

APQC CONFERENCE CALL FOR SPEAKERS FREQUENTLY ASKED QUESTIONS SUBMISSION SITE HELP

Begin by reviewing the [Submission Guidelines](#) on the [Call for Speakers](#) web page.

Use the call for speakers [login page URL](#) to start your submission in the Abstract Scorecard.

Welcome to the APQC 2025 Process & Performance and Knowledge Management Conference Submission Site!

We are pleased you will submit an abstract for consideration. By submitting a proposal for consideration, you agree that if selected, you will be available to present during APQC's 2025 Conference, April 9-10.

- All proposals must be submitted no later than September 20, 2024.
- Speakers will be notified by October 18, 2024.
- Final PowerPoint presentation must be submitted by March 21, 2025.

An *outstanding application* typically includes a compelling real-life example of an organization's journey, application with takeaways, techniques or tactics, and opportunities for participant interaction.

Information You Will Need to Submit
For the most efficient use of your time, please review the [submission guidelines](#) before you begin.

Complete Tasks

1. Presenter(s) (optional Co-presenter)
 - Presenter(s) contact information - max two presenters; you will not be able to add co-presenters once you are selected
 - Presentation title
 - Presenter(s) photo
 - Presenter(s) bio
 - Presenter(s) speaking experience
 - Presenter permissions
2. Session Information
 - [Session Types, Tracks & Topics](#) - select one
 1. Share your organization's KM/PPM improvement story
 2. Teach a skill or technique
 3. Facilitate a conversation or problem solving session
 4. Showcase a technology, tool or implementation
 5. Reveal out of the box KM / PPM thinking
 - Session overview - used for marketing on the event website
 - Details - what did you do and why did you do it?
 - Business results
3. Learning Objectives
4. Additional Information
5. Supporting Documentation

Review the [FAQ's Submission Site Help](#) instructions. Then, select New Users: Create Profile below to get started. After you Create Profile, on the next visit to this site, use Already a User Login

LOGIN TO SUBMIT

| | |
|---|--|
| <p>New Users</p> <p>Click 'Create Profile' to begin your first submission.</p> <p style="text-align: center;">Create Profile</p> | <p>Already a User?</p> <p>Email *</p> <input type="text" value="Email"/> |
| | <p>Access Key Password *</p> <input style="width: 80%;" type="text" value="Access Key Password"/> Show |
| | <p>Lost your access key password?</p> <p style="text-align: center;">Login</p> |

Questions? Conference Contact: Nancy Tavel - registration@apqc.org / (713) 685-4733

Create an Account in the Scorecard

1. Click the "Create Profile" within the 'Login to Submit' box if this is your first time on the login page. If you have already created an account, select 'Already a User?'. Follow the prompts.
2. If you have created a profile for a recent past year's call for speakers, you may already be a user. Use the Lost your access key to reset your password

LOGIN TO SUBMIT

New Users
Click 'Create Profile' to begin your first submission.

Already a User?

Email *
Email


Access Key *
Access Key Show

Lost your access key?

Create Profile **Login**

Questions? Conference Contact: Nancy Truitt, confregistration@wpa.org / (713) 695-4733

3. Complete *only* the *required fields that are indicated by a red asterisk. Remember your Access Key Password as you will use it every time you log in. Then, click “Create Account” at either the bottom or upper right-hand corner of the page.

 ACCOUNT PROFILE [Create Account](#)

Please complete the information below and then press the 'Create Account' button. You will be the contact person for all information that you submit using this account.

* indicates a required field

| | | |
|--|---|--|
| <p>Personal Details</p> <p>Prefix <input type="text"/></p> <p>First Name * <input type="text"/></p> <p>Middle Initial <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Suffix <input type="text"/></p> | <p>Mailing Address</p> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>City * <input type="text"/></p> <p>State * <input type="text" value="-- Select State/Province --"/></p> <p>Zip <input type="text"/></p> <p>Country * <input type="text" value="United States"/></p> | <p>Contact Details</p> <p>Mobile Phone * <input type="text"/></p> <p>Alternate Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Email * <input type="text"/></p> |
|--|---|--|

Administrative Assistant/Alternate Contact (they will be copied on all session emails)

| | | | |
|------------------------------|-----------------------------------|-------------------------------|---|
| Name <input type="text"/> | Telephone <input type="text"/> | Email <input type="text"/> | <input type="checkbox"/> Not Applicable |
|------------------------------|-----------------------------------|-------------------------------|---|

Professional Information

Position / Title *

Company *

Access Key Password

Please type in an access key (password) that you will use to access your submission information in the future. The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alpha-numeric character. Remember your access key!


