



2018 SSP Annual Meeting Submission Guidelines

SSP is using [ScholarOne Abstract Central](#) to manage the submission process. All proposals must be submitted through this system.

- **Account Setup:** To submit an abstract, please create an account or log in with your universal ScholarOne User ID and Password [here](#).
- If you have a ScholarOne account but do not remember your login information, choose Forgot Password. If you are logging in for the first time, choose Create an Account to begin.
- USER IDS AND PASSWORDS ARE CASE-SENSITIVE.
- **Important dates and deadlines:**
 - **Annual Meeting Concurrents:** Submissions begin October 13, 2017 at 12:00 AM ET and close November 10, 2017 at 11:59 PM ET. Notifications will be emailed by December 30, 2017.
 - **Pre-meeting Seminars:** Submissions begin October 13, 2017 at 12:00 AM ET and close December 10, 2017 at 11:59 ET. Notifications will be emailed by January 15, 2018.
 - **Sponsored Sessions:** Submissions begin October 13, 2017 at 12:00 AM ET and close December 10, 2017 at 11:59 ET. Notifications will be emailed by January 15, 2018.
 - **Previews Session:** Submissions begin January 15, 2018 at 12:00 AM ET and close February 15, 2018 at 11:59 AM ET. Notifications will be emailed by March 15, 2018.
 - If you do not receive your notification please contact Jennifer Lanphere at janphere@kellencompany.com

To ensure that your data is entered correctly, please follow all directions carefully. We recommend that you proceed through the system in a step-by-step fashion, carefully completing each screen in turn.

Tips for submitting a compelling session proposal:

- Your session should appeal to a broad base of attendees in an engaging way. Attendees at the SSP Annual Meeting are there to meet colleagues, learn about new trends, and gain practical skills that help them in their careers. They are executives, editors, salespersons, marketing and product managers, librarians, and technologists.
- We encourage interactive sessions and seminars which promote audience engagement.
- We will not consider concurrent session or pre-meeting seminar submissions that are focused on a single solution or are commercial in nature. Such content is more appropriate for the 5-minute previews session or for sponsored sessions.

- Multi-speaker proposals will be given preference over proposals with only one speaker. SSP is interested in providing a variety of viewpoints from a diverse pool of speakers.
- The strongest proposals will include the voices of key stakeholders (researchers/academics, librarians, students), will cross formats (books, journals, etc.), and will include perspectives across STEM, social sciences, and humanities.
- Our committee will begin reviewing proposals immediately after the appropriate deadline, so we regret that we cannot accept late submissions.
- Please be sure to reach out to us at info@sspnet.org if you have any questions while submitting a session proposal.

Information required for your submission:

SUBMISSION TYPE

There are four possible types of session proposals. Submitters must select their session type at the beginning of the submission process for each proposal. This cannot be changed once you confirm your selection. Organizers are permitted to submit more than one proposal or proposal type:

- **Concurrent session:** 60 or 90 minutes in length, held on May 31 – June 1. These sessions are intended for multiple speakers to address a specific topic or topics related to one of our conference tracks. Formats can vary from a panel, interactive session, workshop, lightning round, or any other format that supports your learning objectives for attendees.
- **Pre-meeting seminar:** Seminars are three-hour educational courses offering an in-depth perspective on an issue or skill. They will be offered to attendees for an additional fee on Wednesday, May 30, prior to the concurrent sessions.
- **5-minute preview session:** Brief, back-to-back presentations showcasing new products, platforms, and/or content from publishers and vendors. (See submission date above)
- **Sponsored session:** Each session is 45 minutes in length; up to 3 sessions may run concurrently; space can accommodate up to 50 attendees; held from 12:30 pm – 3:30 pm, Wednesday, May 30. These sessions offer value by means of education, information, or professional development to attendees. Fees apply.
 - Organizers may share information about a product or service, but sessions will be most effective if presenting case studies/use cases, customer testimonials, timely information about industry issues, best practices, innovative solutions to everyday challenges, roundtable discussions, etc.
 - Sponsored sessions can also be used to facilitate a focus group, user group session, market research, or product demonstration if space is available however, sessions of this nature will not be rated as highly as those that offer educational and/or professional development value to attendees.
 - No more than 12 proposals will be selected.
 - The Annual Meeting Program Committee will select which sessions offer the most value to attendees.
 - These sessions are free to any registered attendee; unless you select the invitation only sponsorship type. SSP cannot guarantee attendance at sponsored sessions.
 - Sponsored Session Options/ Pricing:
 - Open to all attendees: \$2950, exhibitors/sponsors=\$2360
 - Invitation only: \$3950, exhibitors/sponsors=\$3160
 - For more information about sponsored sessions, click [here](#).

