CPDD 2018 Submission Instructions

(Revised: Sept. 29, 2017)

CPDD 2018 Conference Workshops Submission Instructions 2
CPDD 2018 Forum Submission Instructions 8
CPDD 2018 Full Symposium Submission Instructions 14
CPDD 2018 Mini-Symposium Submission Instructions 20

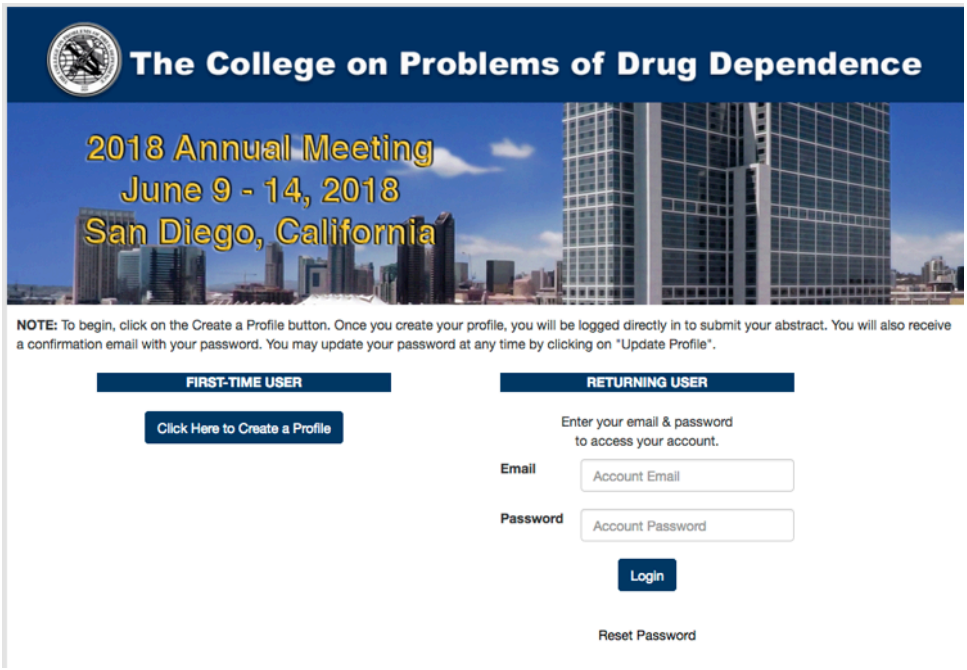
CPDD 2018 Conference Workshops Submission Instructions

Access the Workshop Submission Site – click here

1. Login

If you are a CPDD Member

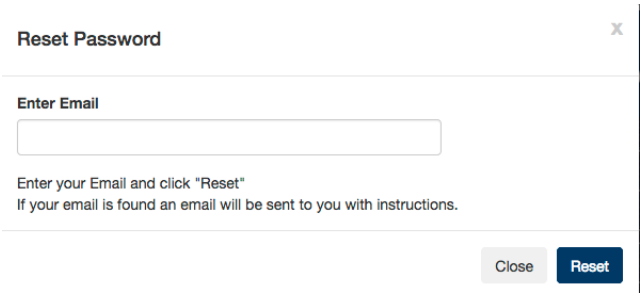
- under **Returning User**, enter your Email and Password



NOTE:

If you have forgotten your account email address, contact the CPDD office at (215) 707-3242.

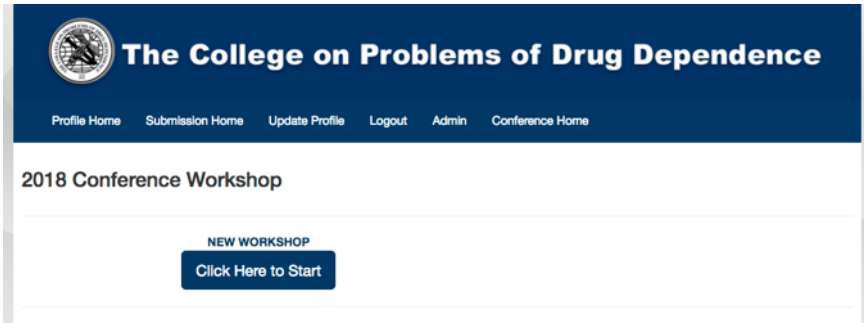
If you have forgotten your password, click the Reset Password link and in the pop-up window, enter your email address and click Reset



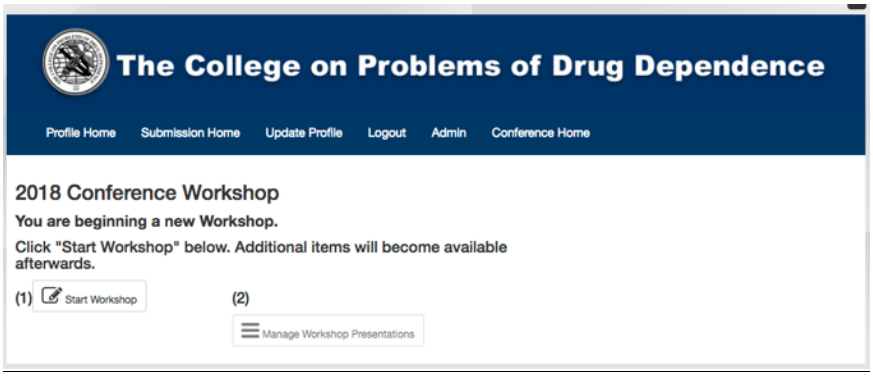
If you are not a CPDD member:

- select **Click Here to Create a Profile** button
- complete the contact profile screen information
- click Create Profile.

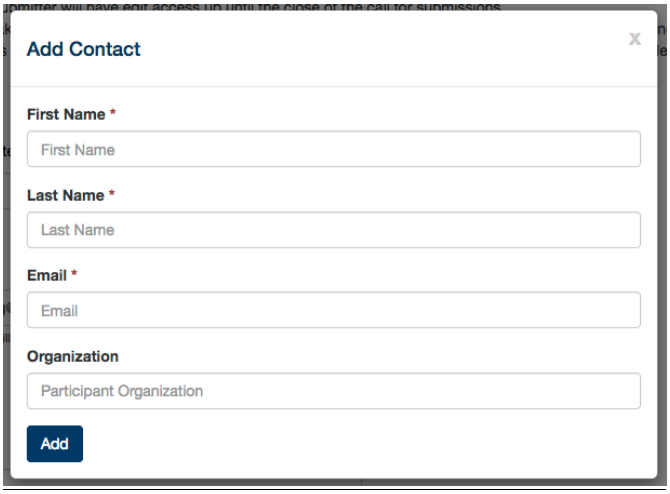
2. Once you are logged in, select **Click Here to Start** button



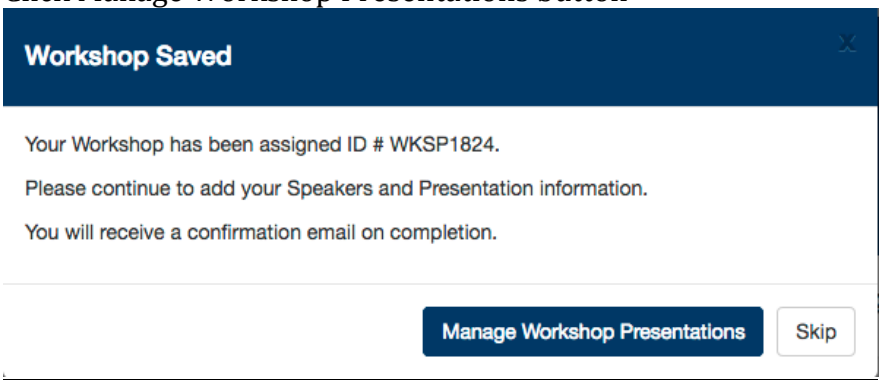
3. Click on the **Start Workshop** button



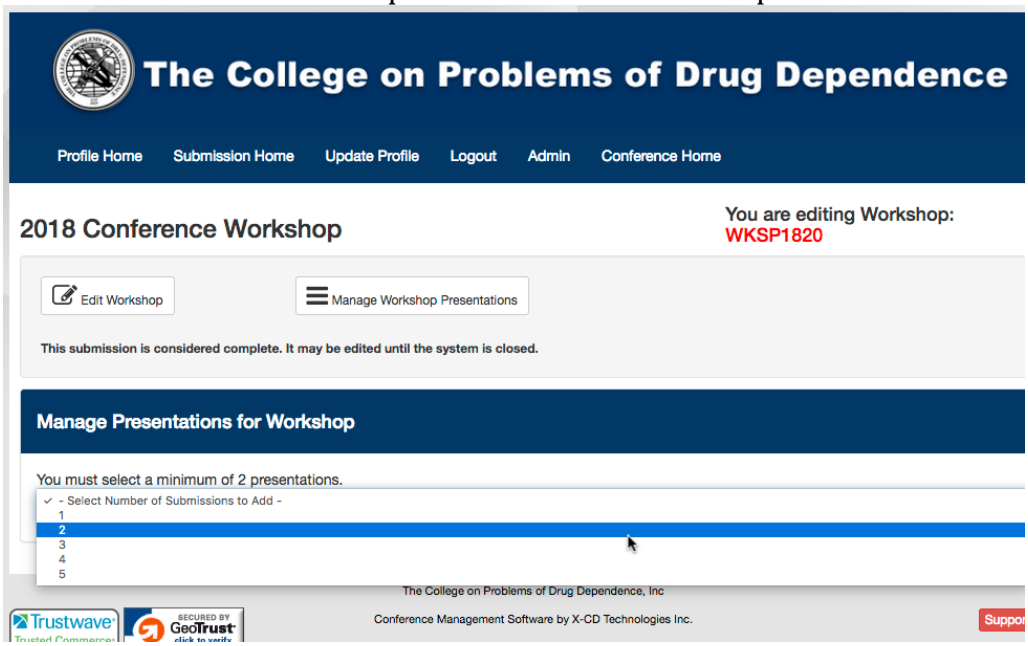
4. Complete the on-screen form fields
    a. Enter a Title
    b. Enter a Chair and Co-Chair
        i. by typing in the last name of the person in the field, select the individual from the list
        ii. if there no matching name, then click + Add Contact button and in the pop-up screen, enter a First Name, Last Name, Email and Organization, then click Add



    c. Enter a Summary
    d. Enter up to 5 keywords
    e. Complete the remainder of the fields on the form
    f. Click Submit Workshop button
    g. A pop-up message will appear indicating the assigned ID
    h. Click Manage Workshop Presentations button

