Submission Site Walkthrough

2027 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.")

☑ 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 National Harbor on April 14-17, 2027.

☑ 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.

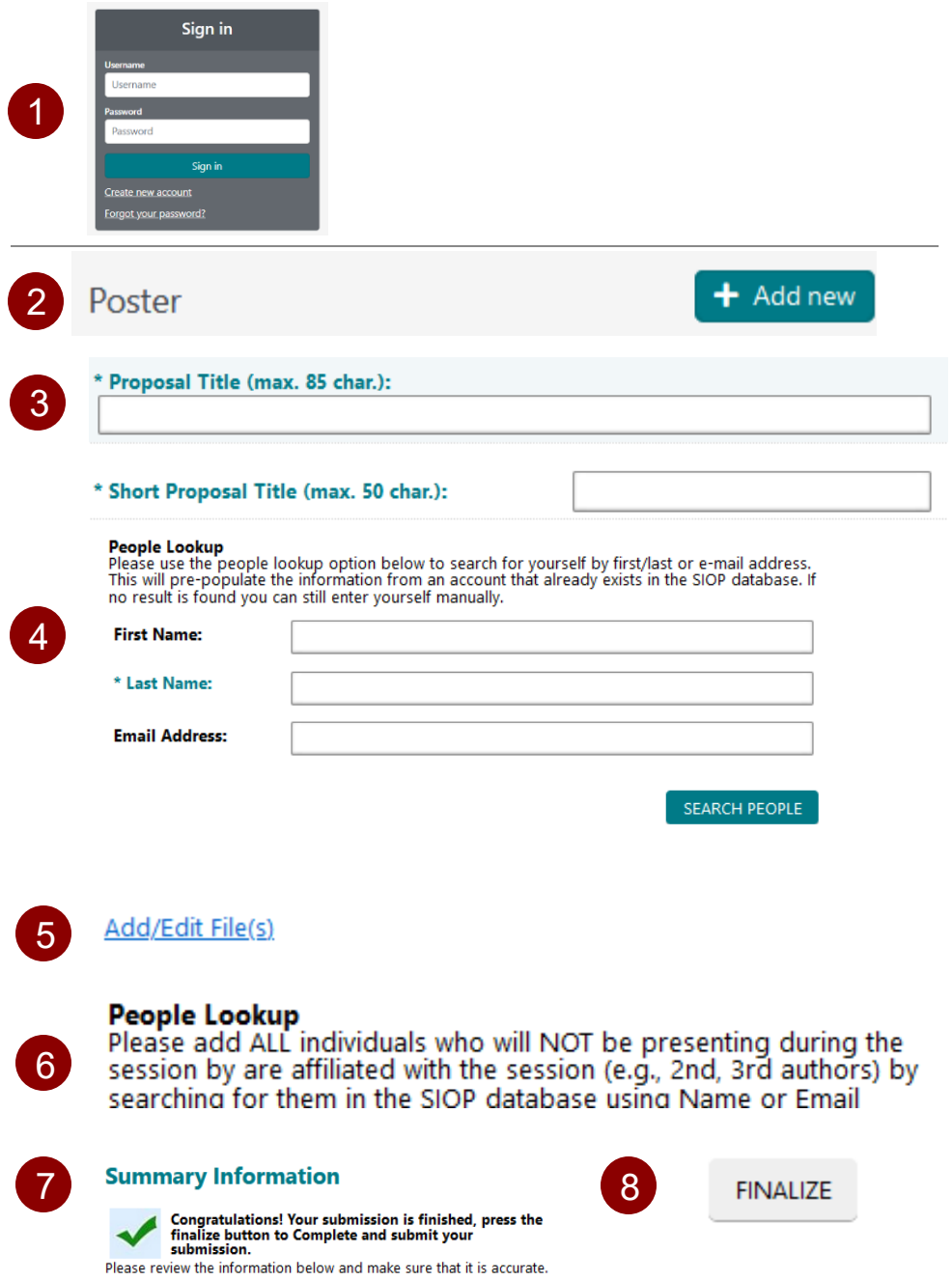
☑ I have access to the submission site walkthrough to help with any questions I may have during the submission process.

☑ 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. 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.

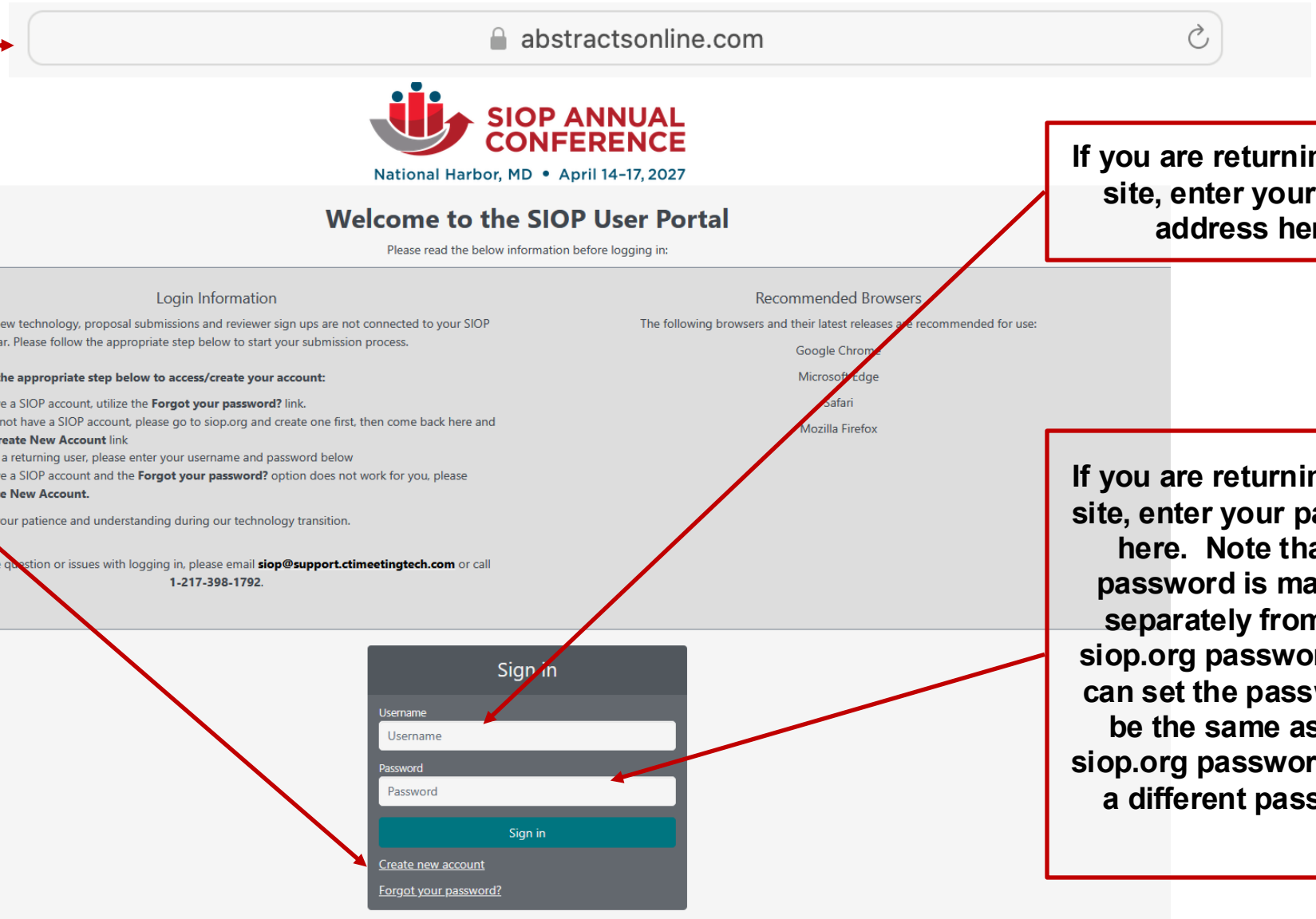
http://www.siop.org/Annual-Conference/Submission-Center



