



**AACRAO 2018 Annual Meeting  
Orlando  
March 25 – 28, 2018**

**Data Entry Instructions – PAC Chair/Member  
AACRAO Sessions Database**

Welcome to AACRAO's Sessions Database.

To begin, log into the AACRAO Sessions Database through any Internet browser at [sessions.aacrao.org](http://sessions.aacrao.org).

**Use your AACRAO User ID and Password** to login to the database. The system will automatically capture your name and associate it with any session proposals you enter.

After confirming your contact information, you will automatically be directed to the Submissions Home Page. From the Submissions Home Page, you will have two options: My Session Proposals (enter, view, edit, save and submit a session) or My Session Reviews (review and rank assigned sessions).

To submit a proposal or edit a saved proposal, click on **"My Session Proposals."** To enter, view, edit, save or submit a session, you must choose the appropriate meeting. From the dropdown box, select "Annual Meeting 2018." Once the appropriate meeting has been selected, you can submit a new session or view/edit an existing session. Please note: Only the sessions you entered will be listed in the table labeled, "Your Session Proposal Submissions." (These are sessions already saved and/or submitted.)

To edit or submit for review a saved session proposal, click on the session title. This will take you to the original submission form; from here you can edit session information, speaker information or add a comment. Only sessions with a status of "open" can be edited. If a session has already been submitted, the Program Committee Group Coordinator will need to open the session before changes can be made.

**To submit a new session proposal, click on the "Submit New" button under "Available Session Proposal Submission Forms."**

### **Step One - Completing the submission form:**

**Enter Session Title** (required)

Please fill in the title of the session you are proposing. *(Limited to 250 characters including spaces.)*

**1) Session Type**

You must select the session type from the dropdown menu.

Choices for the Annual Meeting include:

- Session (This is the most common type of presentation at AACRAO's Annual Meeting.)
- Poster
- AACRAO Publication Discussion
- Luncheon
- \*Workshop – Full Day
- \*Workshop – Half Day
- Round Table
- Caucus
- Corporate Presentation
- Plenary
- Other

**\*Please Note:** If you select a Workshop, you **must** download, complete and submit a Workshop Budget Form before the proposal will be considered. The Workshop Budget Form can be found on AACRAO Web site.

- 2) **Short Description** (required)  
Please provide a short description of your proposed session. It should be no more than 500 characters including spaces. Should the proposal be selected, this description will be printed in the Annual Meeting Pocket Program.
- 3) **Detailed Description** (required)  
You may provide a more detailed description of the proposed session. Should the proposal be selected, this description in addition to the short description will be posted on the AACRAO Annual Meeting Web site.
- 4) **Committee** (required)  
Please select the AACRAO committee with which your session topic most closely aligns. The committee names are in alphabetical order by Group. All sessions will be “tagged” to a committee. Sessions can be reassigned if there is a better committee assignment than was originally selected.
- 5) **Learning Outcomes** (required)  
Please provide three learning outcomes that the audience can be expected to take away from the session. Should the proposal be selected, the learning outcomes, in addition to the other descriptions, will be posted on the AACRAO Annual Meeting Web site.
- 6) **Core Professional Competencies** (required)  
Please select **up to two** of the Core Professional Competencies which you think this session covers. Choices of professional competencies are in alphabetical order.
- 7) **Profession Specific Core Proficiencies** (required)  
Please select **up to two** of the Core Professional Proficiencies which you think this session covers.
- 8) **Intended Audience** (required)  
Please select the level of skill or familiarity with the profession that is necessary to get the most out of the session.
- 9) **Length of Session Preference** (required)  
Indicate here if the session should be a 60 or 75 minute session or no preference. There are only a limited number of 75 minute slots, so don't code them all as this.
- 10) **Estimated Attendance** (required)  
Select an estimated attendance for your session from the drop down menu. Please try not to overestimate the expected attendance. Remember, not every session draws 75 people!
- 11) **Webinar Candidate**  
Please indicate if you believe the session would be suited to be delivered as a webinar, which would be recorded for streaming broadcast later (in addition to being delivered in person at the meeting). (Webinar guidelines are available as a hyperlink to assist in determining whether or not a session would be a good candidate for a webinar.)
- 12) **Additional AV Equipment Required**  
Standard AV equipment for each room includes a Window-based PC, LCD projector, screen and podium microphone. Please indicate any additional equipment required. Internet access is only available through the AACRAO provided presentation computer.