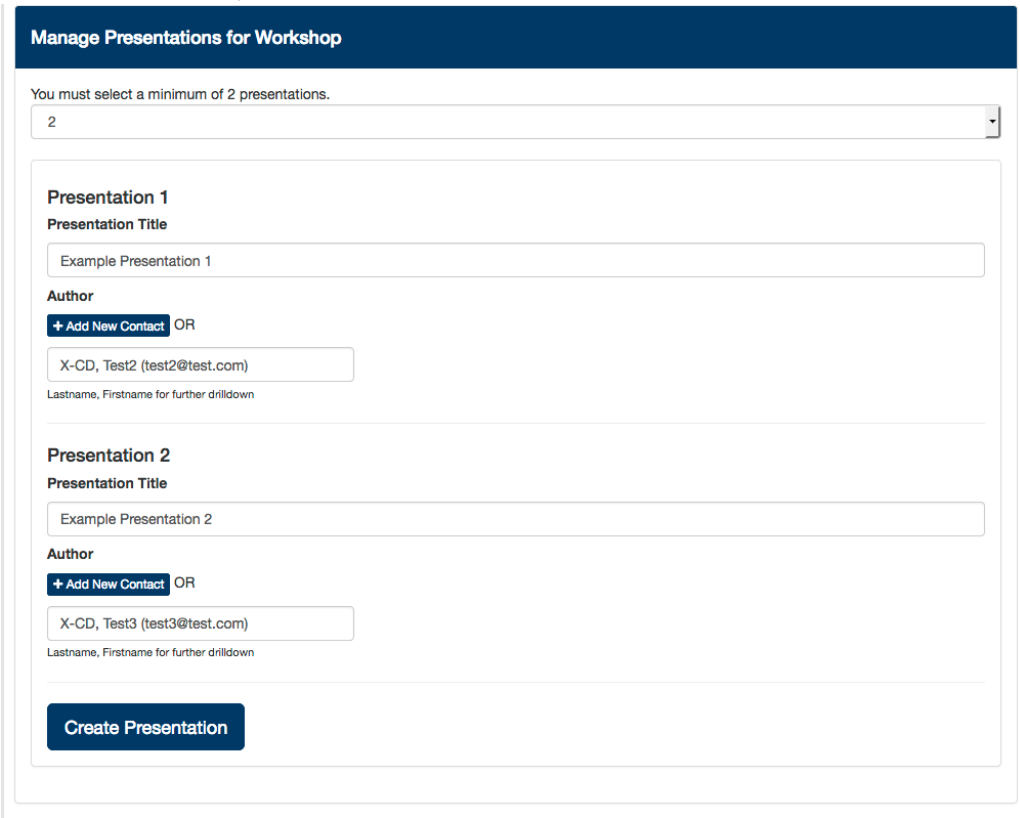


i. Provide the total number of presentations from the dropdown list



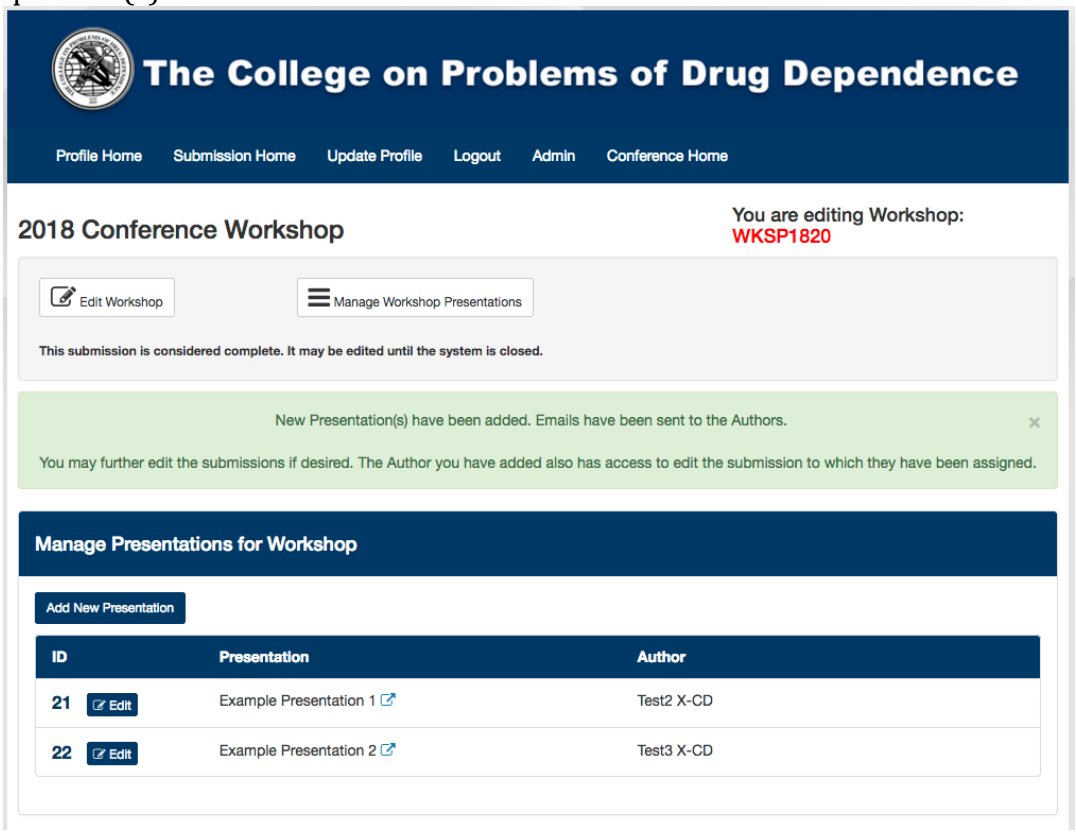
j. Based on the number of presentations selected, a series of fields will appear to be completed for each presentation

i. Similar to 4b above, enter the last name of person to select an Author, if there is no match, click + Add New Contact button

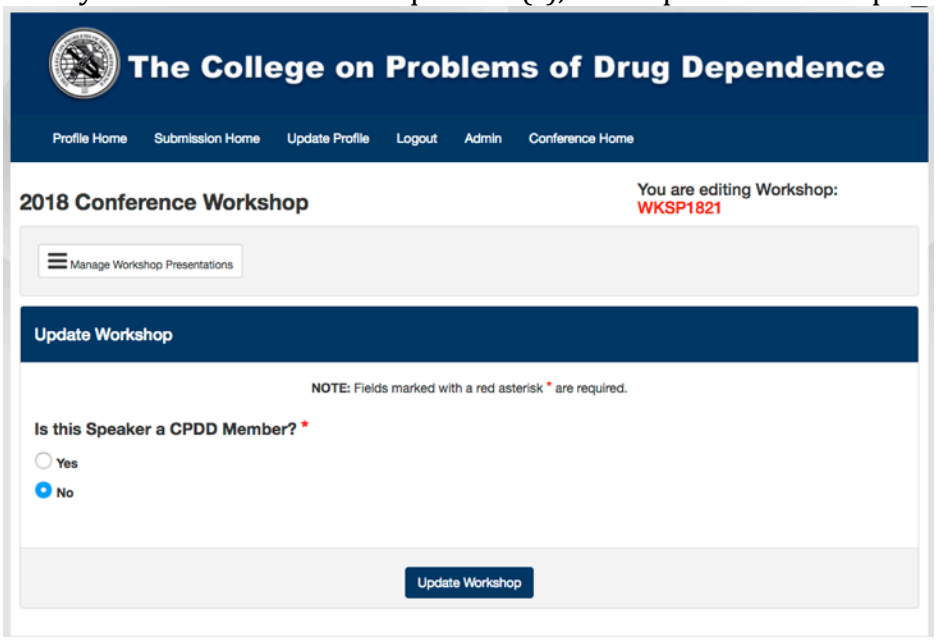


ii. Click Create Presentation

iii. Click Edit button beside the first presentation and answer the related question(s)



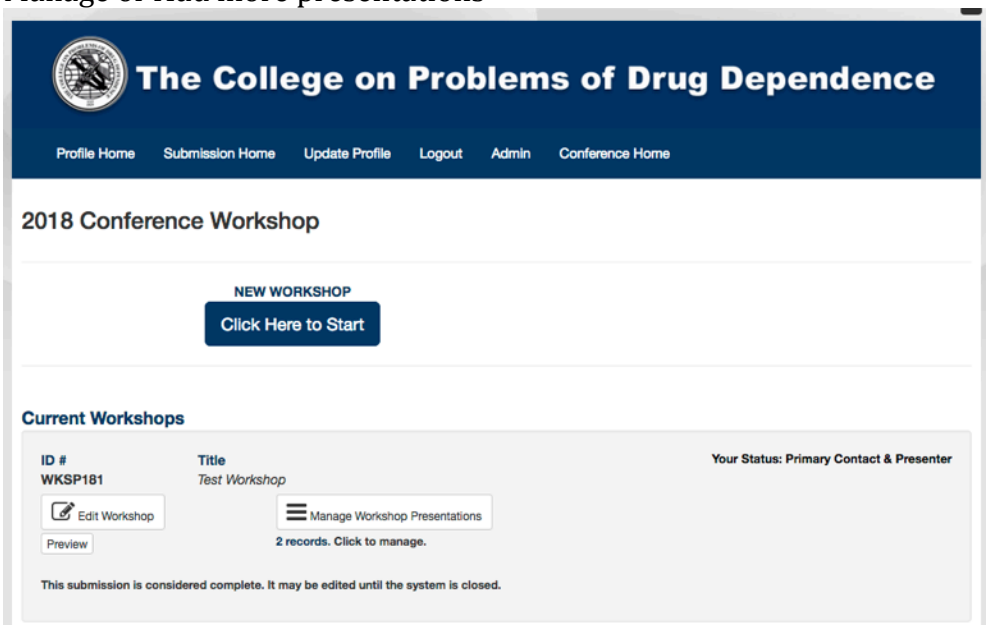
iv. Once you have answered the question(s), click Update Workshop button



v. Click Manage Workshop Presentations button

vi. Repeat clicking Edit for each presentation, answer the question(s), click Update workshop, then Manage Workshop Presentations

vii. When you have completed updating all presentations, click Submission Home where you may preview your submission, edit your submission or Manage or Add more presentations



viii. If you are finished, you may click Logout to leave the system or click Profile Home to access the Submission sites for Forum, Full Symposium or Mini-Symposium

