Session Proposal Submission Instructions

1. Individuals must have an ASM user account to access the submission site. Click here to login.

If you do not have an ASM user account, click here to create one.

After you login, you will be directed to the Session Submission Site.

2. Click on the Add New button under the specific session type you are submitting, you will be prompted to start entering your session information. To toggle between steps, use the left hand menu.
   a. Step One: Session Title, Estimated Attendance, Education Level, Allied Society (if applicable), Virtual Option, Session Description, Session Learning Objectives, Key Teaching Take Aways and References, Target Audience, and Active Learning Activity.
      i. You will need to complete the Signatures and Approvals at the bottom of the page in order to move on to the next page.
      ii. Anything marked with an * is required.
      iii. Once complete please hit the Save and Continue button.
   b. Step Two: Tracks and Subtracks
      i. You may enter up to 4 Tracks and 4 Subtracks. Only one Primary Track and Subtrack are required.
1. The Track(s) and Subtrack(s) are required for meeting attendees to locate their science by searching the online itinerary planner the mobile app.

2. Multiple Subtracks may be selected under the same or multiple Primary Subtracks.

   ii. Once complete please hit the Save and Continue button at the bottom.

3. Next, depending on session type, you will add Conveners (if applicable) and Speakers.

   a. To recap:

      i. Symposia

         1. Cross-track Symposia: 1 Convener and 3 Invited Speakers
         2. In-depth Symposia: 1 Convener and 2 Invited Speakers.

            a. 3-4 oral abstract presentations will be added in March 2023 by the Convener of the session.

      ii. Track Hubs: 1 Track Hub Speaker

      iii. Mini-Conference: up to 4 speakers, 1 convener

      iv. Panel Discussion: up to 3 panelist, 1 convener

      v. Debate: 2 debate teams (3 panelist on each team), 1 convener

   b. Page Three: If applicable, Convener

      i. Once you are finished entering in your Convener information you will be prompted to this page to confirm their information. Once done will need to click the Continue button at the bottom.

         1. **NOTE:** The Convener or Speaker needs to have an ASM User Account. If the person is not found using “people lookup”, the submitter needs to contact the individual and prompt them to create an account

   c. Page Four: Speakers

      i. The process is similar to the Convener step. Please refer to those steps above if you have any questions.

4. Once all of the information above has been entered, you will be prompted to the Summary Information page, which will list all of the information that you have just submitted. Please look over this form carefully before you click the Finalize button at the bottom.

   a. If you do not wish to Finalize and Submit to ASM, you may Log Out and return later to edit your session information.

   b. While logged into the site, if you need to edit anything on this page, click on the **Step List** to the left.
c. If you logged back in, you will be able to find your current submission by clicking on the session title under **Session Type** that you have submitted. To edit an entry, click on the **Session Title** of the session that you would like to edit.

d. **As a reminder, session proposals must be completed and submitted on August 3, 2022 by 12:00 p.m. ET.**

5. Questions? Please contact:
   a. ASM Program Team: asmmicrobemtgprogram@asmusa.org
   b. Technical Support: asm@support.ctimeetingtech.com