Create Access Key Password *

Access Key Password Strength


Re-type Access Key Password *


[Create Account](#)

4. Complete "Privacy Notice" form by checking the "Consent" and enter your e-signature as identified in this profile. Press "Continue".


 **PRIVACY NOTICE**

Please carefully read the text below and then indicate your consent at the bottom of the page.

 **Summary**
We are collecting your personal data on behalf of American Productivity & Quality Center to allow them to manage the submission, review, selection, and scheduling process for your submissions, awards, or grants through our platform. We may share your information with American Productivity & Quality Center's vendors related to registration, membership, and 3rd party analytics services.

 **Full Text** (version 3454-21756-1998) [Print](#) [Export](#)

1. What we need
Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmiumCD.com/cadmiumcd/privacy.asp>. The terms personal data and personally identified data are

 **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

Please type your full name on the line above

SESSIONS

1. Review the “Frequently Asked Questions” before you continue.
2. Check the Submit instructions.
3. Create a new session by clicking on the link next to the green plus sign.

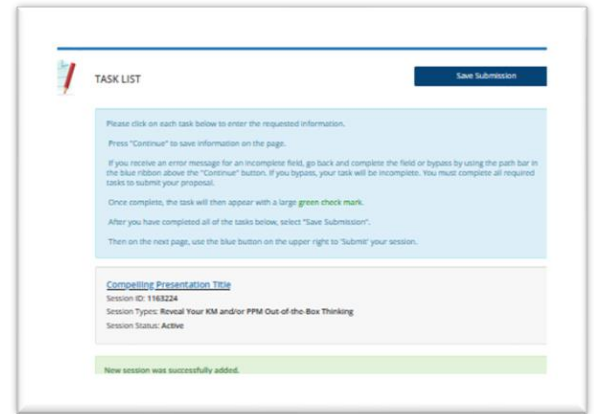
The screenshot shows the user dashboard for the APQC 2025 Process & Performance and Knowledge Management Conference. It features three main sections: 'EVENT INFORMATION', 'YOUR PROFILE', and 'SUBMIT FEEDBACK'. Below these is a 'SESSION SUBMISSIONS' section with a blue information box containing submission details and a green plus sign link 'Click here to begin a new session submission' with a blue arrow pointing to it and the number '3.'. Below that is a 'FREQUENTLY ASKED QUESTIONS' section with a green flag icon and a blue arrow pointing to it and the number '1.'. At the bottom is an 'INSTRUCTIONS TO SUBMIT' section with a yellow sign icon and a blue arrow pointing to it and the number '2.'. The instructions list three steps: 1. 'Continue' to save updates, 2. Collect a green checkmark next to all tasks, and 3. Press 'Submit' to enter the updated information.

4. Next, create a Presentation Title for your session. This field is required for all Scorecards, no matter the type of Scorecard. Select the Submission Type, if applicable. Then, press the “Submit” button to move on to the Task List.

