

Proposal Submission Instructions:

1. [Click here](#) to access the Cadmium abstract/session system website.
2. Create your account, even if you have used the system in the past. Once you set up an account for this year, you'll be able to login with the same credentials.
3. Once logged in, you will need to review, sign, and accept the e-privacy notice. To sign, scroll to the bottom of the webpage, type in your name, and select the consent radio button. Once accepted, you will move forward to the submission site. Click on the plus icon that says "Click here to begin a new session" to begin.
 - a. If you already started a session, you will see your submission(s) in this same general area. You may open your submission(s) at any time to make updates.
4. The first step in the session creation process is to give your session a title. This can be a draft title to start with, but this is a required field to continue. Click the Submit button.
5. There are three tasks that must be completed to submit your session: Session Information, Speaker Information, and Conflict of Interest.
6. Session Information is the first task and asks for the basic session details.
 - a. You may update your proposal title, select which CSE event(s) for which you'd like this to be considered, choose the session format, identify the topic category, give your synopsis, and list any suggested speakers or speaker ideas*. If you don't have a synopsis created yet, put a placeholder in the text box to save and move forward.

*You do not need to secure speakers before submitting a session. However, if you do have speakers in mind, you will be able to add them in the next Task.
 - b. Once saved, you will be taken back to the Task list page. You will see that the Session Information task has been greyed out and a green check mark appears over the icon. You can still update this information at any time before submitting.
7. The next Task is entering your speaker information.
 - a. Your information will automatically be added to the session as a **moderator**. If you need to update your role (e.g., you are just the sponsor and don't plan on moderating/presenting):
 - i. In the Speaker Information Task, scroll down the page and click on your hyperlinked name.
 - ii. On the next page, scroll to the "Role" section and change your role to Session Sponsor. Complete any other required fields and click Continue.
 - b. If you do not have additional speakers identified and wish to work with the CSE Program Committee to develop this session idea, click the Save Speakers button on the main speaker information page to complete this Task.
 - c. If you do have speakers identified or in mind, you may add them by inputting the speaker's first and last name, their email address, select their role type, and click the "Add Speaker" button. Complete the speaker information fields to the best of your ability by clicking on the speaker's name and hit continue.
 - d. You will then be taken back to the Speaker Information task page to enter additional speakers in the same manner. You may at any time go back into this Task and further update your speaker's information. Hit the "Save Speakers" button to get back to Task list page.
8. The next Task is addressing any potential conflicts of interest. Please disclose any conflicts you as the sponsor might have that would be helpful for the Program Committee to understand when they are

evaluating your session proposal. A conflict is described as a personal or financial interest in any agency, product, company, or entity related to the session you are proposing. If you have additional speakers in mind for your session, they will be provided a chance to disclose any conflicts when the session is accepted.

9. At this time, all required information to submit your session has been entered. If you do not anticipate any further updates, please hit the Submit button.
10. Please plan to hear back from the CSE Program Committee by mid-July on the status of your submission. If your idea is accepted, your submission will be made an Active submission again so that you can work with the Committee to refine and finalize. If your session is not accepted, we will be in touch to review additional options.

Help/Support

If during the abstract submission process you have technical questions or concerns, you can contact Cadmium technical support by clicking the “Technical Support” hyperlink in the top right corner of your browser. You may also contact Andrew Van Wasshova at CSE headquarters, avanwasshova@kellencompany.com, or 212-297-2141.

Useful Screenshots

Logging In/Creating an Account



Council of
Science Editors

CSE Session Proposal Submission Site
2021 Fall Virtual Symposium & 2022 Annual Meeting

Abstract Scorecard® | (closes 11:59 PM EST on Friday, August 6, 2021)

Conference Details | Technical Support

* indicates a required field

Welcome to the CSE 2021 Virtual Annual Meeting & 2022 Annual Meeting Proposals

Session Sponsors* to complete the tasks within the site. You may continue to preview your submission and make changes up until the submission deadline, Friday, July 9.

To create an account and begin submitting, please click 'Join Now' below.

