

# CSSE Online Proposal Submission System

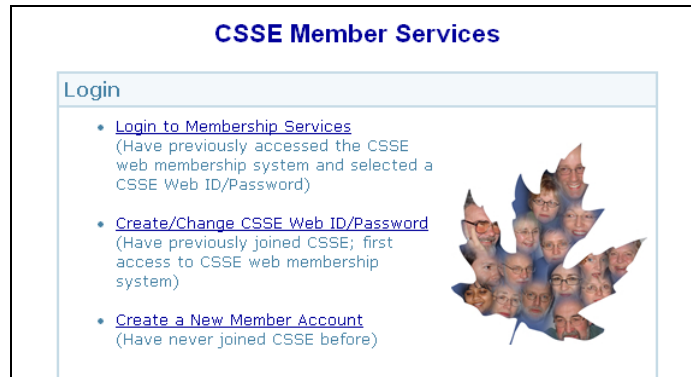
## Instructions for Submitting a Proposal

### Web-Based Submission Only

All proposal submissions must be completed electronically via the CSSE website. Go to <http://www.csse.ca/> and click on **Membership / Online Member Services**.

**Important:** Please make every effort to submit your proposal **BEFORE** the due date, by 30 October, if possible. Historically the CSSE computer system gets very busy around the proposal due date of 6 November. If you leave your proposal to the last minute, you may have difficulty logging in to the web system to complete your submission on time.

### CSSE Member Services – Login



You must choose 1 of the 3 options on the Login screen:

1. [Login to Membership Services](#) : click on this link if you already have a CSSE Web ID/Password that you set on a previous visit to the CSSE Member Services website.
2. [Email my ID/Password](#) : click on this link if you have forgotten your ID/Password. The e-mail address you use must be in the database and the information will be e-mailed to that address.
3. [Create/Change CSSE Web ID/Password](#) : click on this link if you have a CSSE Member Number, either as a current or lapsed member, but you do not have a CSSE Web ID/Password; also use this option if you wish to change your existing Web ID or Password.
4. [Create a New Member Account](#) : click on this link if you have never been a member of CSSE before; you will be able to join and pay your fees at a secure credit card payment website.

**If you are uncertain of your status, please contact the secretariat at [csse-scee@csse.ca](mailto:csse-scee@csse.ca) to verify.**

### Membership Requirements for Proposal Submission

To submit a proposal you must be a current CSSE member at the time of proposal submission and your membership must not lapse between the time of submission and the conference itself. If your membership is already expired or will lapse during the time between your submission and the conference, you will not be able to submit a proposal and will instead be directed to the membership renewal page.

You must also belong to the member association (CACS, CERA, CATE, etc.) to which you are submitting a proposal. Note that when you join CSSE, you also join at least one of these member associations. The CSSE proposal submission system will only allow you to submit to associations to which you belong (or to any Special Interest Groups (SIGs) for that association). If you are submitting to a SIG, you only need to belong to the parent association, and not necessarily the SIG

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itself. If you are a paid-up member but did not join a certain member association at the time of your renewal, you must contact the CSSE office in Ottawa (email [csse-scee@csse.ca](mailto:csse-scee@csse.ca)) to modify your membership.

### Member Services Menu

Once you have logged in you will see the Member Services menu page.

- [Member Record](#) – click on this button if you wish to verify your membership status or to renew.
- [Submit Proposal](#) – click on this button to access the proposal submission system.

Member Services	
Click on the button for the service you wish to access.	
<input type="button" value="Member Record"/>	<ul style="list-style-type: none"><li>• Page 1 - Update member name, address, email, etc.</li><li>• Page 2 - Update research interests</li><li>• Page 3 - Annual membership renewal</li></ul>
<input type="button" value="Submit Proposal"/>	<ul style="list-style-type: none"><li>• Submit a presentation proposal for the Annual CSSE Conference</li><li>• View or modify a previously submitted proposal</li></ul> <p><a href="#">View Call for Papers</a></p>

### Proposal Submission Area

On the main proposal submission page there are two options:

1. Create a new proposal
2. View/edit an existing proposal.

Proposal Submission	
XXXIV <sup>th</sup> CSSE ANNUAL CONFERENCE (2006) York University (Toronto, Ontario) 27 - 30 May 2006	
<a href="#">[Services Menu]</a>	
Options	
<input checked="" type="radio"/> <i>Create a new proposal</i>	
Association	<input type="text" value="Association"/>
<i>How many papers in the proposal?</i>	
<input type="radio"/> One	
<input type="radio"/> More than one	
<i>View / edit a previously submitted proposal:</i>	
<input type="radio"/> (No proposals submitted previously by this member.)	