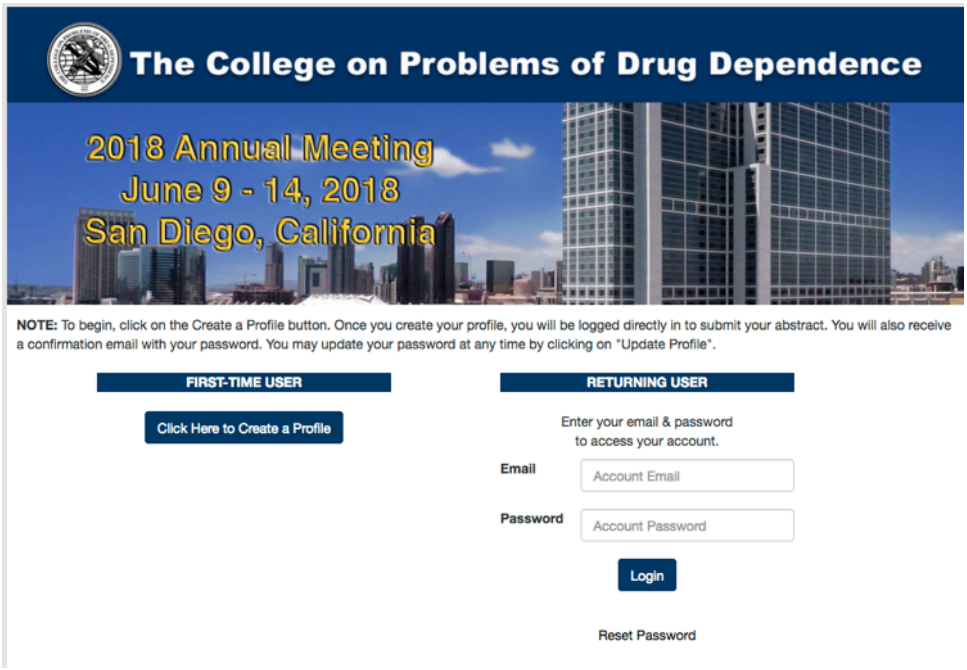
CPDD 2018 Forum Submission Instructions

Access the Forum Submission Site – click here

1. **Login**

If you are a CPDD Member

- under **Returning User**, enter your Email and Password



NOTE:

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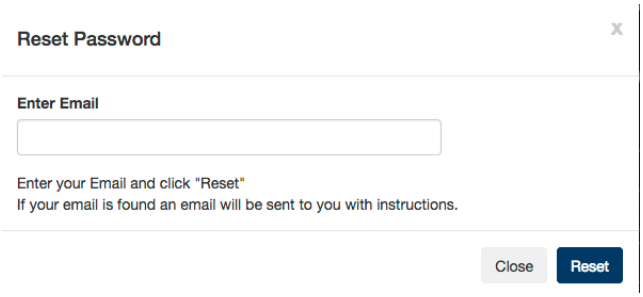
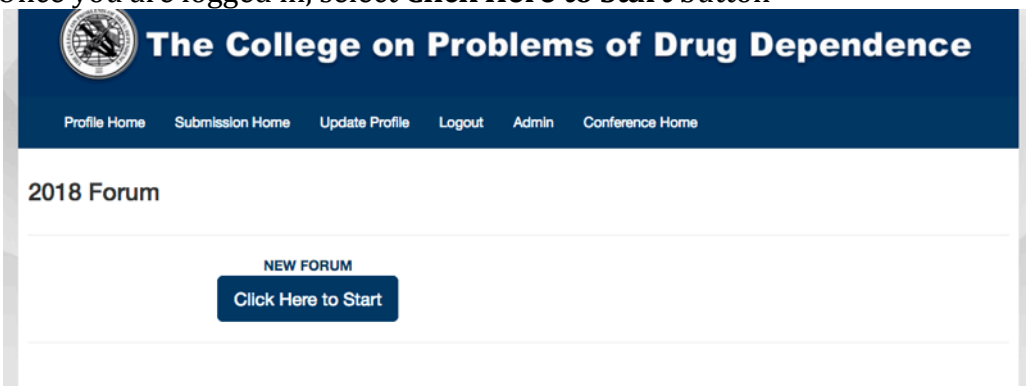
If you have forgotten your password, click the Reset Password link and in the pop-up window, enter your email address and click Reset



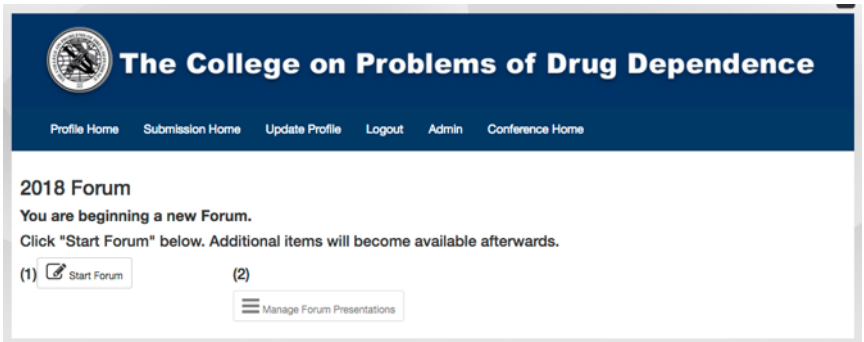
If you are not a CPDD member:

- select **Click Here to Create a Profile** button
- complete the contact profile screen information
- click Create Profile.

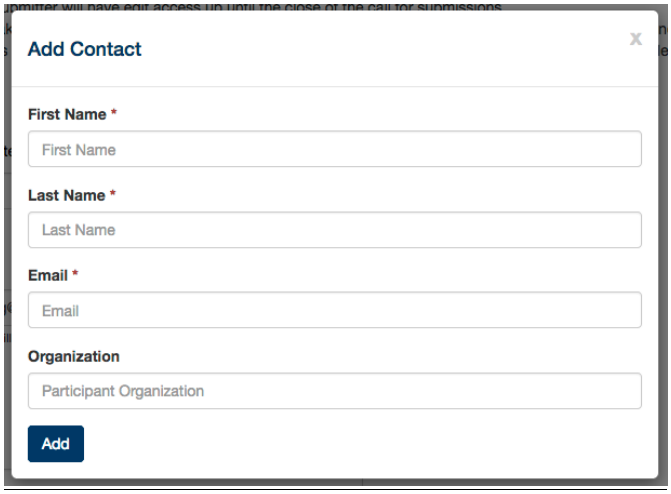
2. Once you are logged in, select **Click Here to Start** button



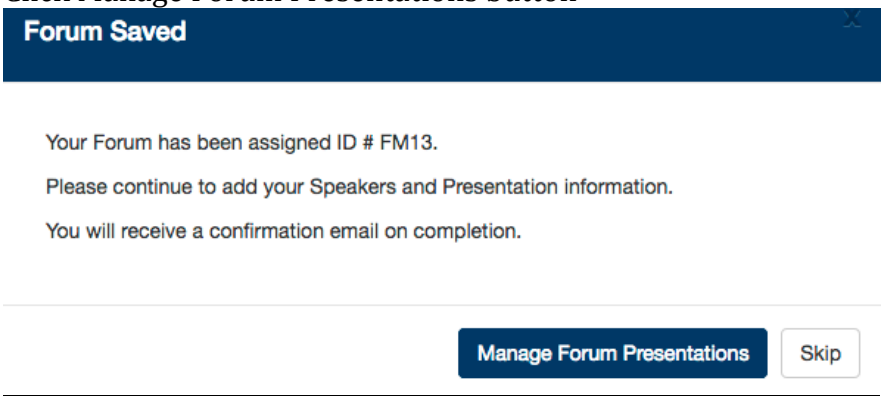
3. Click on the **Start Forum** button



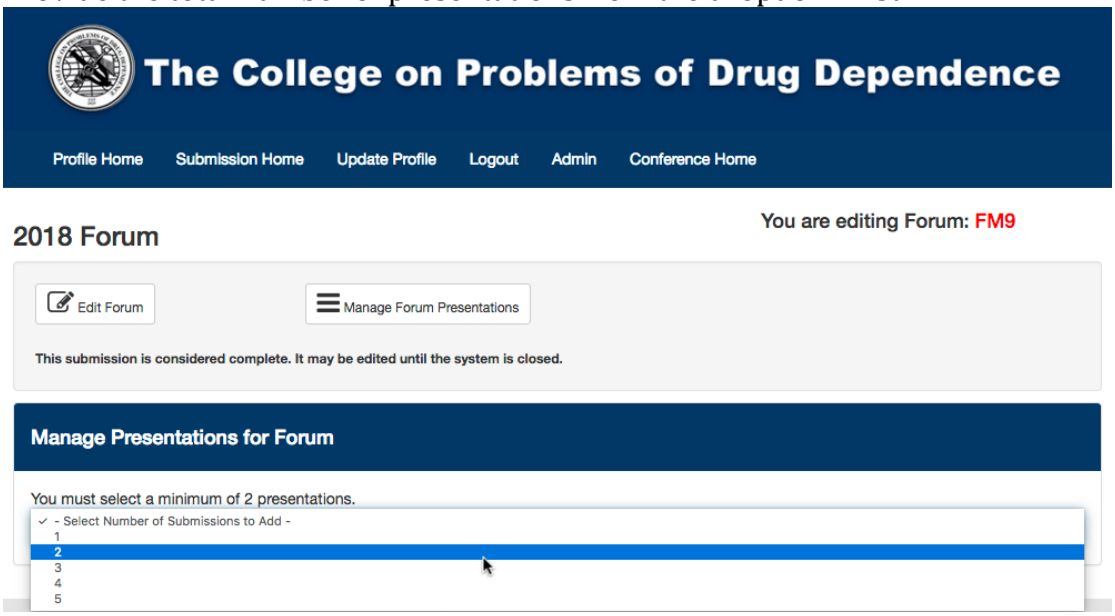
4. Complete the on-screen form fields
    a. Enter a Title
    b. Enter a Chair and Co-Chair
        i. by typing in the last name of the person in the field, select the individual from the list
        ii. if there no matching name, then click + Add Contact button and in the pop-up screen, enter a First Name, Last Name, Email and Organization, then click Add



    c. Enter a Summary
    d. Enter up to 5 keywords
    e. Complete the remainder of the fields on the form
    f. Click Submit Forum button
    g. A pop-up message will appear
    h. Click Manage Forum Presentations button