### 13) **Additional Presenters**

The person who completed the submission form is automatically listed as the owner of the session proposal. If presenters need to be added or you are not a presenter for the session, choose "Yes." If you are the only presenter, choose "No." Once you save the session or submit it for review, you will be directed to add presenters and/or confirm roles.

Once you complete the submission form, you may either "Save" the session or "Submit for Review." Saving the session will allow you to proceed to adding presenters and will also allow you to make changes to the submission form at a later time. If you save the session, you need to be sure to submit the session prior to the deadline. Submitting the session will allow you to proceed to adding presenters, but will lock the session. Once the session is locked, the submission form cannot be edited except for presenter information. In both cases, you will be directed to the "Edit Submitter" screen after making your selection. Be sure when adding presenters who are not already in the database to provide complete contact information including institution and email address. Without an email address, we are unable to contact presenters.

### 14) **Comments**

In this field please enter any information you believe is important for the reviewer to know, for example, if there are specific time requirements, etc.

**PLEASE NOTE:** If there are ANY required fields not completed when Submitted, the proposal is considered incomplete and may not be eligible for consideration/review.

## **Step Two – Adding presenters and/or assigning roles from the “Manage Participants” screen:**

### **Confirming your role**

You are automatically listed as the owner of the submission. If you have additional roles with the submission, you need to select the appropriate checkbox beside the role and click "save."

### **Adding presenters**

If you need to add presenter(s) to the session, click on the "Find Member" box in the top-right corner of the "Edit Participants" area. This will take you to a new window where you can search the AACRAO database for individuals. You may search using the first name, last name, email or a few other factors. The search feature is very powerful and you do not need to enter the entire name. For example, you are searching for Christy Finklesten and you are not sure how to properly spell the name, either try various spellings (i.e. Kristi; Christi or Finkelstien; Finklestain) or simply enter only "Fin" for the last name. The fewer letters you use in either field, the more results your search will yield.

The search results will display in a list. Select the individual you want to add and click on "Continue to Roll Selection." Once this is completed, click on the "Save" button. To notify the presenter(s) that he/she has been added to the session, click on the "Send" button next to the presenter's name. Clicking on the send button will generate an email to the presenter(s) asking him/her to update or confirm their contact information with AACRAO. Continue adding presenters as necessary. (You can edit or remove presenters and facilitators if they have been added in error.)

If the person you are searching for did not appear in your search results you may add him or her to the session by selecting the individual under 1.b. This will bring you to a new window where you **must** enter the nonmember's complete contact information including institution and email address. Again, be sure to choose their role. Repeat as necessary for additional nonmembers.

Once you have finished adding presenter(s), click on the "Done" button to proceed to the final step.

### **Step Three – Saving and/or Submitting a Session:**

Once you have added and confirmed presenter(s), you will be redirected to the Submissions Home Page. If the session proposal has only been saved to this point, its status will show as “open.” To submit the session, click on the session title; this will take you back to the original submission form. Move to the bottom of the form and click “Submit for Review.” Once the session has been submitted, it will be locked and the main content can no longer be edited. Presenter information can still be edited as necessary.

Every time you save or submit a session, you will get an email confirming the action.

If the main content needs to be edited, your Program Committee Group Coordinator will need to open the session so that you may proceed with edits. Once the edits are completed, you will need to submit the session again.

If you are finished and would like to enter another session proposal click the “Submit New” button on the Submissions Home Page.

If you are completely finished, please be sure to log out.