Prior to the due date you can change any of the information relating to a proposal that you have already submitted, including the authors, abstract, title, general information or proposal summary document. Existing proposals are listed on this screen; if no proposals are listed, you do not have any existing proposals in the system.

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When starting a new proposal you must first select the appropriate Association or SIG from the drop-down list. You have the option of submitting two major types of proposals: Single-paper or multi-paper. Choose the type of proposal that you are submitting and click the [Continue](#) button near the bottom of the page.

There are 4 major sections of information that you must enter for your proposal. Please ensure that you complete all of these sections:

- Part A : General Session Information
- Part B: Paper(s)
- Part C: Author(s)
- Part D: Upload Summary File

From here on there are slight differences in the process depending on whether you are submitting a single-paper or a multi-paper proposal.

***If you are creating a single-paper proposal, please go to section I***  
***If you are creating a multi-paper proposal, please go to section II***

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### **Section I : Single-Paper Proposals**

Please have ready:

- A 100 word abstract of your proposal.
- A title for your proposal.
- Your proposal summary document : this computer file must be one of the following types of files: Microsoft Word (.doc, .docx), Word Perfect (.wpd), or Rich Text Format (.rtf).
- If you are not a current member, membership information including an address and credit card information.

#### **Part A : General Session Information**

The first screen is just meant to record general information about your proposal. Much of the information on this page will be taken from existing information in the CSSE membership database.

<b>Part A. General Session Information</b>		<a href="#">[Proposal Submission Home]</a>	<a href="#">[Services Menu]</a>
<b>Association *</b>	Association *		
<b>How many papers in the proposal?</b>	One		
<b>Date Created</b>	9/25/2005 3:13:54 PM		
<b>Date Modified</b>			
<b>Submitter</b>			
Note: Submitter name, mailing address and contact information are obtained from the existing CSSE member database record.			

[Note: If there are a lot of blank spaces or if your information is not up-to-date, you should go to the [Services Menu](#) (using the link at the top right of the page) where you can access the [Member Record](#) function to update your personal information and return to the proposal submission area later.]

On the General Session Information page fill in the following, then click [Submit & Continue](#):

## CSSE Online Proposal Submission System Instructions for Submitting a Proposal

1. Association (select from drop-down list)
2. Session - select the type of presentation and the language information
3. Audio-Visual Equipment Request (optional) - Include any needs you may have for your presentation. Charges may apply, depending on where the conference is held.
4. Chair/Discussant Information (optional) - You may make suggestions for individuals who may wish to chair the session you are presenting.
5. Other comments regarding this presentation (optional)

### Part B: Paper

In this area, you should enter the title and abstract for your paper. Note that your abstract should be around 100 words. The system checks your abstract length in terms of the total number of typed characters (minimum 100, maximum 900). Again, fill in the form, then click [Submit & Continue](#).

Part B. Paper(s) [\[Proposal Submission Home\]](#) [\[Services Menu\]](#)

Presentation Title \*

Abstract \*

Please summarize the important points of this presentation (about 100 words).

I wish to have this presentation considered for the CSSE New Scholar Fellowship

### Part C: Author(s)

You must add each author of your paper.

Part C. Author(s) [\[Proposal Submission Home\]](#) [\[Services Menu\]](#)

Paper : My Round Table

Enter all authors for this paper in order.  
You must add your name if you (the submitter) are an author.

**Edit/Add Authors**

#	First Name	Last Name	Institution	Student	Will attend the session
No authors added yet					
Add an author					

Edit/Add

To add an author:

1. Click on the [Edit/Add](#) button. The next screen appears.

## CSSE Online Proposal Submission System Instructions for Submitting a Proposal

Part C. Author(s) [\[Proposal Submission Home\]](#) [\[Services Menu\]](#)

Paper : My Paper

Author 1

First Name

Last Name

Institution  
(Select from the list on the right or type in the field on the left.)  Institution

In the conference program, Canadian universities will be referred to simply by the common name, such as the province or city name, omitting the word "university" in either language; for example, "Montréal" is l'Université de Montréal, and "Queen's" is Queen's University. Universities outside Canada are named in full. In addition, certain acronyms are used.

Student

Will attend the session

2. Enter the author's name, institution, check mark if a student, check mark if attending.
3. Click [Submit & Continue](#). You will be returned to the author list screen.
4. If you have more than one author, repeat this process for each author. Note that at least one author must be planning to attend the presentation.

On the screen that lists all your authors you can edit an existing author by clicking in the radio button to the left of the author's record and click on the [Edit/Add](#) button. Similarly you may delete an existing author from your paper by selecting the record and clicking on the [Delete](#) button.

Once you are done adding authors, click on [D. Upload Summary File](#) near the bottom of the screen.