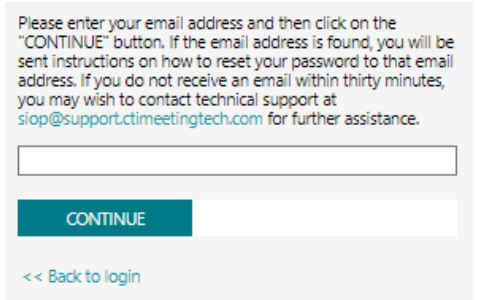
Submission Sign In Page

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.



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

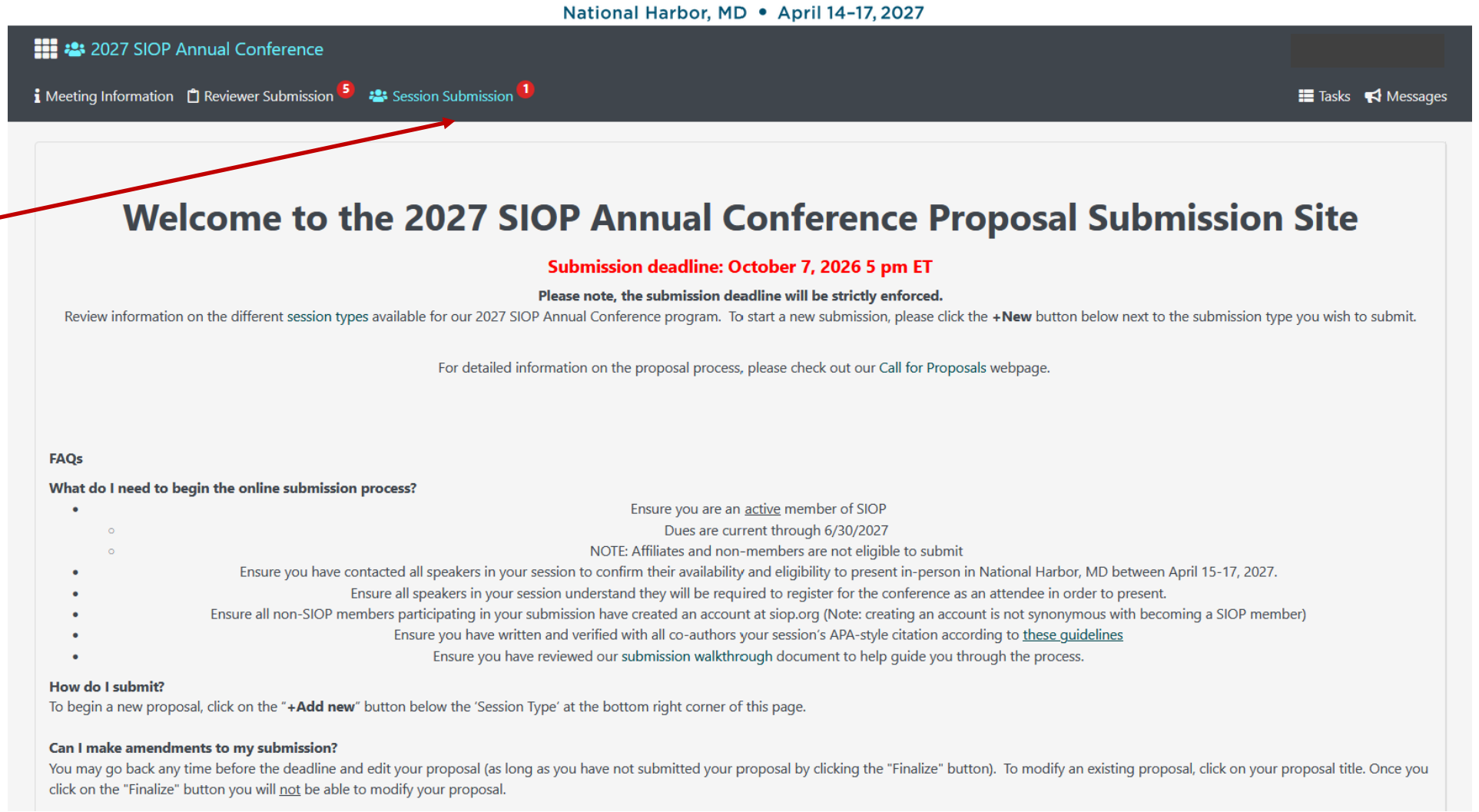
If you are returning to the site, enter your password here. Note that the password is managed separately from your siop.org password. You can set the password to be the same as your siop.org password or use a different password.

Submission Center Landing Page

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

After signing in, click the Session Submission button.