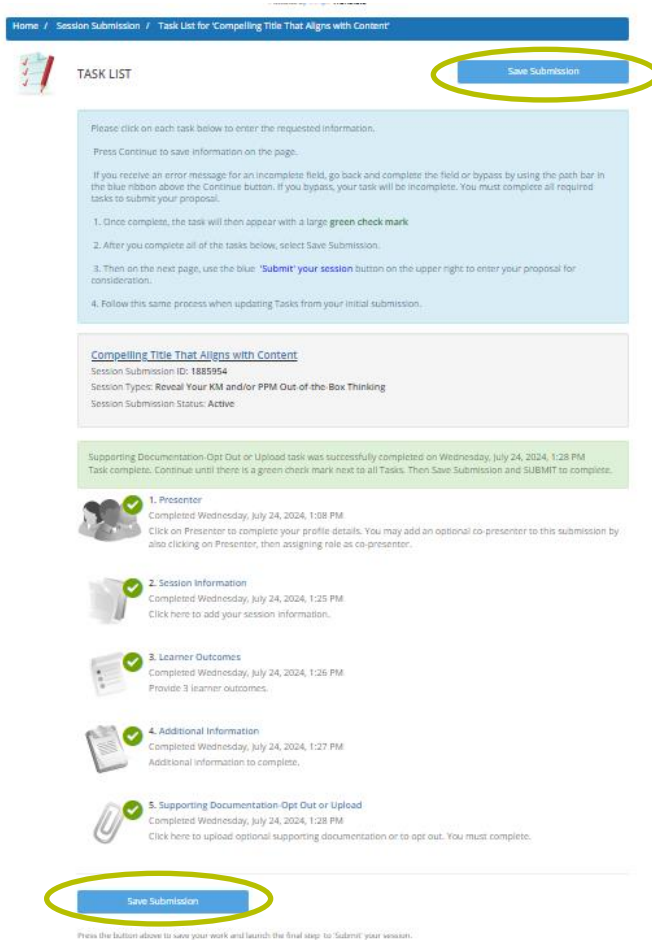
The screenshot shows the 'START A NEW SESSION SUBMISSION' form. It includes a blue 'Submit' button in the top right corner. A blue information box at the top provides submission guidelines and a link to the submission guidelines. Below this is a 'Presentation Title' field with a red asterisk, a prompt to enter a compelling, short, specific title, and a text input field. A character and word count is shown as '29 characters (200 / 3 words (75 /)'. Below the title field is a 'Session Types' dropdown menu with a red asterisk, a 'Select one.' prompt, and a list of options: 'Share Your Organization Story', 'Teach a Skill or Technique', 'Lead a Conversation or Problem Solving Session', and 'Showcase a Technology, Tool, or Implementation'.

TASK LIST

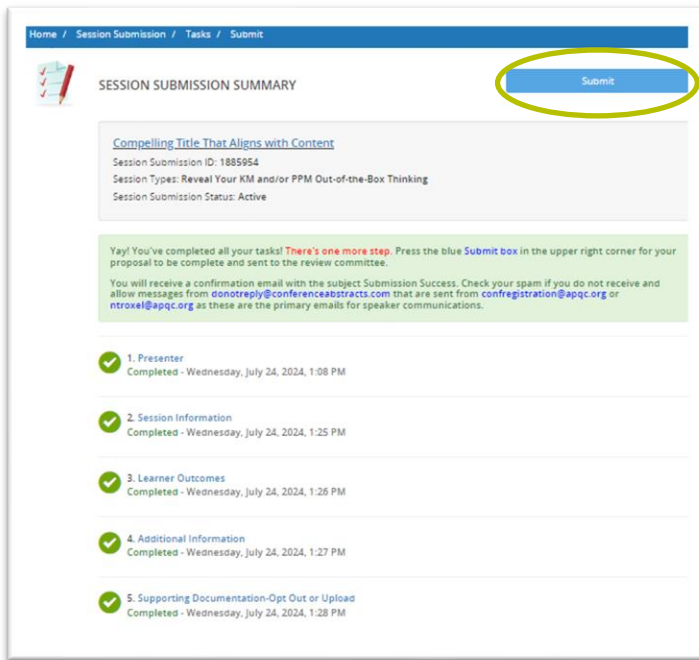
1. Read the instructions in the blue box.
2. The gray box provides session information.
3. A green box indicates session and task completion information.
4. If there is a red box, error message displays for incomplete required fields.
5. To access and edit Tasks, use the hyperlink in the Presentation Title.



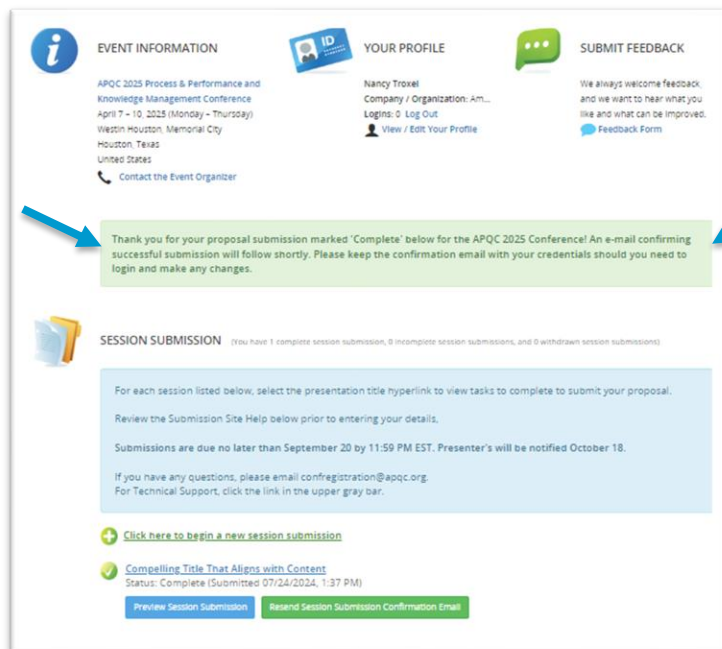
6. Complete all necessary tasks. A green check mark will appear next to each completed task. Once you complete all tasks, click the "Save Submission" button.