### Part D: Upload Summary File

Part D. Upload Summary File [\[Proposal Submission Home\]](#) [\[Services Menu\]](#)

Paper : My Round Table

Name of File Previously Submitted :  
*No presentation summary file uploaded yet*

Click on the **Browse ...** button (on the right) to indicate the location of the file you wish to submit \*

Microsoft Word (.doc), Word Perfect (.wpd), Adobe Acrobat Portable Document File (.pdf) or Rich Text Format (.rtf).

This is where you upload the summary file for your proposal. You must upload a document or your submission will be considered incomplete. To upload your document:

1. Click the [Browse](#) button.
2. Find your file on your local computer, select it, and click Open.
3. Click on [Submit & Continue](#). Wait a few seconds while your file is transferred from your computer to the CSSE server in Ottawa. Your web browser will give you some sort of visual indication (e.g. progress bar near the bottom of the screen) that it is working on the transfer.

## CSSE Online Proposal Submission System Instructions for Submitting a Proposal

4. A new screen will be displayed with a confirmation message telling you if your file upload was successful or not.

When you have completed uploading your proposal summary document, you can click on [View all Details for this Proposal](#) to see all of the information that you have just entered. If everything looks okay, go back to the [Services Menu](#) by clicking the link on the top right hand corner and then [Logout](#) to close your session. Forgetting to logout may cause delays for other submitters trying to access the submission system.

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### **Section II : Multi-Paper Proposals**

Please have ready:

- A short, 100 word abstract for your overall proposal.
- A title for your overall proposal.
- Titles, authors and 100 word abstracts for each of the papers within your proposal.
- Your proposal summary document : this computer file must be one of the following types of files: Microsoft Word (.doc, .docx), Word Perfect (.wpd), or Rich Text Format (.rtf).
- If you are not a current member, membership information including an address and credit card information.

#### Part A : General Session Information

The first screen is just meant to record general information about your proposal. Much of the information on this page will be taken from existing information in the CSSE membership database.

Part A. General Session Information      [\[Proposal Submission Home\]](#)    [\[Services Menu\]](#)

Association \*      Association \*      ▼

How many papers in the proposal?      More than one

Multi-paper Session Title \*      [Text Input]

Multi-paper Session Abstract \*      [Text Input]

Please summarize the important points of this multi-paper session (about 100 words).

[Note: If there are a lot of blank spaces or if your information is not up-to-date, you should go to the [Services Menu](#) (using the link at the top right of the page) where you can access the [Member Record](#) function to update your personal information and return to the proposal submission area later.]

On the General Session Information page fill in the following, then click [Submit & Continue](#):

1. Association (select from drop-down list)
2. Overall proposal title and abstract
3. Session - select the type of presentation and the language information

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4. Audio-Visual Equipment Request (optional) - Include any needs you may have for your presentation. Charges may apply, depending on where the conference is held.
5. Chair/Discussant Information (optional) - You may make suggestions for individuals who may wish to chair the session you are presenting.
6. Other comments regarding this presentation (optional)

[Note: your abstract should be around 100 words. The system checks your abstract length in terms of the total number of typed characters (minimum 100, maximum 900).]

### Part B: Paper(s)

In this area, you should enter the titles and abstracts for each paper within your proposal. Note that your abstracts should be around 100 words each.

#	Presentation Title	Abstract	New Scholar
No papers added yet			
<input checked="" type="radio"/>	Add a paper		

Edit/Add

To add a paper:

1. Ensure that the radio button to the left of Add a Paper is selected.
2. Click on the Edit/Add button. The screen below appears:

Presentation Title \*

Abstract \*

Please summarize the important points of this presentation (about 100 words).

I wish to have this presentation considered for the CSSE New Scholar Fellowship

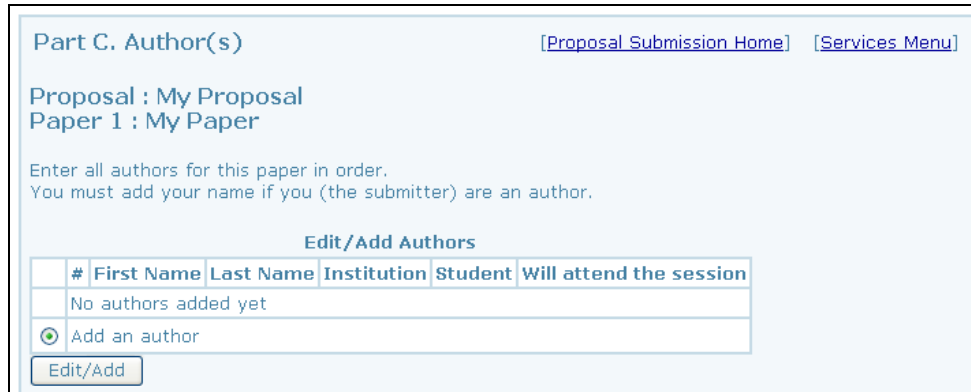
3. Enter the title and abstract for the paper.
4. Click Submit & Continue.