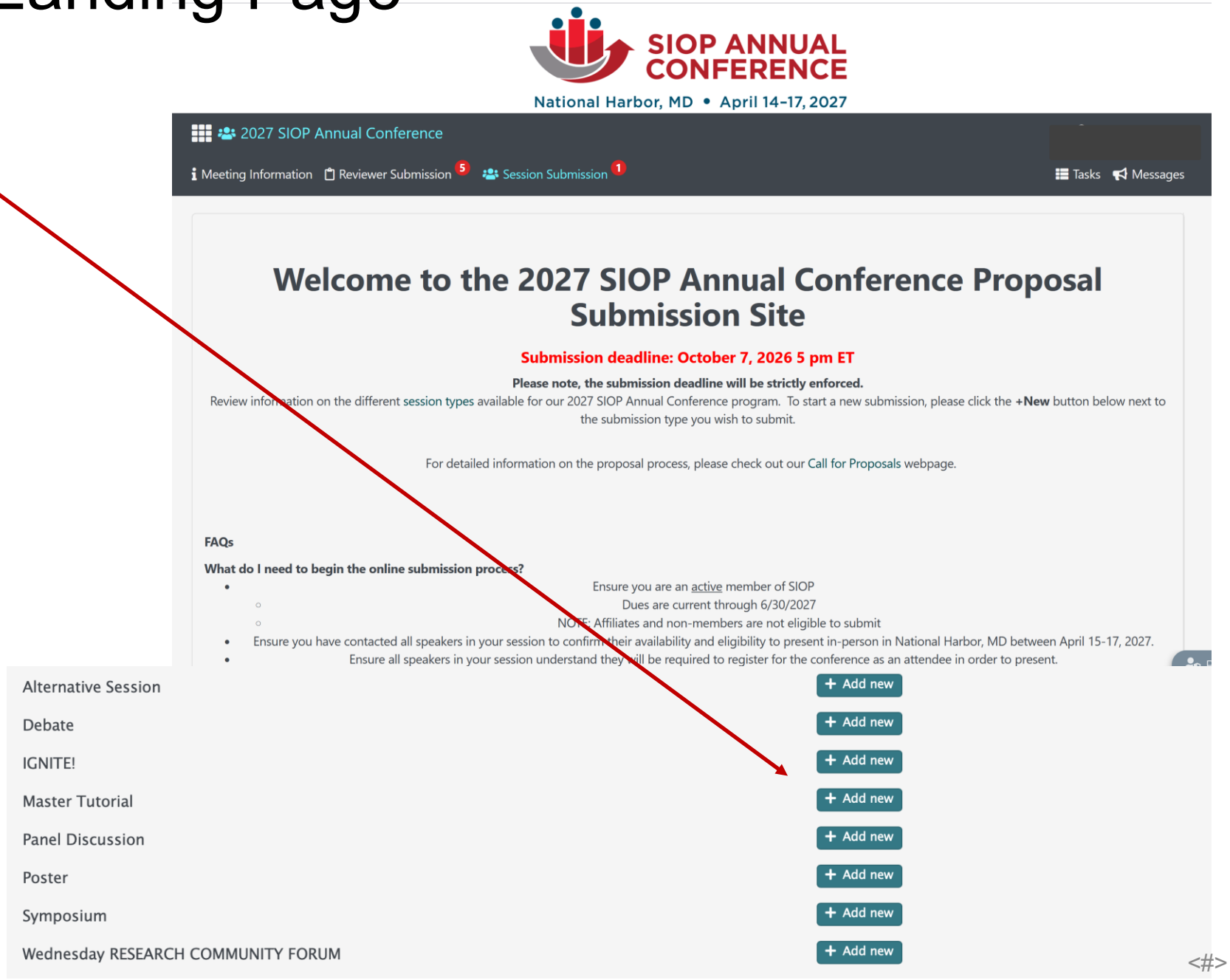
Session Submission



Submission Center Landing Page

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

Select the session type for your proposal by scrolling down to the bottom of the page and selecting the +Add new button.



Create New Presentation: After Selecting Submission Type

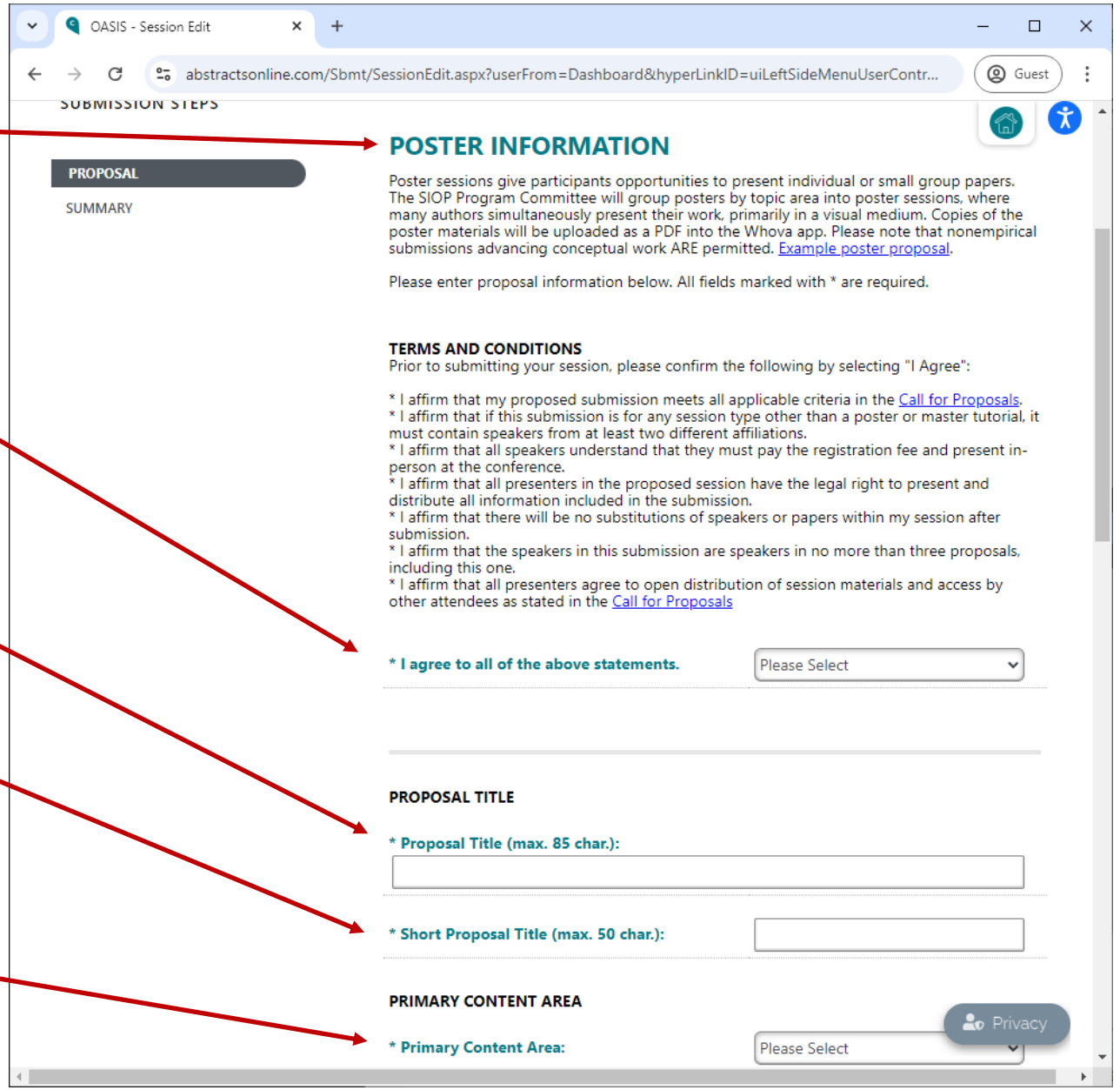
This example is for a poster.

