

Welcome to Confex's proposal submission site!

If this is your first time (or not), below are some steps on how to submit a proposal.

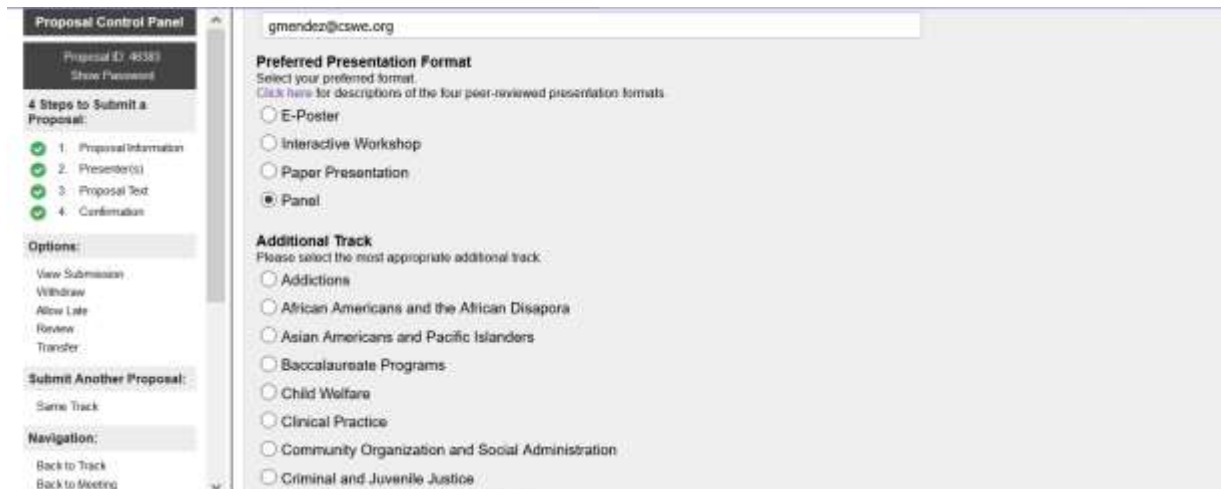
The link to the proposal submission site is <https://cswe.confex.com/cswe/2021/cfp.cgi>.

Step 1. This is the home page. On the left side of the home page, you can read more about the call. On the right side you will see all 40 tracks, including tracks for invited proposals. You can click on the review scope of 2021 APM tracks. You click any of the 40 tracks.

To submit to an invited track, look for the track (e.g., Hot Topic or Field Education Institute)



Step 2. Here you will enter proposal information. Enter the title (12 words maximum), the submitter's email address, preferred presentation format (for peer-reviewed), and choose up to one additional track.



Step 3. The overview should be no more than 50 words. Check the boxes for proposal agreements (read attached documents).

Note: There is a new section regarding Continuing Education credits (posters-> N/A), References and Objectives, including a question about presentation method.

Proposal Control Panel

Proposal ID: 40380
Show Password

4 Steps to Submit a Proposal:

1. Proposal Information
2. Presenter(s)
3. Proposal Text
4. Confirmation

Options:

- View Submission
- Withdraw
- Allow Late
- Review
- Transfer

Submit Another Proposal:

Same Track

Navigation:

- Back to Track
- Back to Meeting

Overview (50 Words Maximum)

If your proposal is accepted, the 50 word text will be used to develop the session description for the final program. Note that this text serves only as an overview of your proposal. The text of your complete proposal is to be entered in another step within this submission process. This overview is NOT intended to represent your full proposal.

48 words entered. You may not exceed 50.

In APA 7, format the DOI as a web address. Active hyperlinks for DOIs and URLs should be used for documents meant for screen reading. Present these hyperlinks in blue and underlined text (the default formatting in Microsoft Word), although plain black text is also acceptable.

Proposal Agreements

- I confirm that I have read the Track Descriptions: (Track Descriptions)
- I confirm that I have read the Session Format descriptions: (Session Format Descriptions)
- I understand the following: All accepted presenters for the 2021 APM are required to register, pay in-full, by July 2021 and be in attendance at the Annual Program Meeting.

I'd like my presentation to be considered for continuing education credits.

No

What is your preferred presentation method, if your proposal is accepted?

in-person

Note: There is a new section regarding Continuing Education credits (posters-> N/A), References and Objectives, including a question about presentation method.

Step 4. Objectives. Submit at least one objective (50 words max.)

Proposal Control Panel

Proposal ID: 40381
Show Password

4 Steps to Submit a Proposal:

1. Proposal Information
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Options:

- View Submission
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Submit Another Proposal:

Same Track

Navigation:

- Back to Track
- Back to Meeting

Learning Objectives (50 Words Maximum per Objective. One objective is required.)