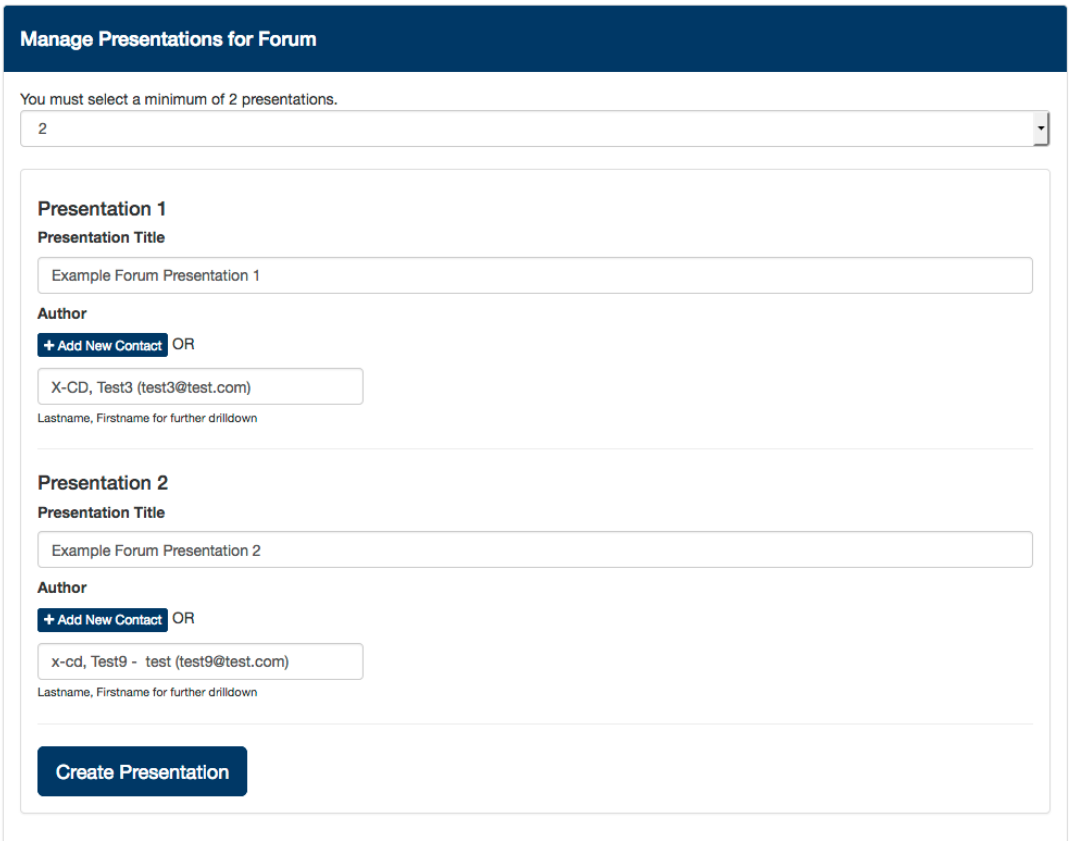


i. Provide the total number of presentations from the dropdown list



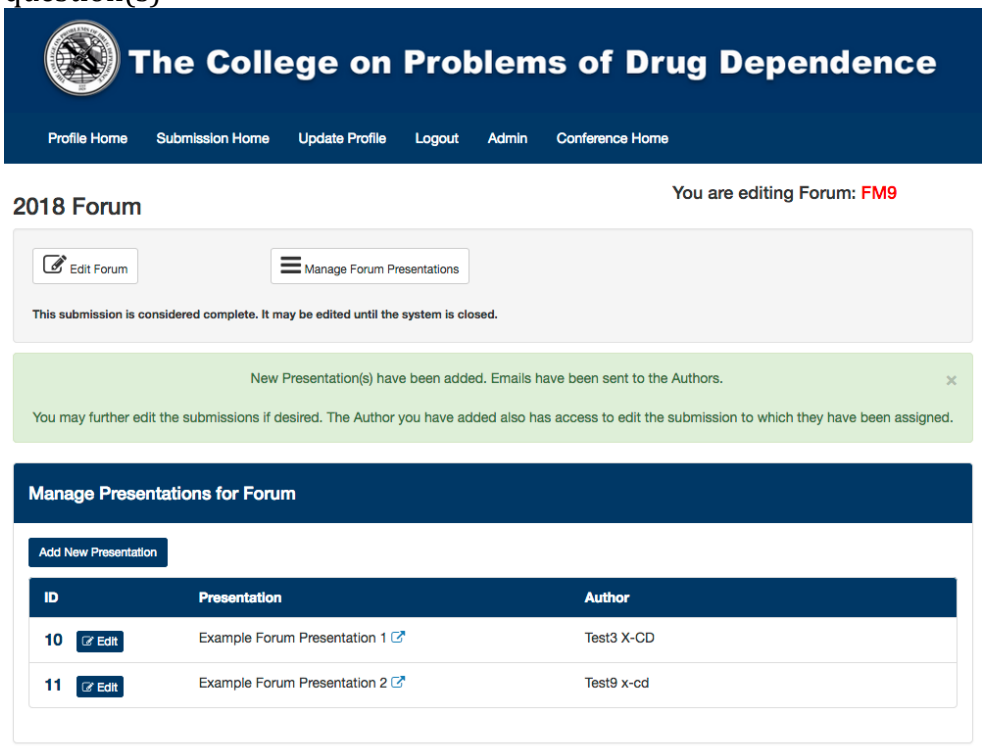
j. Based on the number of presentations selected, a series of fields will appear to be completed for each presentation

   i. Similar to 4b above, enter the last name of person to select an Author, if there is no match, click + Add New Contact button

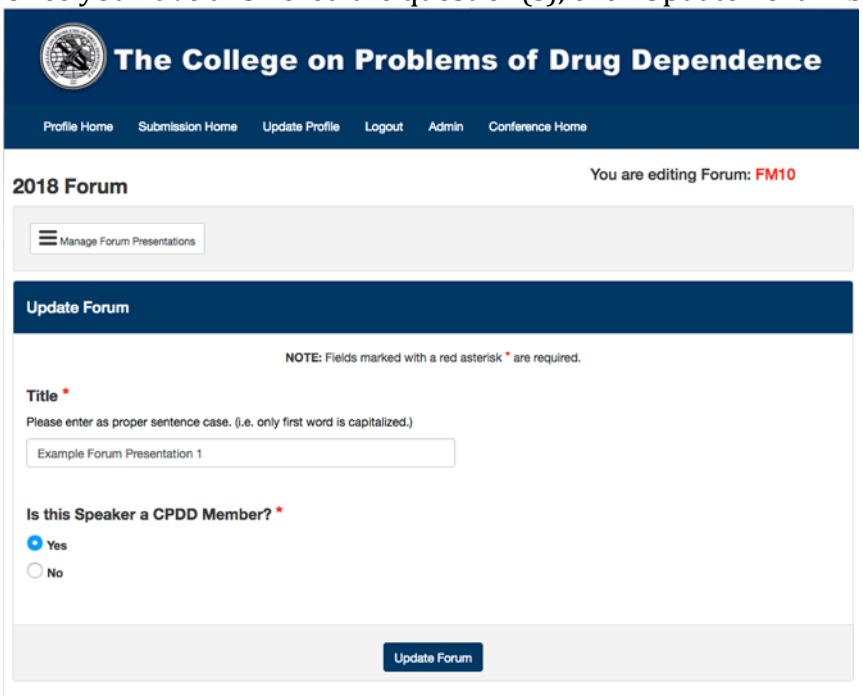


ii. Click Create Presentation

iii. Click Edit button beside the first presentation and answer the related question(s)



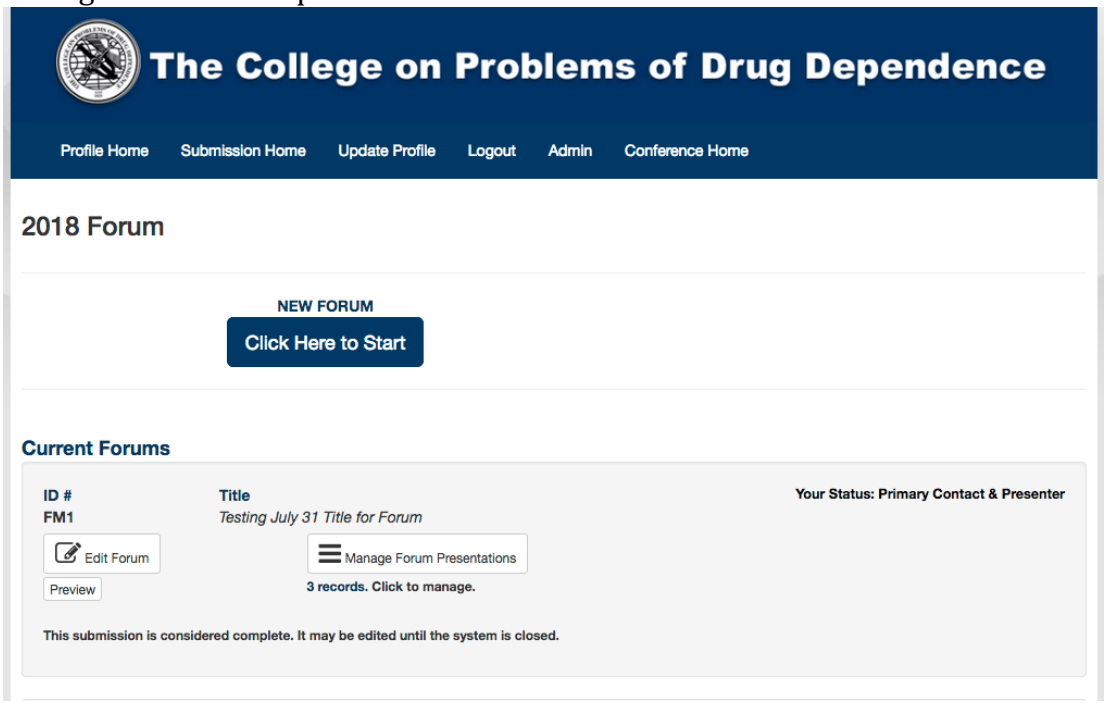
iv. Once you have answered the question(s), click Update Forum button



v. Click Manage Forum Presentations button

vi. Repeat clicking Edit for each presentation, answer the question(s), click Update Forum, then Manage Forum Presentations

vii. When you have completed updating all presentations, click Submission Home where you may preview your submission, edit your submission or Manage or Add more presentations



viii. If you are finished, you may click Logout to leave the system or click Profile Home to access the Submission sites for Workshop, Full Symposium or Mini-Symposium