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, Leadership/Leader Development). 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.

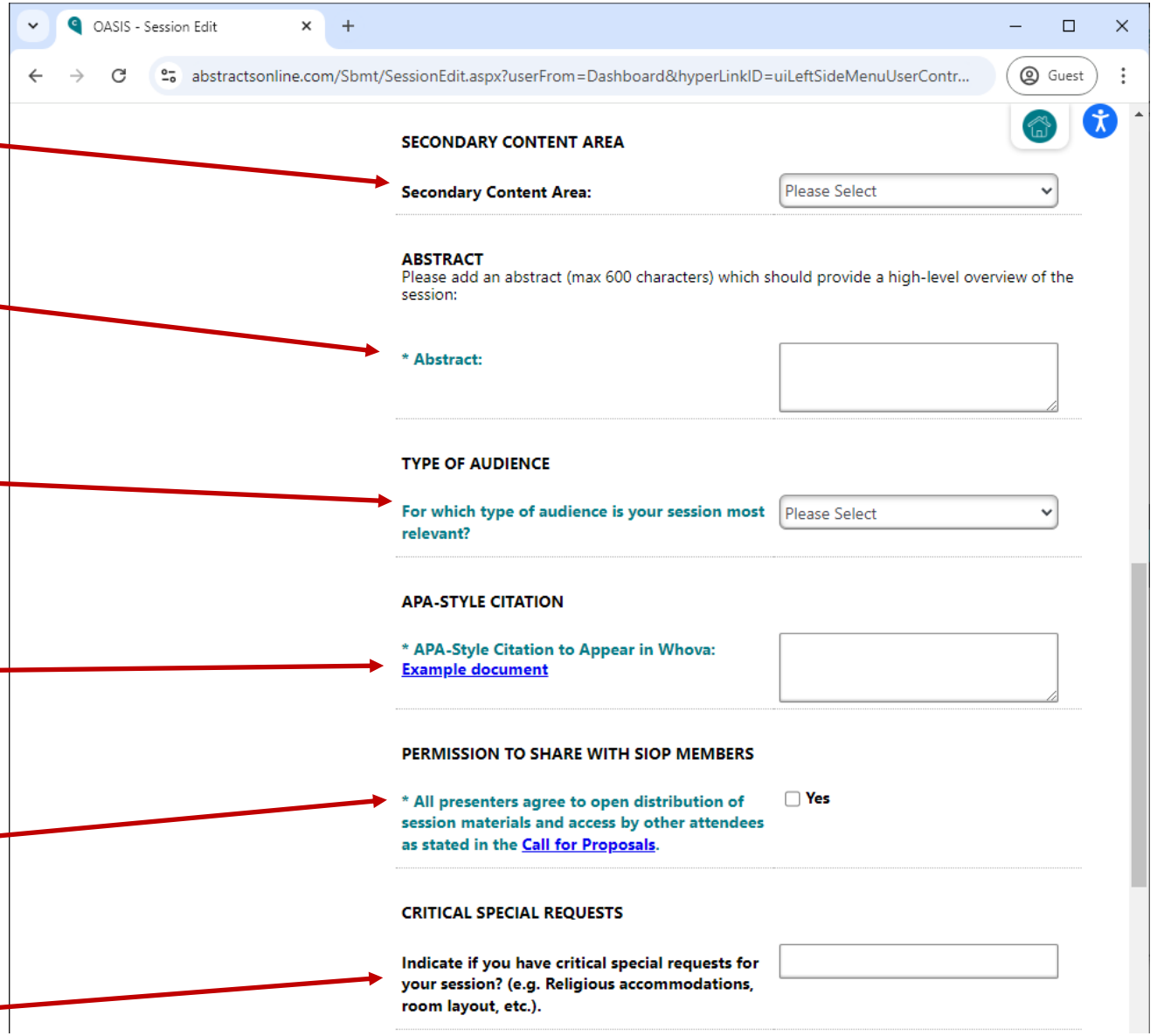
Copy and paste the abstract from your proposal file here. The abstract will be used for the conference program materials.

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 2027 SIOP Call for Proposals).

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



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.