7. On the next page, click the “Submit” button to fully enter your proposal for review.



8. A submission “Complete” message will appear in the green box and a Submission Success confirmation is delivered to the email associated with the submission.



9. NOTE: Every time you make any changes in Tasks after you Submit, follow these steps:

- » “Continue” to save the page updates
- » Collect a green checkmark next to all Tasks for the “Save Submission” button to appear
- » Press “Submit” to enter the updated information as your completed submission

10. For your session, two emails should be received from the Scorecard:

- » New Account Created email
- » Submission Success Details confirmation email

NOTE: If you do not receive either one of these emails, please check your spam/junk box. **Please allow messages from donotreply@conferenceabstracts.com to receive important information about your submission** sent from confregistration@apqc.org or ntroxel@apqc.org as these are the primary emails for speaker communication.

About Each Task

- » Follow instructions in light blue box.
- » Remember, “Continue” saves the information.

1. Presenter

- a. Presenter– Choose “Edit Profile” in the Presenter List.
 - i. Add Industry, Organization Experience, Bio and Speaking Qualifications. Select “Continue”.
 - ii. Presenter Permissions require a response. Review the APQC Presenter Permissions Acknowledge and “Continue”.
 - iii. Upload Presenter Photo that is high-quality .jpg or .png to be used on the website and in marketing materials. “Continue” to complete Presenter Profile.
- b. Add New Presenter – *only use this field if you have an optional co-presenter*. After adding the basic information, choose “Edit Profile” in the Presenter List to complete the additional fields. Select “Continue”.

 - i. Co-presenter will be required to complete Presenter Permissions.
 - ii. Upload co-presenter Photo that is high-quality .jpg or .png to be used to promote session.

- c. “Save Presenters” before going to the next page.



PRESENTER PROFILE

Continue

Please complete all of the *required fields and then press the 'Continue' button.

Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

Contact Details

Mobile Phone *

Alternate Phone

Fax

Email Address *

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City *

State *

Zip

Country *

Administrative Assistant/Alternate Contact

To be copied on all submission emails

Not Applicable

Name

Telephone

Email

Professional Information (as it will appear on conference materials)

Position / Title (max character 100) *

Company *

Speaking Role *

Industry *

How many years of KM/PPM experience/expertise does your organization have? *

Social Media Information

LinkedIn profile page link

Bio *

This bio will appear on the conference website and to promote your session.

0 words (Max 65 words)

Qualifications

Provide your speaking experience (used only in the review process and will not be published.) *required

0 words (Max 85 words)

2. Session Information - Choose Track, Primary Area of Interest and write your Overview, Details and Business Results for the session proposal.
3. Learner Outcomes - List three key takeaways participants will learn.
4. Additional Information - Collects survey data and has a box for additional comments about the session.

EDIT ADDITIONAL INFORMATION TASK FOR 'COMPELLING P...' Continue

Please answer the following *required questions. Select 'Continue' to save your work. If you receive an error message for an incomplete field, bypass by using the path bar in the blue ribbon above the "Continue" button. * indicates a required field

1 AUDIENCE: Who is the target audience for your session? (select all that apply) *

Beginner/Foundational

Nextpert/Intermediate

Experts/Advanced

2 IDEAL TIME: Please select the ideal amount of time for your session. *
(Choose all that are applicable)

20 minutes or less

30-45 minutes

60 minutes

75-120 minutes

3 FACILITATE: Would you be willing to facilitate a small group discussion/roundtable related to your topic? *

4 PANEL: Would you be willing to be on a panel with other breakout speakers? *

5 FILMING: If selected, are you willing and do you have company approval for your session to be recorded and filmed? *

6 ADDITIONAL COMMENTS: (optional)

5. Upload Supporting Documentation - Most submissions have no supporting documentation. However, you must complete the task to opt out or to upload supporting documentation.

Should you have further questions about the Submission Site for Scorecard, please reach out to Nancy Troxel at confregistration@apqc.org.