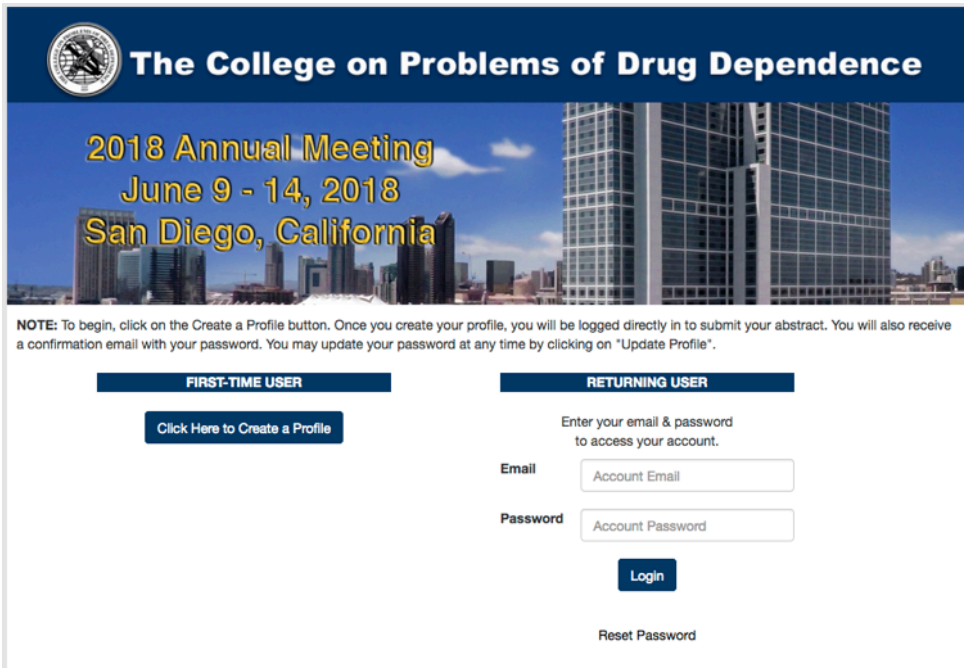
CPDD 2018 Full Symposium Submission Instructions

Access the Full Symposium Submission Site – click here

1. **Login**

If you are a CPDD Member

- under **Returning User**, enter your Email and Password



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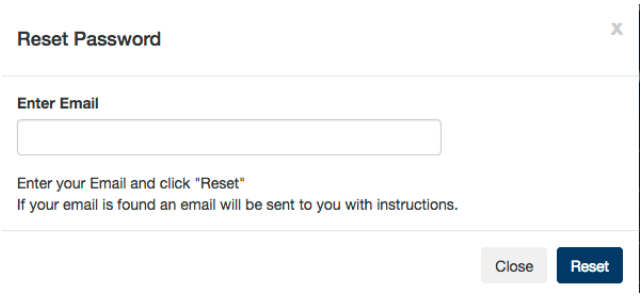

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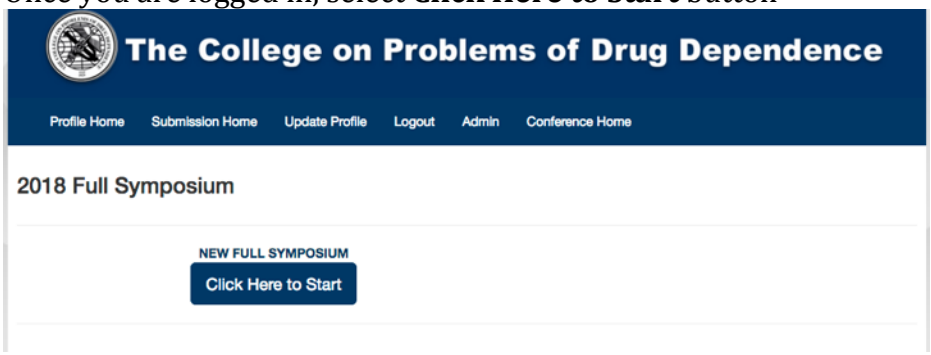
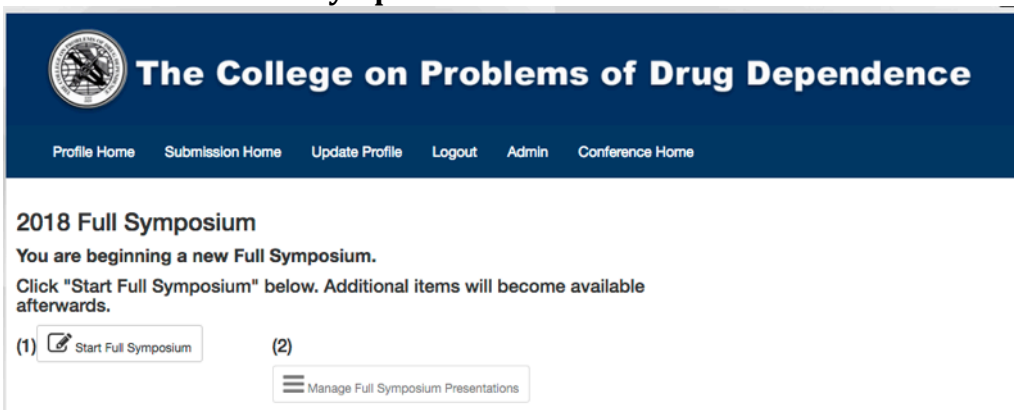
- complete the contact profile screen information
- click Create Profile.

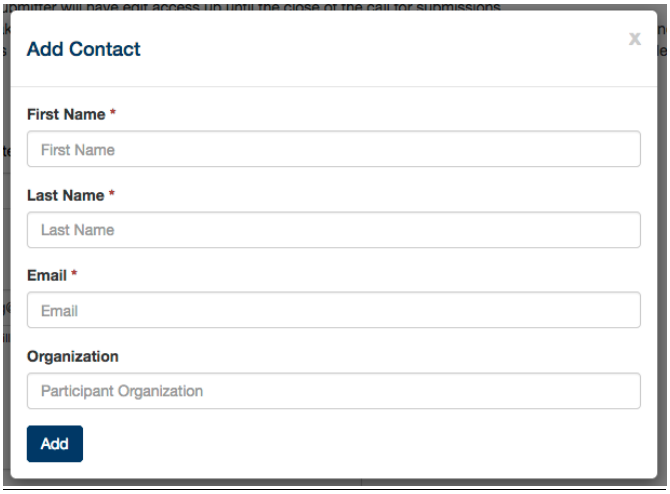
2. Once you are logged in, select **Click Here to Start** button



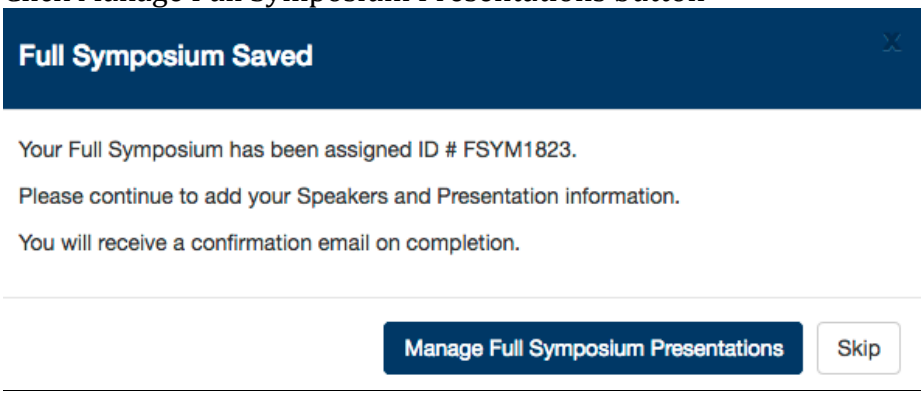
3. Click on the **Start Full Symposium** button



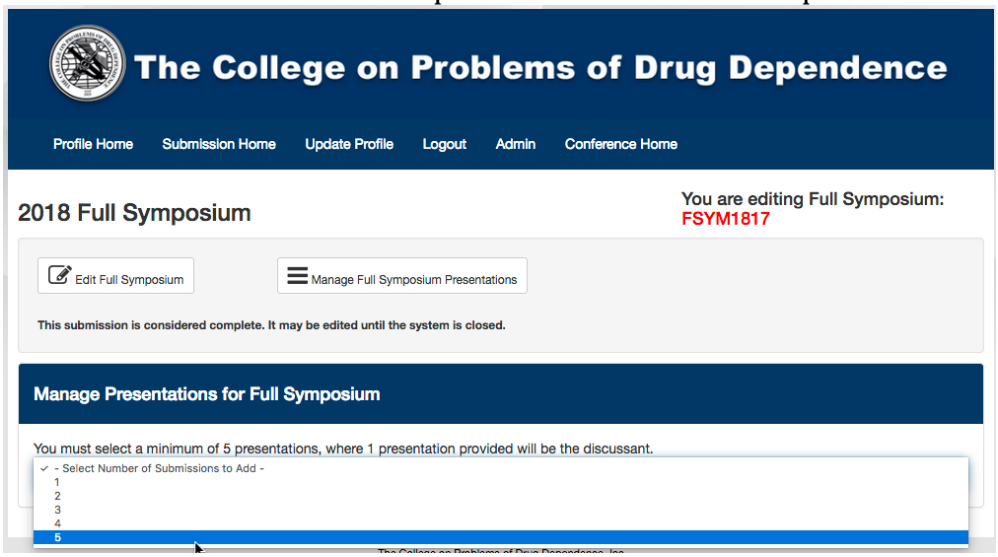
4. Complete the on-screen form fields
    a. Enter a Title
    b. Enter a Chair and Co-Chair
        i. by typing in the last name of the person in the field, select the individual from the list
        ii. if there no matching name, then click + Add Contact button and in the pop-up screen, enter a First Name, Last Name, Email and Organization, then click Add



    c. Enter a Summary
    d. Enter up to 5 keywords
    e. Complete the remainder of the fields on the form
    f. Click Submit Full Symposium button
    g. A pop-up message will appear
    h. Click Manage Full Symposium Presentations button

