



**TAPPI-22 iMIS Inspire**

**Title:** Guidance for Speaker Applications

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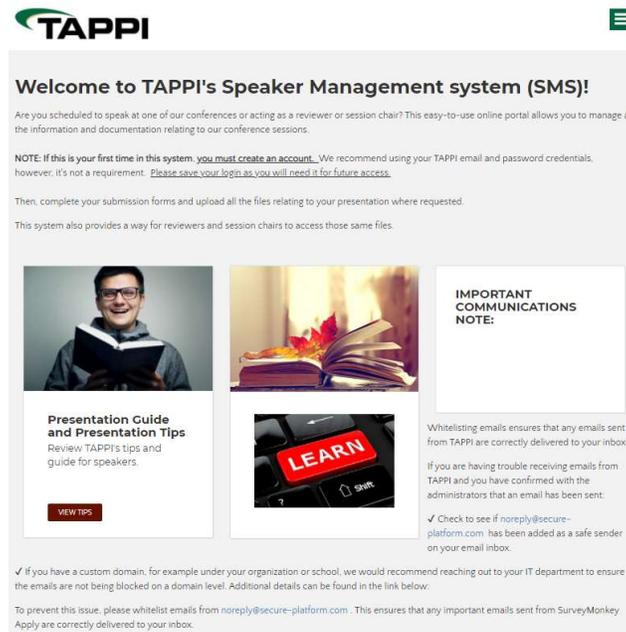
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## Introduction

This document will guide you through the step by step process of completing an online abstracts application.

## User Experience

If you are already a registered member with TAPPI, once you have navigated to the Speaker management System, you can use your TAPPI username and password to login to the new portal, else you can create a new account:



**Welcome to TAPPI's Speaker Management system (SMS)!**

Are you scheduled to speak at one of our conferences or acting as a reviewer or session chair? This easy-to-use online portal allows you to manage all the information and documentation relating to our conference sessions.

**NOTE:** If this is your first time in this system, you must create an account. We recommend using your TAPPI email and password credentials, however, it's not a requirement. [Please save your login as you will need it for future access.](#)

Then, complete your submission forms and upload all the files relating to your presentation where requested.

This system also provides a way for reviewers and session chairs to access those same files.

**Presentation Guide and Presentation Tips**  
Review TAPPI's tips and guide for speakers.  
[VIEW TIPS](#)

**IMPORTANT COMMUNICATIONS NOTE:**

**LEARN**

Whitelisting emails ensures that any emails sent from TAPPI are correctly delivered to your inbox. If you are having trouble receiving emails from TAPPI and you have confirmed with the administrators that an email has been sent.

✓ Check to see if [noreply@secure-platform.com](mailto:noreply@secure-platform.com) has been added as a safe sender on your email inbox.

✓ If you have a custom domain, for example under your organization or school, we would recommend reaching out to your IT department to ensure the emails are not being blocked on a domain level. Additional details can be found in the link below.

To prevent this issue, please whitelist emails from [noreply@secure-platform.com](mailto:noreply@secure-platform.com). This ensures that any important emails sent from SurveyMonkey Apply are correctly delivered to your inbox.

On the home page there are quick links to guidance documents.

To apply to one of the abstract call for papers, using the "Burger" menu in the top right, select the

event you want to apply for:

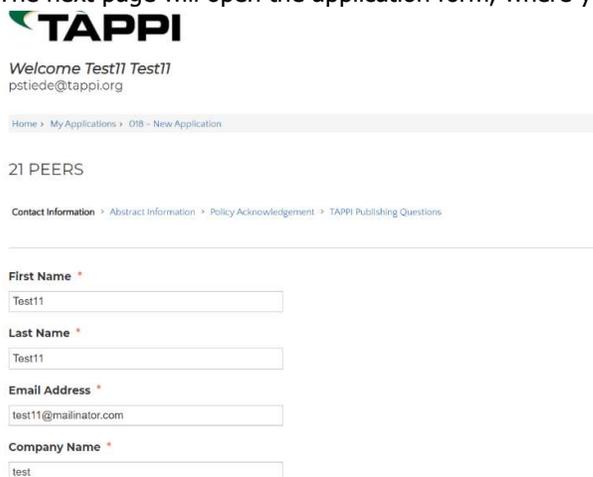


## Application



In this example we will apply for 21PEERS.  
Click on the title to begin your application.