SESSION TITLE

The session title should be descriptive of the content being covered.

SESSION DESCRIPTION (ABSTRACT BODY)

In 250 words or less, describe what will be covered in this session. The session description will be included in the online and printed programs. There will be an opportunity to revise it later if accepted. DO NOT include speaker names in the session description.

IDEAL AUDIENCE

Describe the ideal audience for this event (publishers, editors, marketing, production, etc.)

SUGGESTED ORGANIZERS/SPEAKERS

List the suggested speaker(s) or organizer(s) you think have the relevant experience for presenting in this session. Speakers/organizers do not have to be confirmed at this time. If you are moderating/speaking, please include yourself. Please consider the diversity (gender, ethnicity, etc.) of your panel when recruiting speakers; SSP seeks to provide a balanced program in this respect.

ADDITIONAL SESSION INFORMATION— LEARNING OBJECTIVES

Please include a brief summary of specific learning objectives and what you hope attendees will learn from this session. You may also use this space to share any other details that you feel are relevant for the selection committee. .

PRESENTATION TYPE

Indicate the type of presentation that will be used for the session and the level of audience engagement you envision: Q&A, roundtable, flash talk panel, interactive, other. All ideas will be considered.

SPEAKER/ORGANIZER

Indicate if you are submitting this proposal as a speaker, session organizer, both or other.

PREVIOUS PRESENTATIONS

Indicate if this session has previously been presented at other conferences or industry meetings.

TRACK

Select which track(s) or topical areas this session fits best. Check all that apply. Not all submissions need to fit within one of these tracks; all ideas will be considered.

SESSION LENGTH (Concurrent Sessions only)

Please indicate the ideal length for your session. Concurrent sessions are either 60 or 90 minutes.

FORMAT

Select Annual Meeting or Pre-Meeting sessions may be streamed live for the purposes of virtual attendance. In your opinion, indicate if attendees participating remotely would have a similar experience to those on-site.

EDUCATION LEVELS

Indicate the Educational Level that best fits your proposal.

Foundational: Focus on awareness and factual recall; appropriate for those with limited experience of the subject seeking introductory understanding of the content area(s).

Applied: Focus on understanding and comprehension; appropriate for those with some experience seeking to build on, apply, or enhance existing knowledge using content in practical applications/implementations.

Strategic: Focus on analysis, evaluation, and decision-making; appropriate for those with substantial prerequisite knowledge seeking the most up-to-date information to heighten expertise and advance best practices.

Mixed-learning: Includes both applied and strategic perspectives on an issue; appropriate for those with at least some experience of the subject area seeking a mix of immediate/practical and future/planning information.

Networking: Provides an opportunity for peer-to-peer interaction among groups with similar interests and/or geographical locations, for all career levels. May be purely social in nature, have a specific topic (e.g. speaker or panel), or focus on an element of career development (e.g. mentorship).

Unsure or not applicable

SPEAKERS (AUTHORS)

Please enter all **confirmed** organizers/moderators/speakers for this session.

DISCLOSURES

You may be asked to complete one or more disclosures depending on the submission type. These disclosures confirm that you understand the requirements of each applicable submission type (non-commercial, fees apply, etc).

For Sponsored or Preview Sessions Only:

ATTENDEE VALUE

Sessions that offer value by means of education, information, or professional development to attendees will be given preference in the selection process. While you may share information about your product or service, your session will be most effective if you present case studies/use cases, customer testimonials, timely information about industry issues, best practices, innovative solutions to everyday challenges, roundtable discussions, etc. Describe how you will provide educational/professional development value to attendees.

SESSION ATTENDANCE

Indicate if you prefer your sponsored session to be open to all attendees or by invitation only.

ORGANIZATION TYPE

Indicate the type of organization presenting the session (publisher, technology provider, etc.).

Submitting your proposal:

Once you have provided the required information, a submit button will appear at the bottom of the Review and Submit step. You can continue to make changes until you submit. We encourage you to view a proof of your submission before submitting. Once you submit, your submission will move from the drafts table to the submission table on the dashboard. You can continue to make changes to your proposal until the corresponding deadline by returning your submission to draft. You will not be able to make changes after the deadline.

Selection criteria:

The Annual Meeting Program Committee will review proposals and rate them on the following criteria:

- Topic is timely and relevant
- Original concept and/or fresh analysis
- Represents broad and diverse speakers and ideas

- Focus and learning outcomes are well defined

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