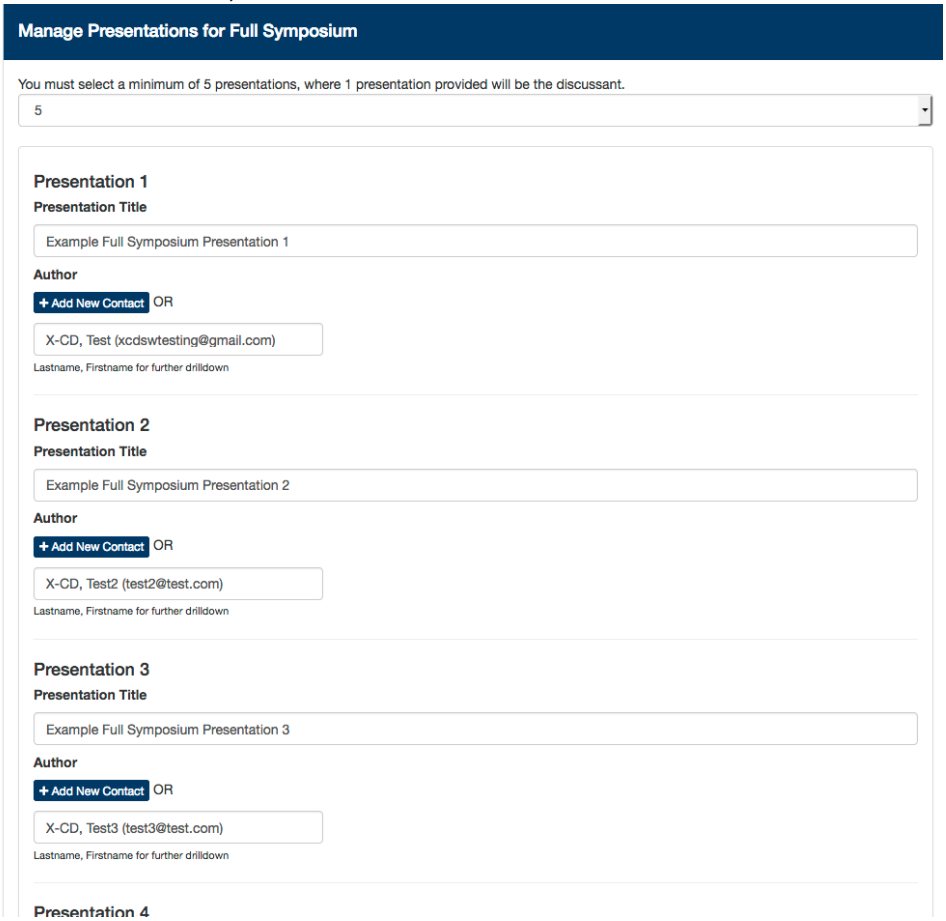


i. Select 5 for the total number of presentations from the dropdown list



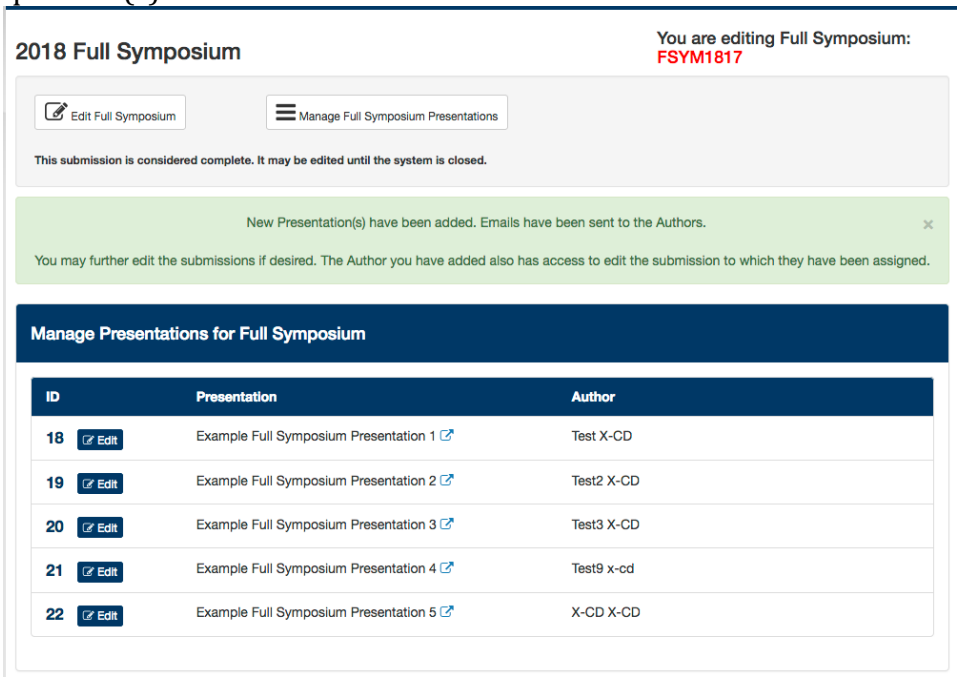
j. A series of fields will appear to be completed for each presentation

i. Similar to 4b above, enter the last name of person to select an Author, if there is no match, click + Add New Contact button

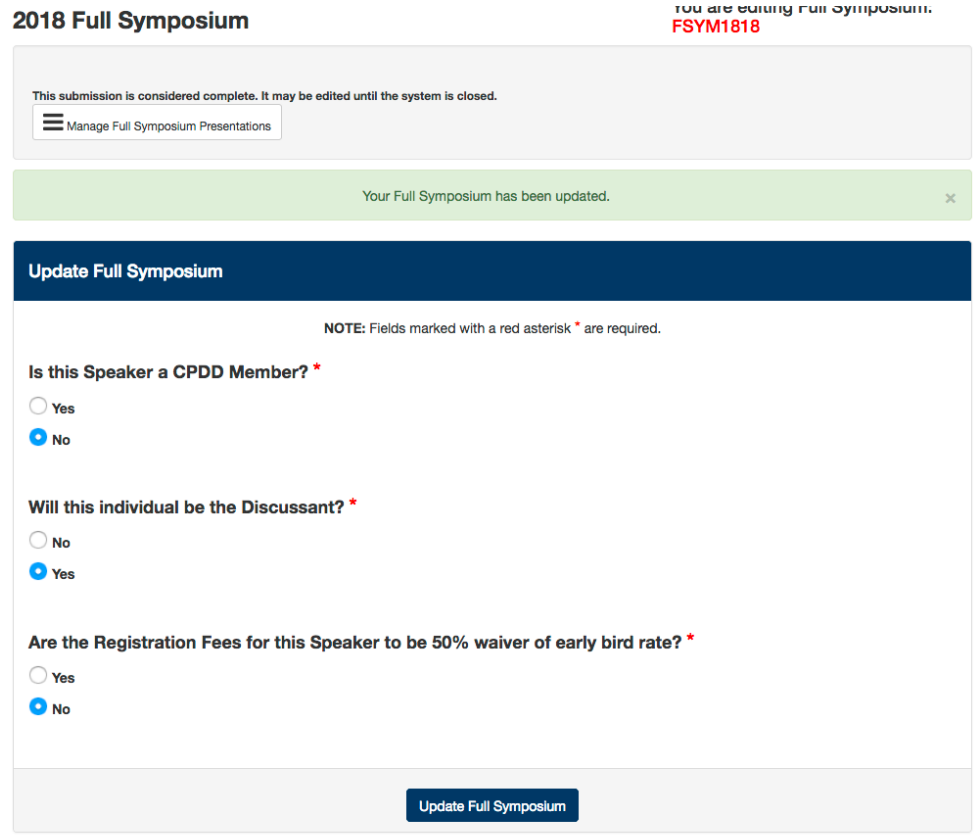


ii. Click Create Presentation

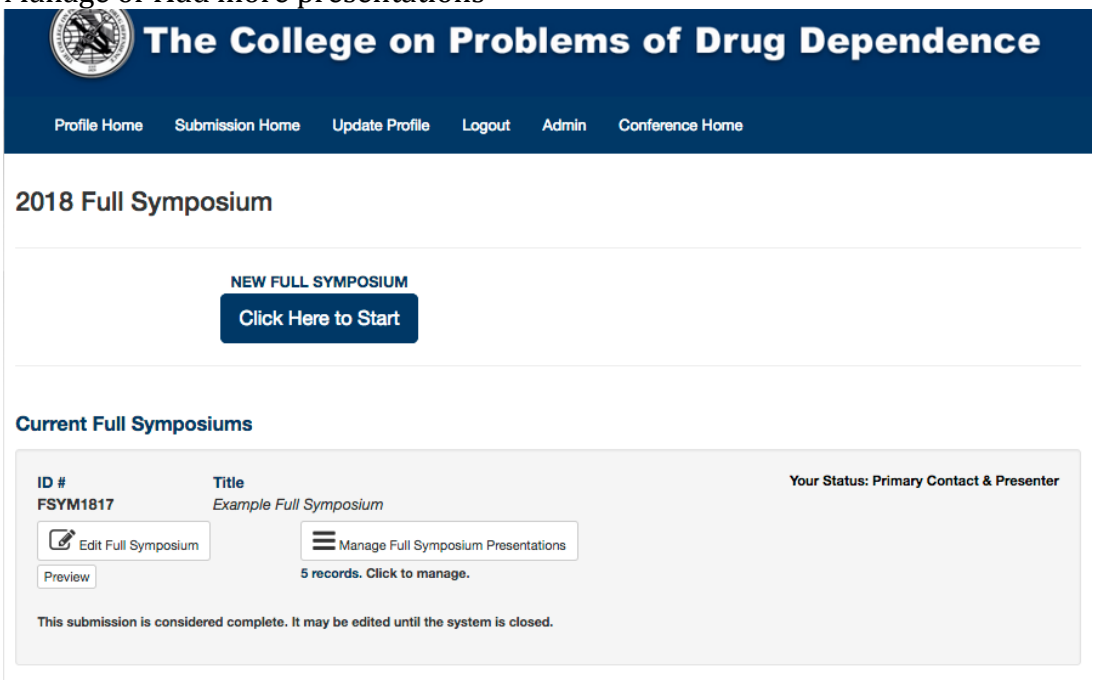
iii. Click Edit button beside the first presentation and answer the related question(s)



iv. Once you have answered the question(s), click Update Full Symposium button



v. Click Manage Full Symposium Presentations button
vi. Repeat clicking Edit for each presentation, answer the question(s), click Update Full Symposium, then Manage Full Symposium Presentations
vii. When you have completed updating all presentations, click Submission Home where you may preview your submission, edit your submission or Manage or Add more presentations



viii. If you are finished, you may click Logout to leave the system or click Profile Home to access the Submission sites for Workshop, Forum, or Mini-Symposium