**A CSE Session Sponsor is the person who submits a session proposal. For accepted sessions, sponsors are responsible for working with the CSE Program Committee to develop the session, identify and secure speakers and a moderator (if different than the sponsor), and determine a suitable session format.*

Log in to the Abstract ScoreCard

New Users

Click 'Join Now' to begin your first submission.

[Join Now](#)

Already a User?

Email Address *

Access Key *

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[Lost your access key?](#)

[Login](#)

Click this button to create your account. Follow the next steps.



If you've already created an account, save it to your browser to login for future updates.



Questions? Organizer: Andrew Van Wasshova - avanwasshova@kellenccompany.com / (212) 297-2141



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In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Administrator at privacy@cadmiumcd.com or in writing at

CadmiumCD
c/o Data Protection Administrator
19 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.



Consent

I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumCD.com/mydata>.

Enter your e-signature

Andrew Van Wasshnova

Please type your full name on the line above

Scroll to the bottom of the page to provide your consent for Cadmium to collect your data.



Skip Form

ADMIN SECTION

Your authors are required to click the checkbox to acknowledge their consent to the Privacy Notice. Their signature must include two words, one of which should be their first or last name.

Getting Started



Council of
Science Editors

CSE Session Proposal Submission Site
2021 Fall Virtual Symposium & 2022 Annual Meeting

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EVENT INFORMATION

CSE 2021 Fall Symposium & 2022 Annual
Meeting Proposals
United States

[Contact the Event Organizer](#)



YOUR PROFILE

Andrew VanWasshnova
Organization / Company / Ins...
Logins: 0 [Log Out](#)

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SUBMIT FEEDBACK

We always welcome feedback,
and we want to hear what you
like and what can be improved.

[Feedback Form](#)



SESSION (You have 0 complete sessions, 1 incomplete session, and 0 withdrawn sessions)

[Click here to begin a new session](#)

[Test1](#)

Status: **INCOMPLETE** (Last Edited 06/01/2021, 11:48 AM)

[Preview Session](#)

Click the green link to begin
creating your abstract.

Any draft or submitted
abstracts will be listed here.
They are fully editable up
until submitting it. If you do
submit and need to make
edits, contact CSE staff.

Task List



TASK LIST

Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large **green check mark**.

After you have completed all of the tasks below, click the "Save Submission" button above.

Test1

Session ID: 1067011

Proposal Category: **Proposal**

Session Status: **Active**



1. Session Information

Completed Tuesday, June 1, 2021, 11:49 AM

Click here to complete the Session Information Task.



2. Speaker Information

Completed Tuesday, June 1, 2021, 12:16 PM

Click here to add Speakers to this submission and/or to update your Role.



3. Conflict of Interest

This is the Task List page, which is where you will enter your session details to complete your abstract. When each Task is completed, the icon will grey out and a green check mark will appear over it.

Save Submission

Session Sponsor Role



EDIT SPEAKER INFORMATION TASK FOR 'TEST 1'

Save Speakers

If you do not have speakers identified and wish to work with the CSE Program Committee to develop this session idea, please click on your hyperlinked name below, update your Role to Session Sponsor, and click the 'Save Speakers' button above to complete this Task.

If you do have speakers in mind, please add them below. The primary presenter will be the first presenter in the list. You can move presenters down the list with the 'down' buttons, as well as remove them with the 'X' buttons. To add new presenters, just type in an email address in the field next to the 'plus' button.

To add a Speaker:

- Type the Speaker's first name, last name, and email address.
- Click 'Add Speaker.'

To complete a Speaker's profile:

- Click on the Speaker's name to complete or edit the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Speakers' to complete the task.

* Indicates a required field

Add New Speaker

First Name *	Last Name *	Email *	Role: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select Role: --

Add Speaker

Click your hyperlinked name to update your Role (Session Sponsor, Moderator, Speaker, etc.)

Speaker List

You can add a maximum of 11 speakers.
You can add a maximum of 2 session sponsors for this session.
You can add a maximum of 10 moderators for this session.
You can add a maximum of 2 presenters for this session.

1 [Andrew VanWasshnova](#)
Test, Council of Science Editors
Profile incomplete
Role: Session Sponsor



Edit Andrew VanWasshnova's Profile

Remove Andrew VanWasshnova