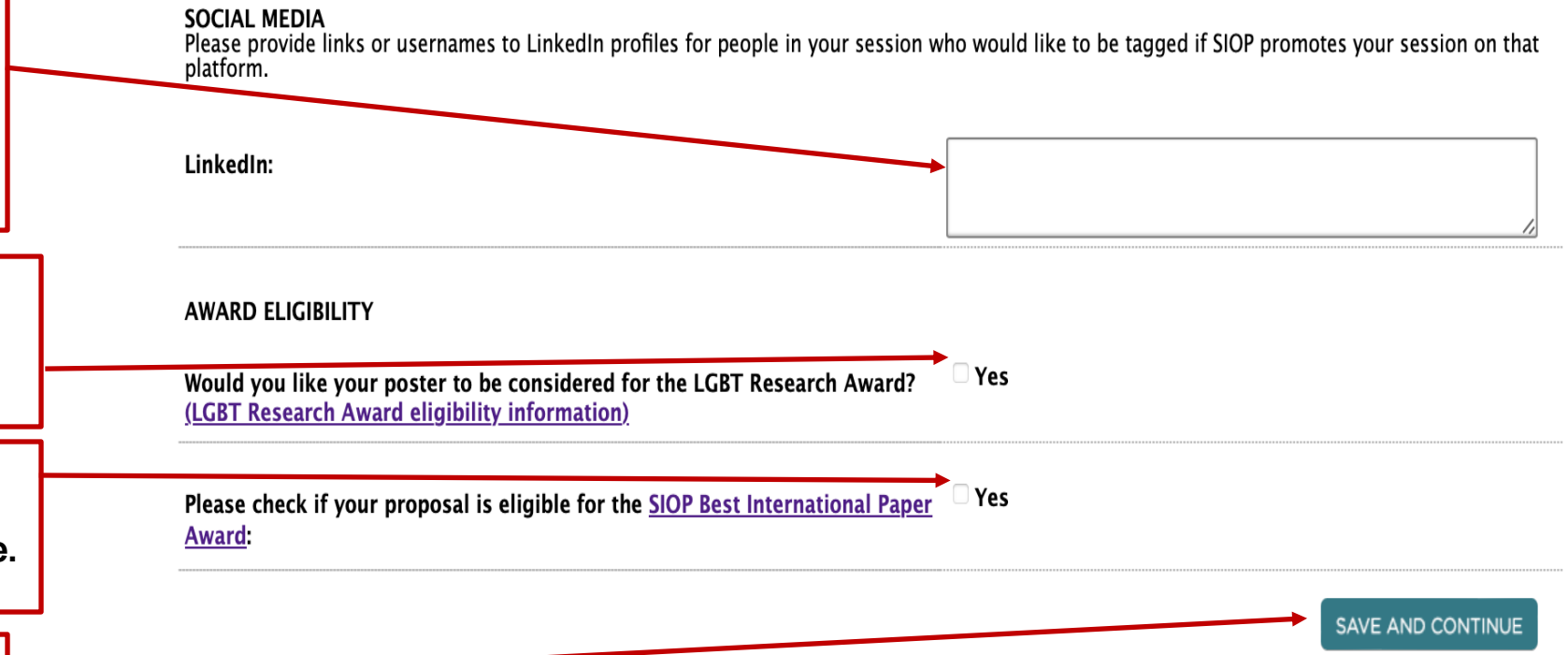
Tagging increases virality and increases exposure of both your session and the SIOP Conference!

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.

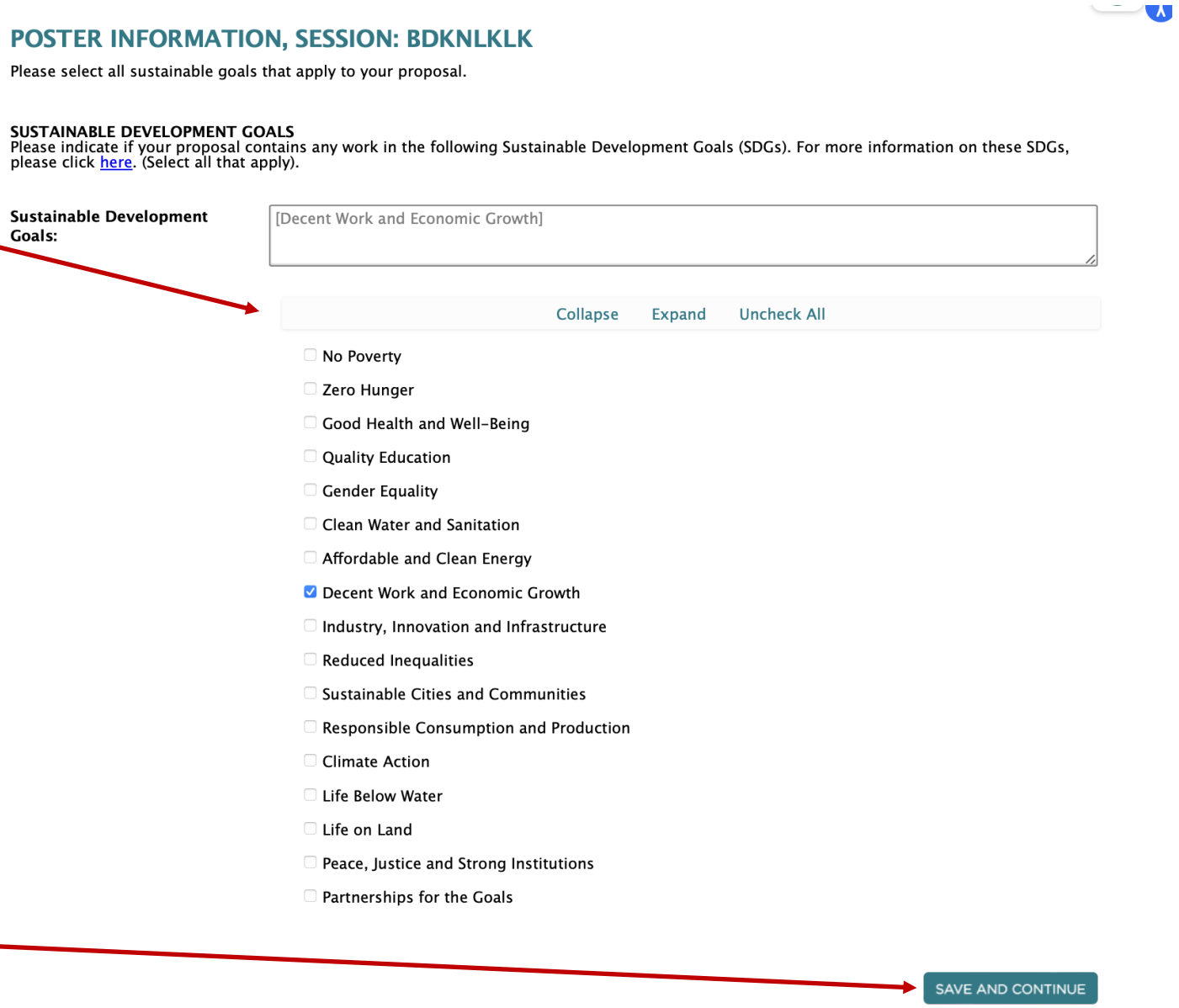
Click SAVE AND CONTINUE to move to the next section.

