assignments if accepted, and reviewer feedback are shared with submitters.

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).

SUMMARY

Wednesday Research Community Fora only have a submitter to enter. If accepted the **Forum** organizer may be able to acknowledge co-authors.