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## Instructions for Submitting a Proposal

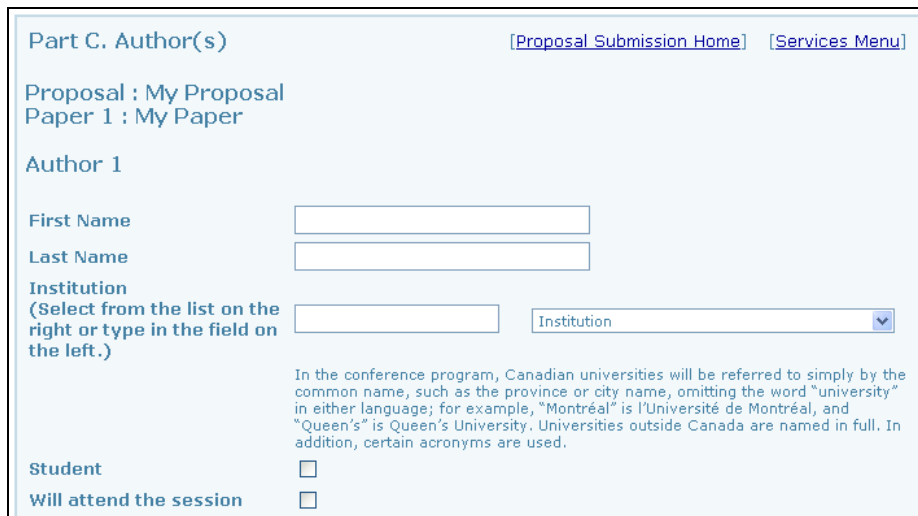
### Part C: Author(s)

You must now add the authors of the paper you just added. To add an author:



The screenshot shows the 'Part C. Author(s)' form. At the top right are links for '[Proposal Submission Home]' and '[Services Menu]'. Below the title, it says 'Proposal : My Proposal' and 'Paper 1 : My Paper'. A message reads: 'Enter all authors for this paper in order. You must add your name if you (the submitter) are an author.' Below this is the 'Edit/Add Authors' section, which contains a table with columns: '#', 'First Name', 'Last Name', 'Institution', 'Student', and 'Will attend the session'. The table currently shows 'No authors added yet'. Below the table is a radio button labeled 'Add an author' and an 'Edit/Add' button.

1. Click on the Edit/Add button. The next screen appears.



The screenshot shows the 'Part C. Author(s)' form with the 'Author 1' section. It includes input fields for 'First Name', 'Last Name', and 'Institution'. The 'Institution' field has a dropdown menu. Below the 'Institution' field is a note: 'In the conference program, Canadian universities will be referred to simply by the common name, such as the province or city name, omitting the word "university" in either language; for example, "Montréal" is l'Université de Montréal, and "Queen's" is Queen's University. Universities outside Canada are named in full. In addition, certain acronyms are used.' At the bottom are checkboxes for 'Student' and 'Will attend the session'.

2. Enter the author's name, institution, check mark if a student, check mark if attending.
3. Click Submit & Continue. You will be returned to the author list screen.
4. If you have more than one author for this paper, repeat this process for each author. Note that this only adds authors for the paper you just added. Later when you add the next paper you will add the authors for that paper.

On the screen that lists all your authors for a given paper you can edit an existing author by clicking in the radio button to the left of the author's record and click on the Edit/Add button. Similarly you may delete an existing author from your paper by selecting the record and clicking on the Delete button.

When you are done adding authors for the current paper, go back to part B by clicking on the Paper(s) link at the bottom left of the page. You will need to repeat parts B and C for each paper within your multi-paper presentation.

When you are done adding papers, click on D. Upload Summary File near the bottom of the screen.

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### Part D: Upload Summary File

Part D. Upload Summary File [\[Proposal Submission Home\]](#) [\[Services Menu\]](#)

Proposal : My Proposal

**Name of File Previously Submitted :**  
*No presentation summary file uploaded yet*

Click on the **Browse ...** button (on the right) to indicate the location of the file you wish to submit \*

Microsoft Word (.doc), Word Perfect (.wpd), Adobe Acrobat Portable Document File (.pdf) or Rich Text Format (.rtf).

This is where you upload the summary file for your proposal. You must upload a document or your submission will be considered incomplete. To upload your document:

1. Click the [Browse](#) button.
2. Find your file on your local computer, select it, and click Open.
3. Click on [Submit & Continue](#). Wait a few seconds while your file is transferred from your computer to the CSSE server in Ottawa. Your web browser will give you some sort of visual indication (e.g. progress bar near the bottom of the screen) that it is working on the transfer.
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