Technical Support contact information is listed here.



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 here.



Click SAVE AND CONTINUE to move to the next section.

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.

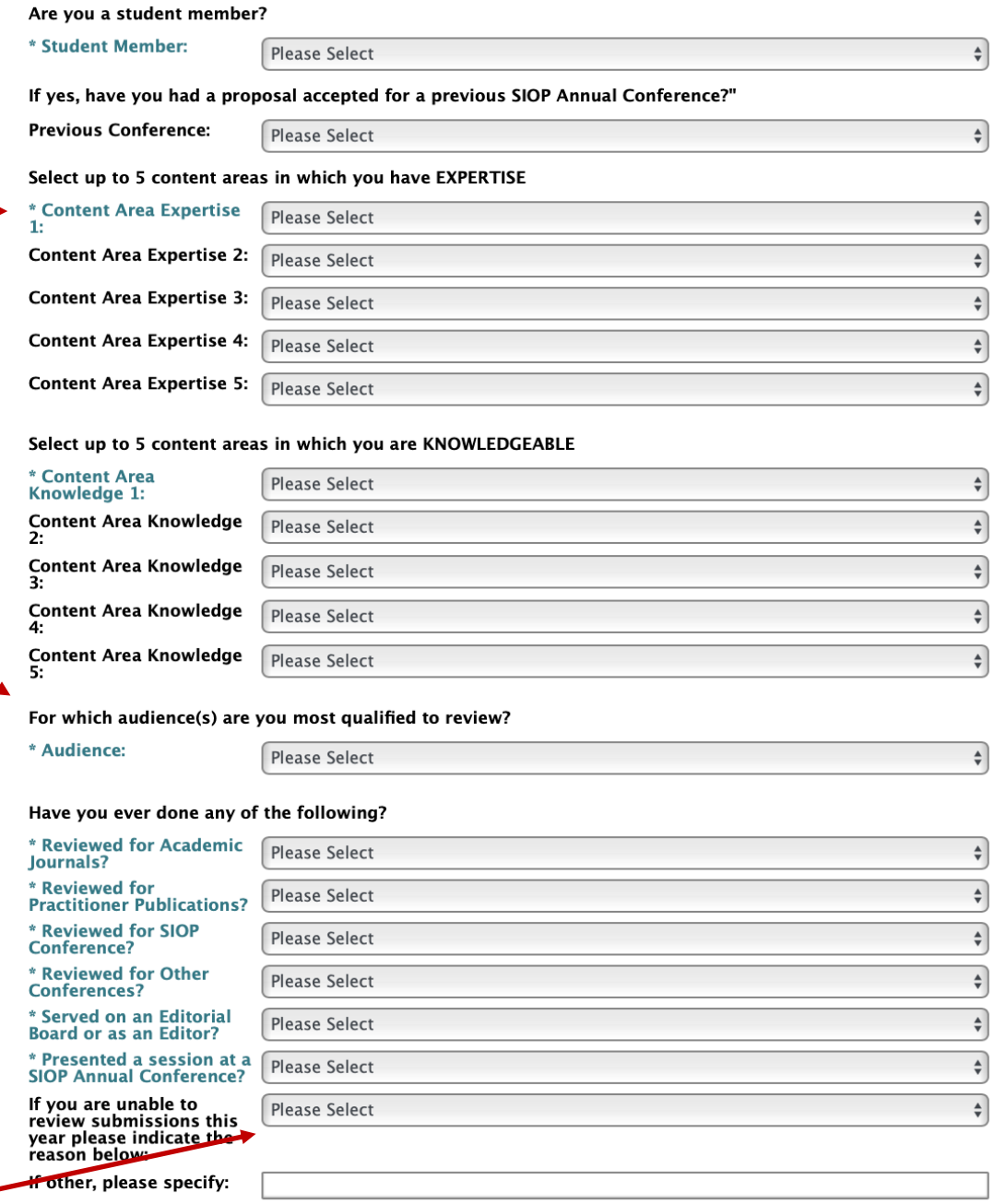
If your name appears, click ADD.

Entering Reviewer Information

All submitters will now automatically be enrolled as peer reviewers for the 2027 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

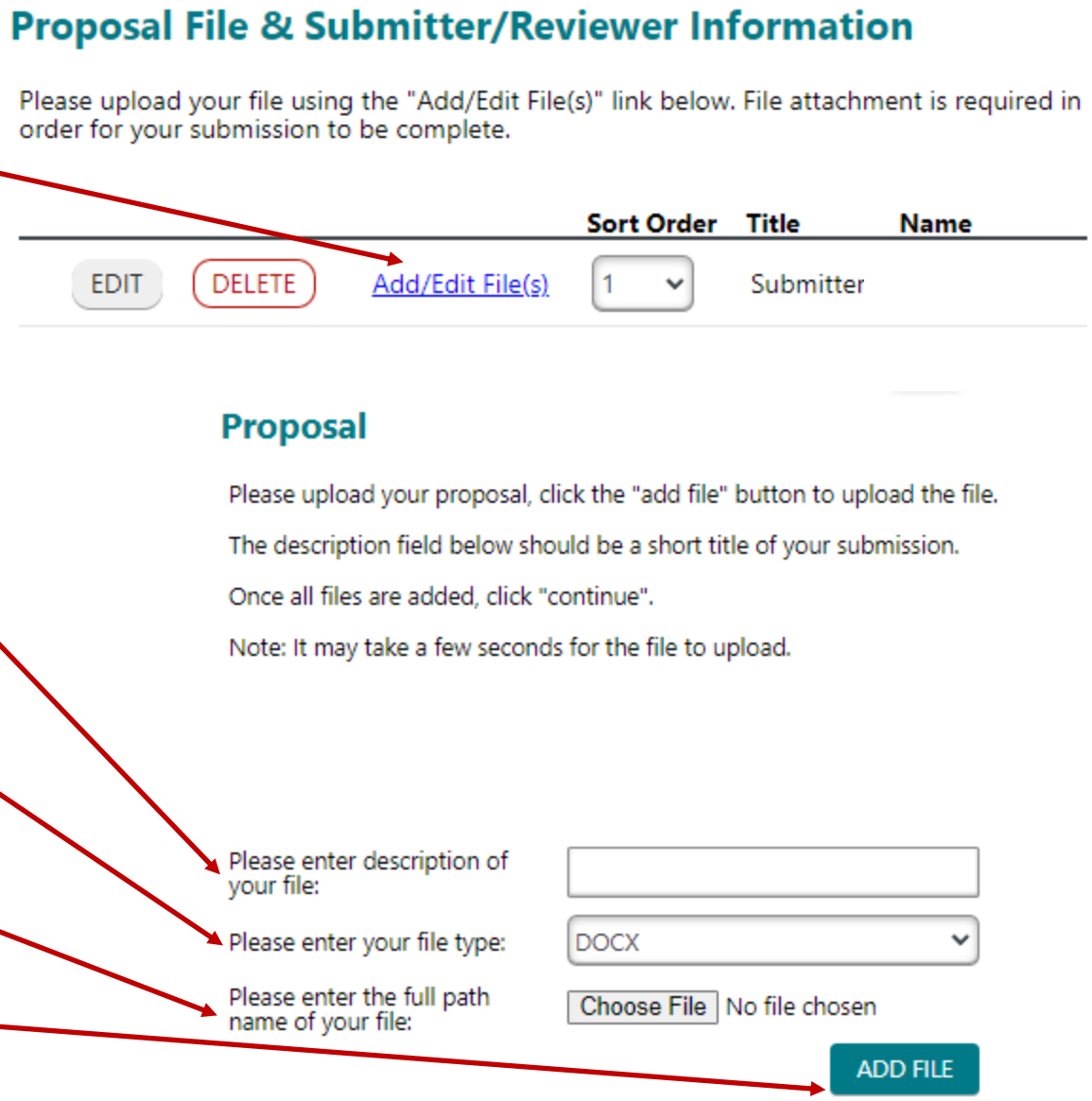
Click Add/Edit File(s)

