

Summary: Enter your info, enter sessions details, enter speaker info

- 1- From the home page, click the start button
- 2- Search for your name. It may be in the system as someone has entered it earlier
- 3- After you enter your name and hit search you will be shown a list of potential matches  
IF YOU ARE PROPOSING BUT NOT SPEAKING, you should still enter the information about yourself. There is an option later on to indicate you are a speaker on the session.
  - a. If your name, or the name you are searching is one of the choices, click the select circle by that name and then Click Start
  - b. If the name is not there, you can click New Speaker to enter a record
  - c. If you really think the information is in the system, you can start a new search
- 4- If the name is in the system and you choose it, it will pull the information and choices for you to see. You must, **for each session**, choose one of the options in question one. This is where you say if you are presenting or just suggesting.
  - a. If the rest of the information about you on the page is correct, scroll to the bottom and click continue. THEN SKIP TO #7 to beginning entering a new session proposal
- 5- If the name is not in the system, you will get a choice to search again or start a new record
- 6- If you choose that you are a presenter on the session, a drop down box will ask you to indicate your role. Meeting Facilitator is to be used if it is a committee or commission meeting only.
- 7- After you indicate your information, you will be asked to provide information on the session.
  - a. The title should be clear and specific as to what you the session is covering
  - b. Session type helps drive room and layout. The session types in BOLD have descriptions if you hover over them
  - c. If you indicate a desire for Food and Beverage, you should indicate what type (not the exact menu). If you indicate no, then the type question disappears.
  - d. Session length
  - e. Room set is the set up preferred. Hover over each BOLD title to get description
  - f. Tech Needs. Use this to tell us if you need power, special items because you are making something, etc. Note that you do not need to request projector and screen if you've chosen theatre or classroom set.
  - g. Tracks- Indicate ALL POSSIBLE areas that this session might interest. You are not restricted to "your commission" if the subject might be of interest to others
  - h. Session description- Please read these instructions and offer the best description you can
  - i. Ability Level- You must choose between Meeting, Entry, Intermediate, or Advanced
  - j. Learning Objectives should be stated so that the goal of the sessions is clear
  - k. This session would appeal to allows you to offer suggested audiences that we might market the session to
  - l. We often get multiple submissions for similar topics, this allows you to lobby for why this group of speakers is the best option.

After you have completed all these things, then you may add up to 4 speakers/panelists. Click add speaker icon next to your session title and fill out the required information.

**When you hit submit a confirmation email will go to you AND ALL SPEAKERS LISTED**