

## SIG Programming Submission Instructions

To access the program submission site, please go to [All Academic](#). The username and password for the programming submission site **is** the same as your AACP username and password. You will have access to the "Submitter Menu" page to input sessions. The **deadline** for submitting your meetings/programs is **Wednesday, January 18**.

### REMINDERS:

- ✓ Each SIG may have one 90-minute program and one 90-minute business meeting
- ✓ Business meeting must be submitted online or we will assume you do not need hold the meeting
- ✓ If 2 or more Sections or SIGs hold a joint session that will count as one session for each group
- ✓ Programs and budgets must be submitted by January 18
- ✓ All presenters **must be** registered for the Annual Meeting
- ✓ Honoraria and travel expenses must meet the budget guidelines
- ✓ Programs that include reference to commercially available products or services must include fair balance for other resources in the same category

### Instructions:

To add or edit a SIG program, go to **Submit or Edit a Proposal** under the Submitter Menu.

### Adding a program

- Click on **Submit an Abstract or Program Proposal** to add a program
- Then select **Programming Submission**
- Then select **Special Interest Groups**. This will take you to a page that lists all of the sections. Select the name of your SIG to begin
- Complete the following fields on the first screen:
  1. Title (word limit: 15)
  2. Program Description (word limit: 75)
  3. Number of people anticipated
  4. Programming Areas
  5. Objectives - The objectives are used in the evaluation process by the Program Committee to ensure that special sessions are not duplicating SIG sessions and you must have at least 3 objectives and a maximum of 5 if you are requesting CE)
  6. Comments/Special Requests
  7. Preferred Programming Day (cannot be guaranteed)
  8. Room Setup (cannot be guaranteed)
  9. Active Learning Tool (if requesting CE)
  10. Audio or Visual Recording – if AACP records sessions would your session be appropriate to do so
  11. Roundtables – if your session is not accepted would you consider having it accepted as a roundtable
  12. Session Level
- To advance to the next screen you must select **Accept and Continue** button on each Web page
- The second screen will ask for speakers
  1. Type in the last name of the session speakers and click on **Search by Last Name**

- a. If they are AACP members, their name and contact information will appear under the “List of Potential Participants”
  - b. If they are not AACP member, complete step 1 and then click on **Add Unlisted Participant** (on the bottom left on the screen in green) to enter their name and contact information
  - c. If you are a speaker or moderator, in addition to the session organizer, you must add yourself
  - d. Please make sure speakers are in the order in which you’d like them printed in the official meeting program. If you have two or more speakers the order can be changed by clicking on **Up** or **Down** in the Participant Order field
2. Select the speaker from the “List of Potential Participants” by clicking on their role in the program. Most will serve as a speaker or moderator.
  3. To advance to the next screen you must select **Accept and Continue**
- The third screen is a request for A/V equipment. Please select your A/V equipment needs at this time. Use the text box on this page for special requests. A/V requests must be included on your Annual Meeting budget form
  - The fourth screen is a summary of your session
  - Finally, to ensure your program has been submitted, please remember to select the **Accept and Continue** button on each Web page, including the summary page or your submission will not go through. An email to confirm your submission will be sent to you immediately

### **Editing a program**

- Go to **Submit or Edit a Proposal** under the Submitter Menu.
- Find your program title and on the far right, select **Edit**
- Please remember to select the **Accept and Continue** button on each Web page
- You will be able to make changes to your program online via All Academic until Wednesday, January 18
- After January 18, please send Melinda Colón an e-mail with the title of your program and the changes

## Audio Visual Equipment Request

Each meeting room will have an LCD Projector, Screen, Podium with microphone. Cost towards your budget = \$900.00. If you do not need these items or need to add other Audio-Visual, please check-off below. Additional Audio-Visual is not guaranteed until confirmed by AACCP.

Please Note: A/V costs are for SIG and SIG programs.

Program Coordinators Note: AACCP does not provide laptops (for PowerPoint) or laser pointers. Speakers should bring their own if they plan to use them. As back-up, please bring a copy of your presentation on a CD-ROM or flash memory stick.

### Audio-Visual Requests

#### **Podium with microphone, LCD Projector and screen**

\$900 - This is the standard set in all meeting rooms. If you do not need the standard set, please uncheck this option.

#### **Wired table microphone**

\$150 each

#### **Wired standing microphone**

\$150 each

#### **Wired Lavalier**

\$200 each

#### **Wireless Microphone**

\$250 each

#### **Wireless Lavalier**

\$250 each

#### **High-speed Internet access**

\$500

#### **Flipchart w/pad and markers**

\$75 each

Other Special Requests (AACCP will not provide laptops or laser pointers. Special request are not guaranteed)

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