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.



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.

Adding Speakers

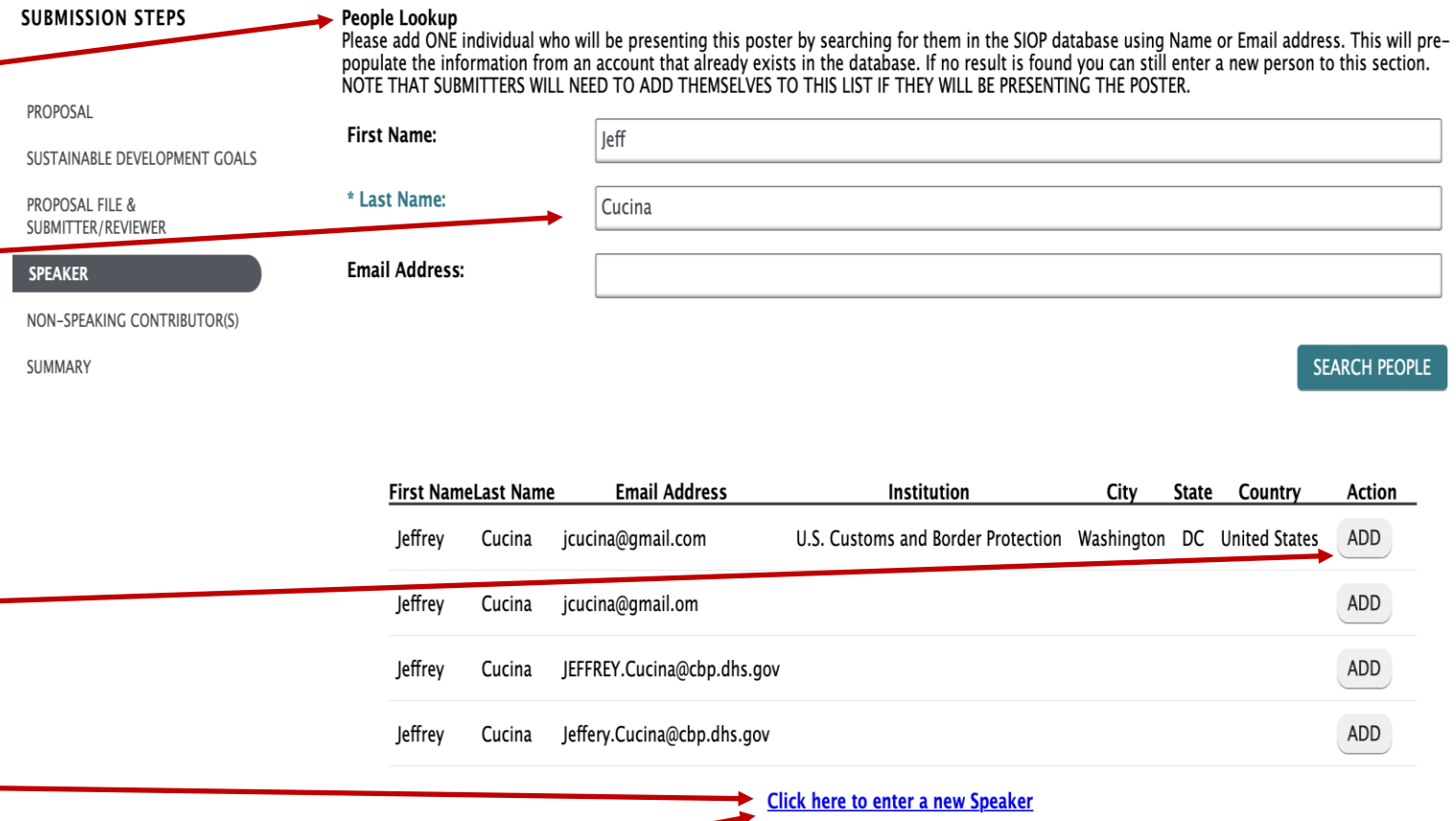
Use the People Lookup feature to speakers (debaters, moderators, panelists, etc.).

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"

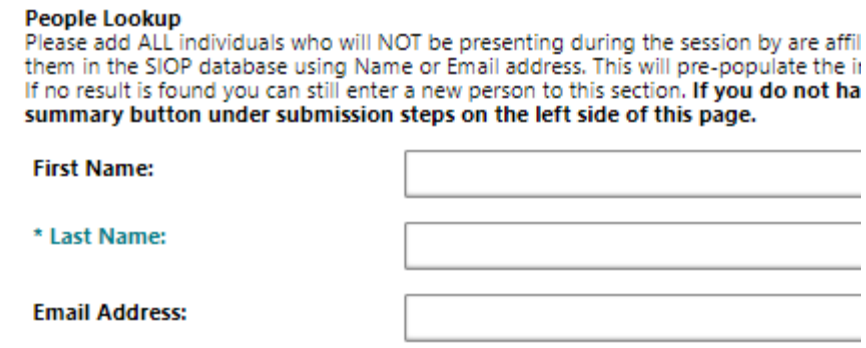
If no similar names are found, then you will also select "Click here to enter a new Speaker"



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.