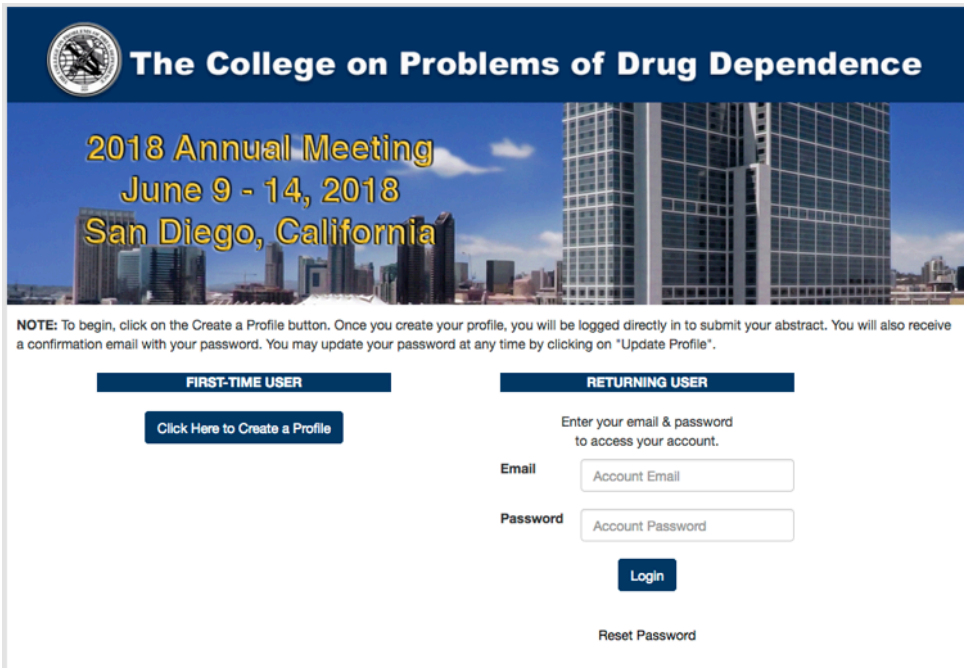
CPDD 2018 Mini-Symposium Submission Instructions

Access the Mini-Symposium Submission Site – click here

1. **Login**

If you are a CPDD Member

- under **Returning User**, enter your Email and Password



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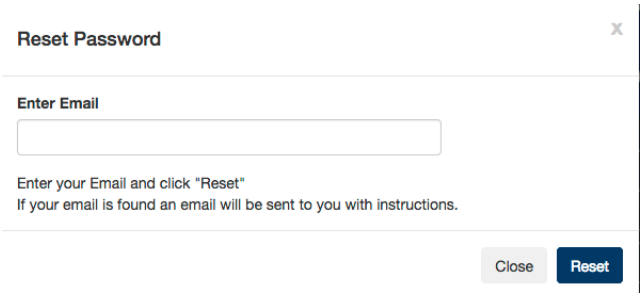

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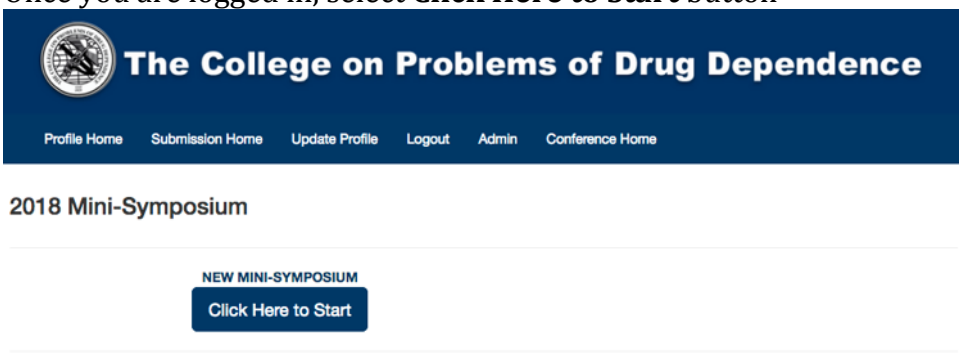
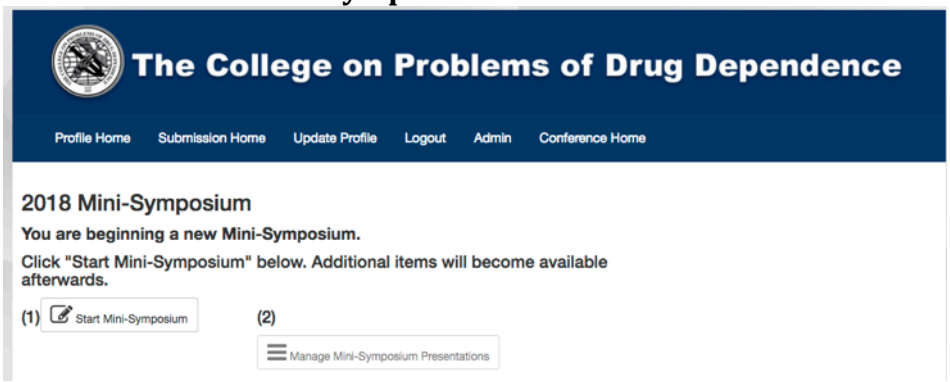
- select **Click Here to Create a Profile** button
- complete the contact profile screen information
- click Create Profile.

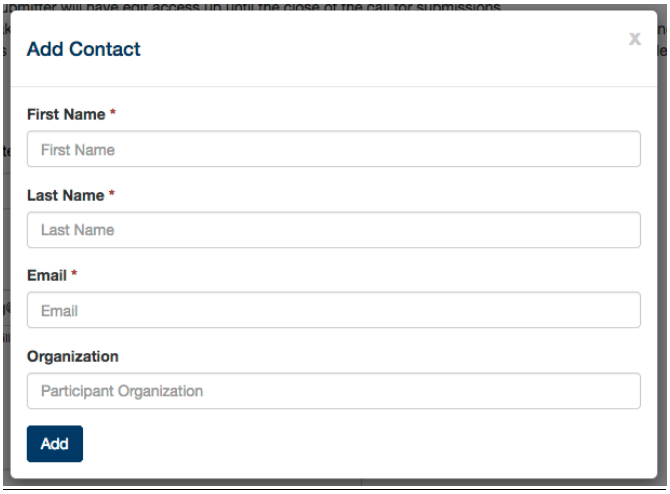
2. Once you are logged in, select **Click Here to Start** button



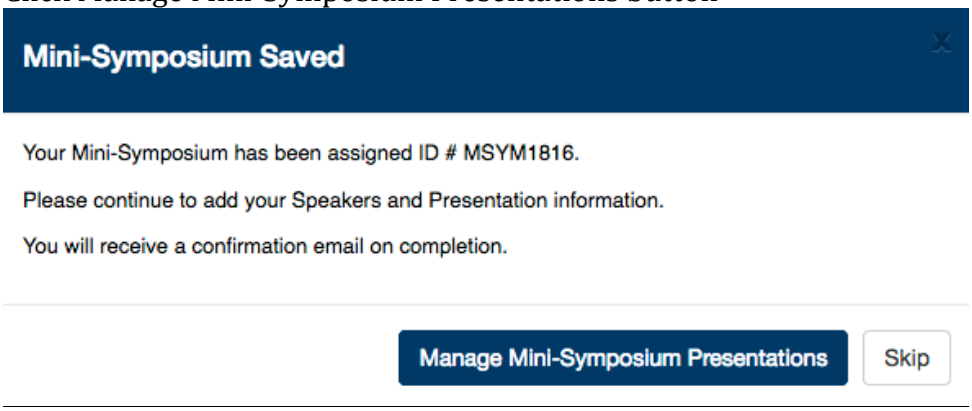
3. Click on the **Start Mini-Symposium** button



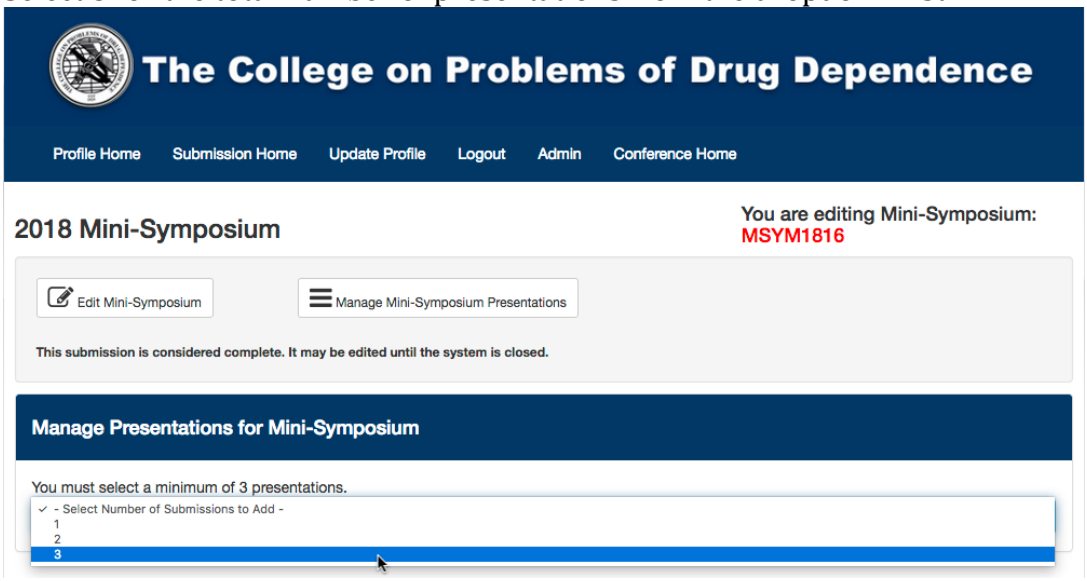
4. Complete the on-screen form fields
    a. Enter a Title
    b. Enter a Chair and Co-Chair
        i. by typing in the last name of the person in the field, select the individual from the list
        ii. if there no matching name, then click + Add Contact button and in the pop-up screen, enter a First Name, Last Name, Email and Organization, then click Add



    c. Enter a Summary
    d. Enter up to 5 keywords
    e. Complete the remainder of the fields on the form
    f. Click Submit Mini-Symposium button
    g. A pop-up message will appear
    h. Click Manage Mini-Symposium Presentations button