Learning objectives must be precise and stated as measurable and/or demonstrable learning outcomes. Learning objectives must also state what the learner is to perform after participating in the session rather than what the learner will learn. For more guidelines and tips on writing learning objectives, click here.

Offering has measurable and/or observable learning objectives that are clear and concise written statements defining the knowledge, skills, and abilities a learner should be able to demonstrate following the learning experience.

Learning objectives should explain what participants will now be able to do after they have attended the session. A good format for learning objectives is to complete the sentence: "Upon completion, participants will be able to..." Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. For assistance, presenters can use Bloom's Taxonomy verb chart to create learning objectives: <https://tips.dark.edu/atoms-taxonomy-verb-chart/>

Objective (One objective per dialogue box.)

Upon completion participants will be able to identify three most common ways to reduce anxiety.

Objective (One objective per dialogue box.)

Upon completion participants will be able to summarize the physiological effects of stress/anxiety.

Step 5. Add presenters. Search for a person in the database by one of three identifiers before adding a new name. If the name does not appear then it will say “No matches found.”

Proposal Control Panel
 Proposal ID: 46382
 Show Password

4 Steps to Submit a Proposal:

1. Proposal Information
2. Presenter(s)
3. Proposal Text
4. Confirmation

Options:

- View Submission
- Withdraw
- Allow Late
- Review
- Transfer

Submit Another Proposal:

- Same Track

Navigation:

- Back to Track
- Back to Meeting

Search for a Person

Before adding a new name, search the database to see if that name and contact information have already been entered.

The search is not case sensitive and returns only exact matches
 Do not use wildcard characters such as *
 You may use [special \(accented\) characters](#)
 If the name is not found, enter it in the data entry form that appears next

First Name: Match "Like" Starts with

Last Name: Match "Like" Starts with

Email Address: Match "Like" Starts with

To add a presenter that is not in the database, fill in the prompts below. Disregard the waiver request accepted and Reg ID. Then click save and continue. **Note: There are new limits to peer-reviewed proposals for number of presenters. Refer to Proposal Categories to learn more.**

Proposal Control Panel
 Proposal ID: 42578

4 Steps to Submit a Proposal:

1. Proposal Information
2. Presenter(s)
3. Proposal Text
4. Confirmation

Options:

- View Submission
- Withdraw

Submit Another Proposal:

- Same Track

Help:

- Instructions
- Report a Technical Issue
- Privacy Policy

Date Started: 2020-01-08 11:01:40
 Last Modified: 2020-01-08 11:01:41

Presenter Information

No matches found. Please complete the form below.

* - Indicates required field
 ** - Indicates required for presenters only.

Reg ID
 Confex Only

First & Middle Names or Initials * Last Name * Suffix

Credentials

Email Address *

Is this person a student? *
 Yes No

Staff Use Only

Waiver request accepted?

Brief Biography *
 Word Count: Maximum: 250

Step 5. After presenters have been added under the presenter tab, click on the next step: Proposal Text. Follow the guidelines on the page. Then click save and continue.

Step 6. Add proposal text. There is a new word limit of **500 words**. Make sure to read the guidelines carefully when submitting the proposal.

The screenshot displays the 'Proposal Control Panel' for Proposal ID: 40179. The left sidebar shows a progress indicator for '4 Steps to Submit a Proposal', with 'Proposal Text' as the current step. The main content area is titled 'Proposal Text' and includes a link to 'Click here to show/hide instructions.' Below this, the 'Proposal Guidelines' section is highlighted with a red arrow and contains the following instructions:

- Proposal Text is required for all submissions.
- Your Proposal Text must be 750 words or less.
- It is highly recommended you first use a word processor to compose your proposal text. Then check your spelling and word count. As a final step copy and paste your proposal text from your word processor into the box below.

Below the guidelines, a note states: 'To submit your text, copy it from your document and paste it into the box below. You may also type directly in the box, and can apply special formatting using the buttons along the top of the box for subscript (x₂), superscript (x²), etc.'

The text input area features a rich text editor toolbar with icons for undo, redo, bold, italic, underline, link, unlink, list, and image. Below the input box, a note reads: 'You may copy and paste formatted text from your word processor. Use Ctrl-V to paste.' At the bottom of the page, there is a 'Save and Continue' button.

Step 7. You will arrive at the confirmation page. Make sure everything is accurate as much as possible. You may print the page for your reference. You will receive an automated email confirming your submission.

If you still need assistance, please e-mail APMProposals@cswe.org.

Thank you and best of luck!