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

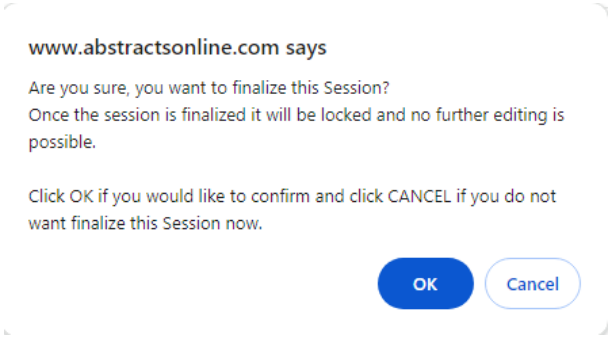
Double check that all of the information you entered is correct

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

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

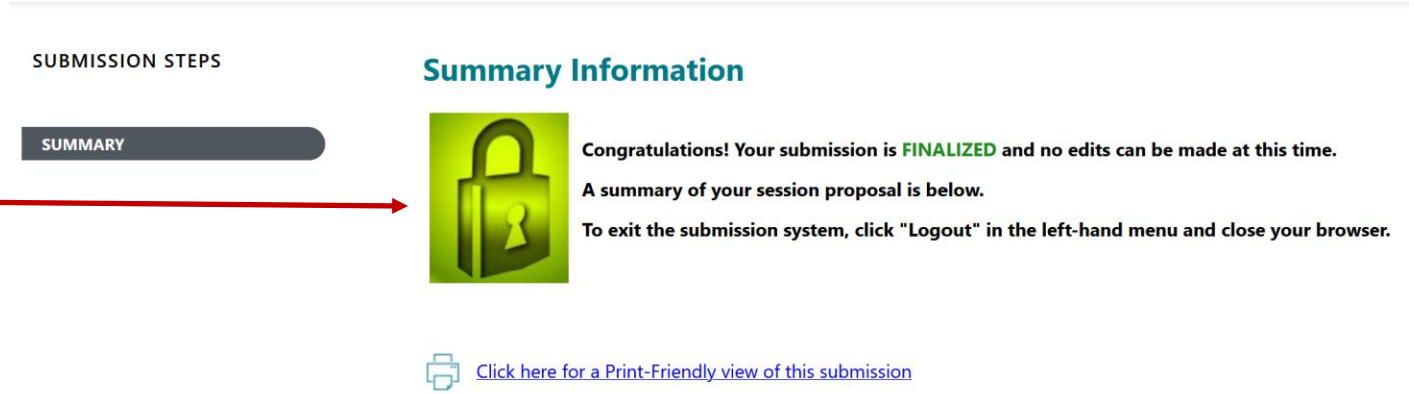
Click on the following to complete the step(s)
Speaker

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.



Submission Confirmation

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



You will also receive an email confirmation.

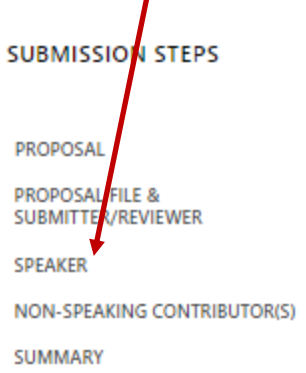
Next steps and timeline:

- 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.

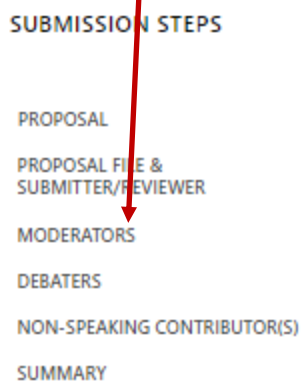
Notes on Other Session Types

- 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.

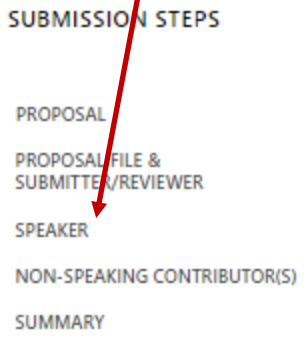
Alternative sessions have a speaker (i.e., chair and presenters who will speak at SIOP) and optional non-speaking contributors (e.g., an organizer other than a speaker).



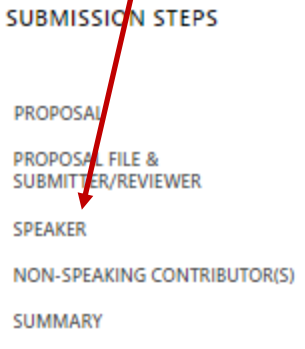
Debates have a moderator (i.e., chair who will moderate the debate), debaters, and optional non-speaking contributors (e.g., an organizer other than a speaker).



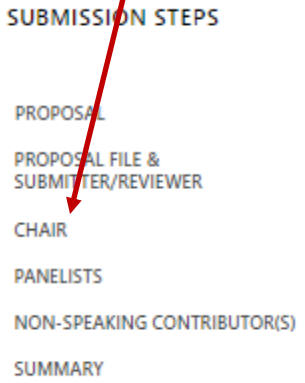
IGNITE! sessions have speaker (i.e., chair and presenters who will deliver slides at SIOP) and optional non-speaking contributors (e.g., co-authors, an organizer other than a speaker).



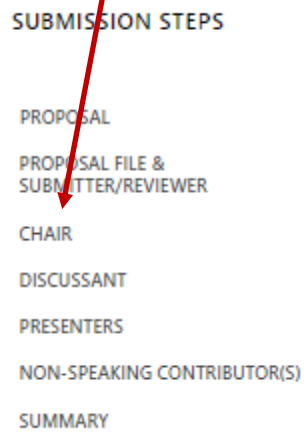
Master tutorials have speakers (i.e., presenters who will deliver the tutorial at SIOP) and optional non-speaking contributors (e.g., co-authors who helped develop the content).



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 Forums only have a submitter to enter. If accepted the Forum organizer may be able to acknowledge co-organizers.