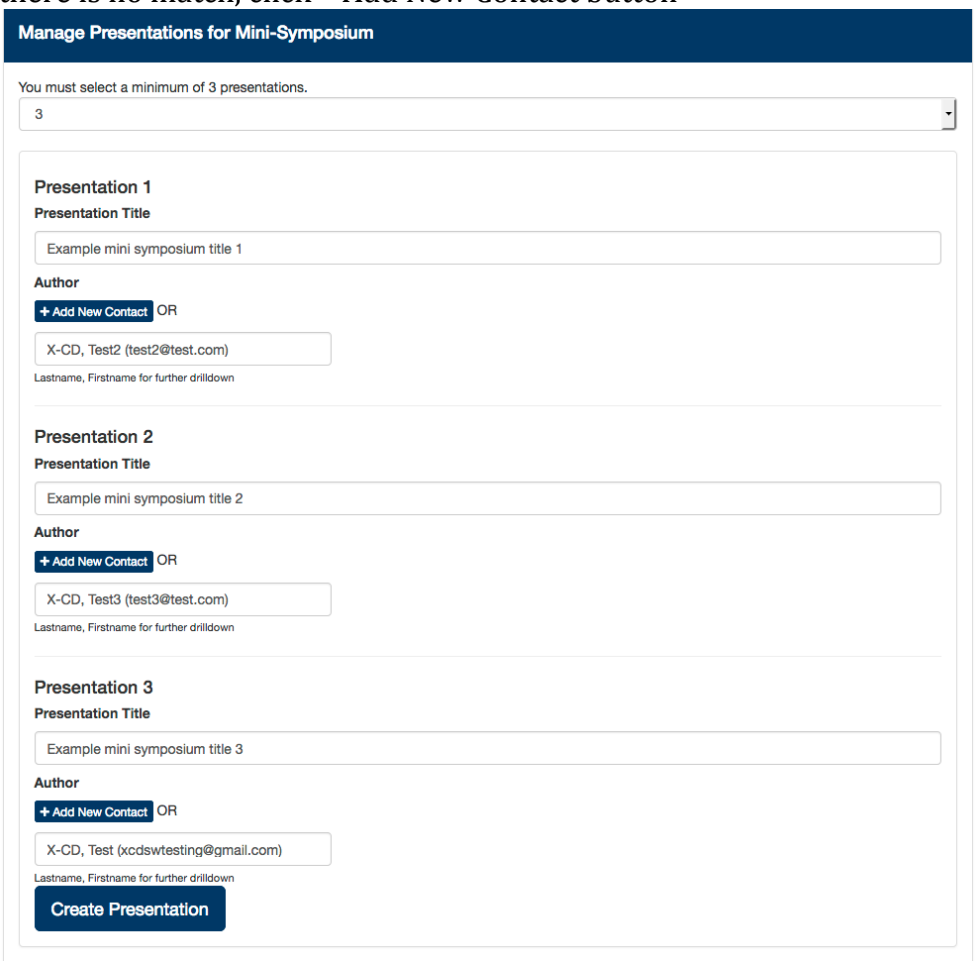


i. Select 3 for the total number of presentations from the dropdown list



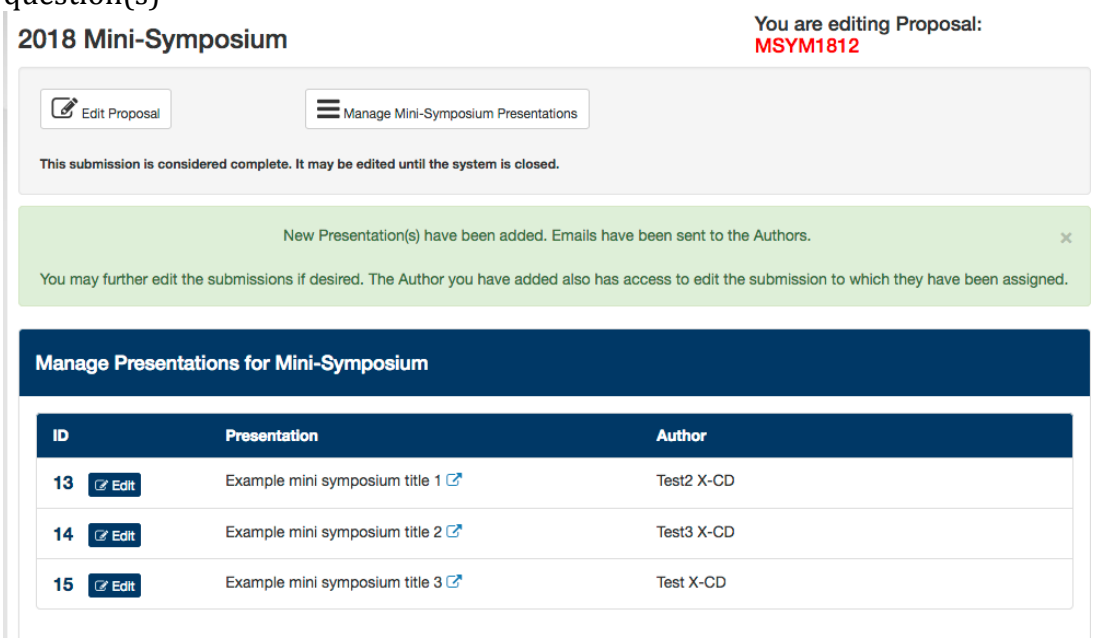
j. A series of fields will appear to be completed for each presentation

i. Similar to 4b above, enter the last name of person to select an Author, if there is no match, click + Add New Contact button

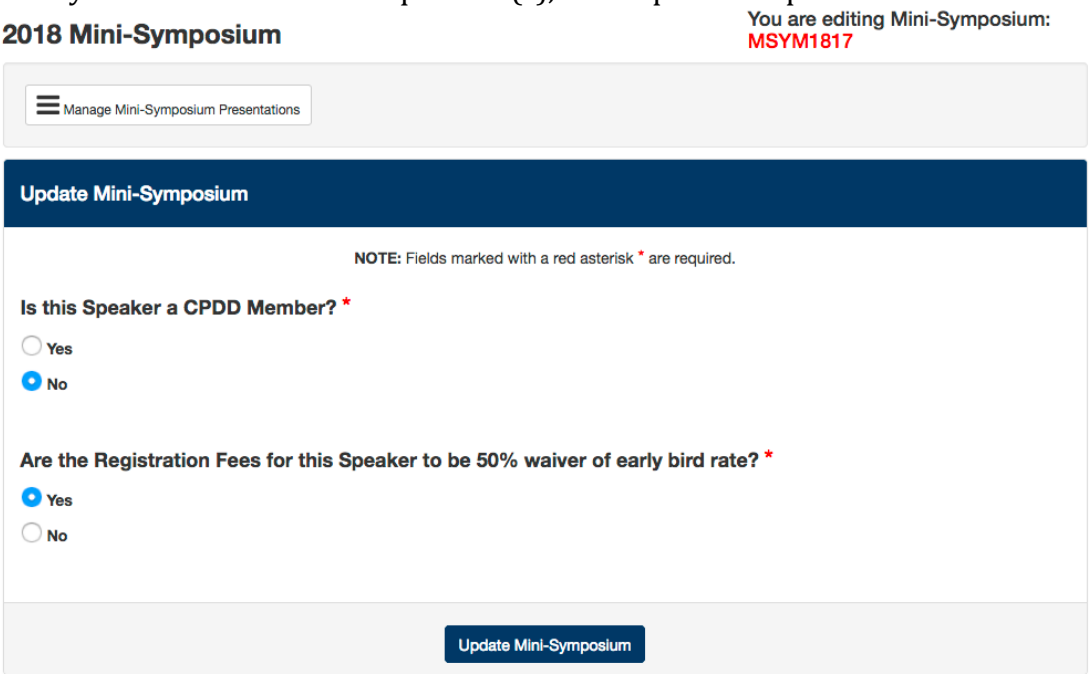


ii. Click Create Presentation

iii. Click Edit button beside the first presentation and answer the related question(s)



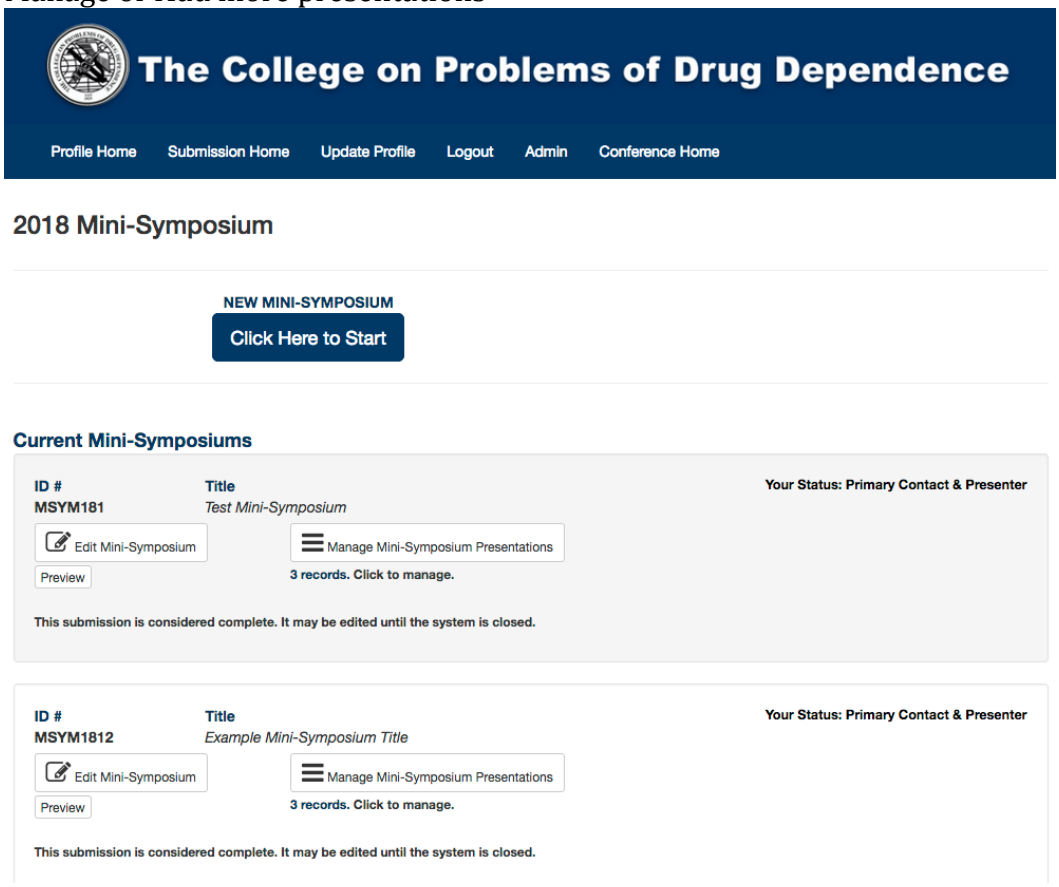
iv. Once you have answered the question(s), click Update Proposal button



v. Click Manage Mini-Symposium Presentations button

vi. Repeat clicking Edit for each presentation, answer the question(s), click Update Mini-Symposium, then Manage Mini-Symposium Presentations

vii. When you have completed updating all presentations, click Submission Home where you may preview your submission, edit your submission or Manage or Add more presentations



viii. If you are finished, you may click Logout to leave the system or click Profile Home to access the Submission sites for Workshop, Forum, or Full Symposium