

Call for Presentations FAQs

FAQs

Do I have to be a member to submit an abstract?

No, you don't have to be a SAME member. You will be asked for your last name and email for our system to check to see if you've submitted previously. If you have not, you'll receive an Oops message with the option to "Create New Profile".

Search

Please enter your last name and email address in the fields below and then **select on the search button** to begin. You **MUST** click on search so we can connect your request to speak to your record in our member database! *(If this is your first time submitting an abstract to SAME, you will receive an "Oops" message and be directed to Create a New Profile.)*

Enter your information in the fields provided.

Last Name

Email

Oops.

We're sorry, your information was not found in our database using the information you've provided. Please click the "**Create New Profile**" button to create your profile and submit an abstract!

If you are a member of SAME or have participated in an SAME in the past, please go back and try your search again and ensure you have entered the email address that is on your SAME member account.

How do I add additional speakers?



When you get to the Review Information page, click on the Person+ icon to add additional presenters.


Review Information

Please review the information abstract and author information below by clicking Print
Preview. You **MUST** click the **Submit** button to save your submission. You may still go back in and make edits until December 16, 2022.

To add additional presenters, please click on the person + icon below "Add a Speaker". The form will refresh and take you back to the search page where you may search for the additional contact's database record. Please complete the profile by adding the bio and photo.

Click the **SUBMIT** button to save your submission.

#	Submission Information	
	A Good Sample	
1	Joe Sample CEO (Speaker) Disclosure Status: Pending	


Print Preview

Click this button to add additional speakers, you will be asked for their last name and email, just like you were asked at the beginning of the abstract submittal process.

How do I know if my submission was received?





On the Review Information page, you must click the Submit button at the bottom of the page to submit your proposals. You will know it has been submitted if you receive a confirmation email with log in credentials for the Abstract Service Center. Check your spam/junk folder if you do not see this email. Contact sessions@same.org if you receive no email.


Review Information

Please review the information abstract and author information below by clicking Print
Preview. You **MUST** click the **Submit** button to save your submission. You may still go back in and make edits until December 16, 2022.

To add additional presenters, please click on the person + icon below "Add a Speaker". The form will refresh and take you back to the search page where you may search for the additional contact's database record. Please complete the profile by adding the bio and photo.

Click the **SUBMIT** button to save your submission.

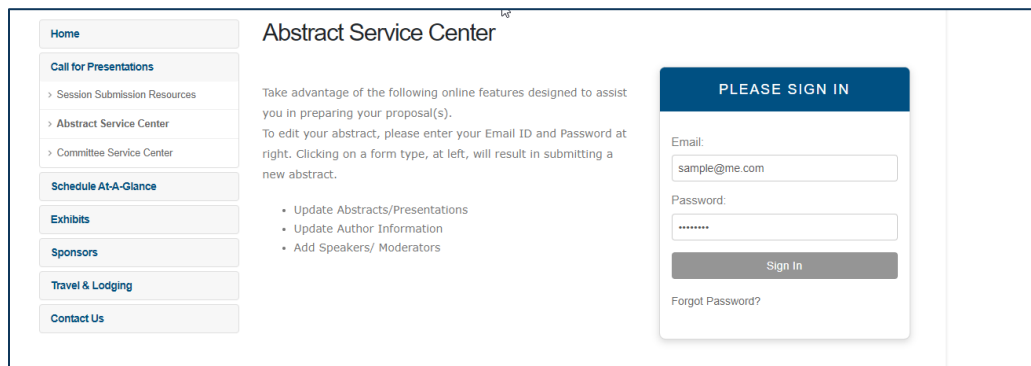
#	Submission Information	
	A Good Sample	
1	Joe Sample CEO (Speaker) Disclosure Status: Pending Edit Display Order	
2	Jill Example VP (Speaker) Disclosure Status: Pending Edit Display Order	 


Print Preview

You must click SUBMIT to save

How do I access the Abstract Service Center?

You can only access the Abstract Service Center once you have submitted an Abstract and received the confirmation email with log in credentials.



The screenshot displays the 'Abstract Service Center' interface. On the left is a navigation menu with options: Home, Call for Presentations (with sub-items: Session Submission Resources, Abstract Service Center, Committee Service Center), Schedule At-A-Glance, Exhibits, Sponsors, Travel & Lodging, and Contact Us. The main content area is titled 'Abstract Service Center' and contains the following text: 'Take advantage of the following online features designed to assist you in preparing your proposal(s). To edit your abstract, please enter your Email ID and Password at right. Clicking on a form type, at left, will result in submitting a new abstract.' Below this text is a bulleted list: 'Update Abstracts/Presentations', 'Update Author Information', and 'Add Speakers/ Moderators'. On the right side, there is a 'PLEASE SIGN IN' form with fields for 'Email:' (containing 'sample@me.com') and 'Password:' (containing '*****'). A 'Sign In' button is located below the password field, and a 'Forgot Password?' link is positioned below the button.

Remember you can access and add co-presenters/edit your abstract until the CFP deadline.

I think I accidentally submitted my abstract twice. What should I do?

Please send an email to sessions@same.org and let us know the abstract number to delete.