



Sample Submission Form and FAQs

To assist you with the submission process, we have outlined the steps that you'll go through to complete an Abstract Proposal. We also have some FAQs at the end of this document related to the submittal form.

Page 1. Author/Speaker Information.

The following information is required for this page:

Author Role:

- Speaker
- Moderator

First Name: _____ **Last Name:** _____

Badge Name: _____ **Title:** _____

Email: _____ **Cell Phone:** _____

Company Name: _____

Biography (250-words max)

Qualifications on Subject (100-words max)

Page 2. Abstract Information

The following information is required for this page:

Track or Focus Area (choose 1)

- Architecture
- Business Development & Marketing
- Energy & Sustainability
- Engineering & Construction
- Environmental
- Facility and Infrastructure Asst Management
- Joint Engineering
- Leadership
- Resilience
- Warrior

Session Title of Presentation (10-word max)

A catchy, compelling session title, no more than 10 words.

Presentation Description (200-400 word)

This is a succinct summary of your presentation. It should provide enough information for the program committee to understand what you plan to present.

Session Description for Program (50-word max)

We are looking for 50 words that concisely highlights your session. It needs to be informative, but also engaging so that participants understand expectations and are enticed to attend. Start with an active, exciting sentence.

Learning Objectives (4 required)

Learning Objectives (LO's) need to be clear and concise descriptions that describe what the participants will learn once completing the session. Please use complete sentences which do not end with a question. They are NOT four Burning Questions but Learning Objectives. LO's will be used to support the issuing of PDH and AIA credits.

LO #1: _____

LO #2: _____

LO #3: _____

LO #4: _____

Learning Objectives for AIA HSW Designation

To qualify for AIA HSW|LUs, learning programs must address knowledge intended to protect the health, safety, and welfare of the occupants of the built environment, as defined below:

Health: Those aspects of professional practice that improve the physical, emotional, and social well-being of occupants, users, and any others affected by buildings and sites.

Safety: Those aspects of professional practice that protect occupants, users, and any others affected by buildings or sites from harm.

Welfare: Those aspects of professional practice that enable equitable access, elevate the human experience, encourage social interaction, and benefit the environment.

Content must include one or more of the AIA CES acceptable HSW topics

Technical and professional subjects related to the practice of architecture that safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment are considered Health, Safety, and Welfare (HSW) subjects.

Learning programs must address one or more of the following HSW topics to be approved for LU|HSW credit:

- Practice management: This category focuses on areas related to the management of architectural practice and the details of running a business.
- Project management: This category focuses on areas related to the management of architectural projects through execution.
- Programming and analysis: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.
- Project planning and design: This category focuses on areas related to the preliminary design of sites and buildings.
- Project development and documentation: This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.
- Construction and evaluation: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

At least 75% of the content must be on HSW topics. When submitting a learning program for approval, at least 75 percent of the learning objectives must relate to HSW topics to qualify for HSW designation. Please revise your Learning Objectives if you feel the topic would qualify.

How does your session meet the requirements listed below for HSW topics to qualify for HSW designation?

- Yes, my session qualifies for HSW
- My session qualifies for AIA Learning Objectives only
- My session qualifies for PDH credit only
- My session is education in valuate buy not sure what credits it warrants

Target Audience for your Presentation (Choose 1)

- Beginner
- Intermediate
- Advanced

Additional Comments

Do Not include names of panelists or other speakers here. Use this space to elaborate on specific presentation points and/or how the presentation will flow.

I am Submitting in the Following Manner

If you are presenting with another presenter or panel you must include the names and add bios etc. at the completion of your abstract. You will be able to add co-presenters at the end of your submission. If you fail to complete this step the abstract will not be complete and the review committee may not rate as highly.

- Sole Presenter
- Present with one other speaker on same topic
- Panel of three or more

Moderator for Your Session

The role of the moderator is to help ensure that the session runs smoothly. The moderator initiates contact with speakers prior to conference, to discuss details pertinent to the session. At the conference, the moderator helps to ensure the room is properly equipped, that it is comfortable. The moderator also assists the speakers by providing introductions, and by helping them stay on track with the planned session schedule.

- Yes, please provide moderator
- No, I have a moderator
- No, I will find a moderator

Re-Broadcast your Session

Are you willing to allow a re-broadcast of your session?

For example, if a SAME post would like to show your session as a post event, are you willing to allow re-broadcast of your session's recording?

- Yes
- No

Page 3. Review Information

You can add additional Presenters on this page (see FAQ below). You MUST click on the SUBMIT button at the bottom of the page to Save/Submit your Abstract (see FAQ below).

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	<input type="text" value="Sample"/>
Email	<input type="text" value="Sample@me.com"/>
<input type="button" value="Search"/>	

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.


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 vertical navigation menu with the following items: 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 of actions: 'Update Abstracts/Presentations', 'Update Author Information', and 'Add Speakers/ Moderators'. On the right side of the interface is a 'PLEASE SIGN IN' form with fields for 'Email:' (containing 'sample@me.com') and 'Password:' (containing '*****'), a 'Sign In' button, and a 'Forgot Password?' link.

Remember you can access and add co-presenters/edit your abstract until the deadline. Please send an email to sessions@same.org if you inadvertently duplicated your abstract. Let us know the abstract number to delete.