The next page will open the application form, where you can start entering in your application details:



The screenshot shows the TAPPI logo at the top, followed by the user name "Welcome Test11 Test11" and email "pstiede@tappi.org". A breadcrumb trail reads: Home > My Applications > 018 - New Application. The main heading is "21 PEERS". Below it is a breadcrumb trail: Contact Information > Abstract Information > Policy Acknowledgement > TAPPI Publishing Questions. The form contains five input fields, all pre-filled with test data:

- First Name \*: Test11
- Last Name \*: Test11
- Email Address \*: test11@mailinator.com
- Company Name \*: test

You will notice on this page there is a breadcrumb that shows you a series of pages that you are required to complete within this first round:

[Contact Information](#) > [Abstract Information](#) > [Policy Acknowledgement](#) > [TAPPI Publishing Questions](#)

In the contact information page you will notice that the first 4 fields have been automatically populated. This information is being pulled through from your contact record in the TAPPI database.

You can not continue to enter in the required information. At the end of the page you have the option to "Save" or "Save and next". The Save function will save your progress and allow you to return to your application if you need to leave.



Note: Fields highlighted with a red Asterix \* are mandatory.

## Submission

Once you have completed all of the information on each of the four pages at the end of page four you will be required to confirm you wish to finish your submission. Click on the "Save and Finalize" button:



Press OK to Submit your application. You will not be allowed to make changes after submitting.

Press Cancel to return to the application.

You may also press 'Save' instead of 'Save and Finalize' to save and return later.

CANCEL

OK

By clicking OK, you will submit your application and close the application process. You will note be able to return and change anything. If you need to check anything before submitting, please click cancel, and make any final changes before re-submitting.

When you have submitted your application you will receive a confirmation on screen:



Welcome Test11 Test11



Dear Test11 Test11

Your submission "Pulping" has been successfully submitted to the review panel. Once your submission has been reviewed, additional information will be emailed to you regarding next steps.

Good luck and thank you for your submission! Please do not hesitate to reach out to us with any questions regarding your submission or the submission process.

Best regards,

Pat Stiede

Speaker Relations Manager



+1770-209-7214 - Direct

If you return back to your home screen you will see that you have one complete application that has been submitted. If you also use the Burger menu you will also see it here:



Welcome Test11 Test11

Complete  
Submissions that have been received for review.



**My Account** [Close]

- Home
- My Applications
  - All (1)
  - Complete (1)**
- My Profile
- Change Password
- Log Out
- Z1 PEERS - Apply Today
- Z1 IBBC - Apply Today
- Go to TAPPI.org

If you select Complete from the menu on the right, you will then be shown a summary of your submitted application:



Welcome Test11 Test11

Complete

Program	Round	#	Category	Title	Last Updated	Action
Z1 PEERS	Abstract Submission	018	Pulping	Pulping	11/24/2020 01:01 PM	View   Copy Application   Withdraw   Print

Showing 1 to 1 of 1 entries

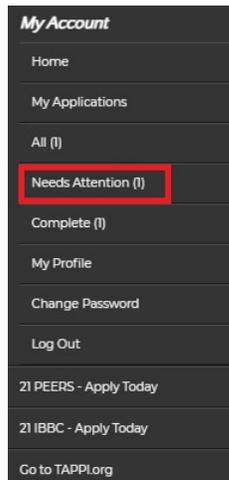
This page shows activity from the last 120 days. [Show full history](#)

For every application that you submit, they will be recorded here.

## More Information Requested

Once you have submitted your initial application it will be sent to the TAPPI internal team for processing. At this stage if they feel your application is missing some requirements, or they need additional information from you, your application will be marked "incomplete" and returned to you. You will receive an email from TAPPI requesting your attention to your application and what you are required to do to re-submit.

Once you login you will see a note that your application is incomplete. You will also see in the "Burger" menu a link to the application that needs attention:



Once selected a table will appear with your application and the ability to re-open your application:



Welcome Test11 Test11

Needs Attention

Program	Round	#	Category	Title	Action
21 PEERS	Abstract Submission	018	Pulping	Pulping	<b>Open</b>

Showing 1 to 1 of 1 entries

Click "Open" to re-enter your application.

You will then need to complete the required information and re-submit your application for review.

## Application Successful – 2<sup>nd</sup> Round

If your initial abstract submission is approved, you will be entered into the second round of submission process. Depending on the event that TAPPI is running there may be a minimum of two rounds or more than two.

For this example, round two is the paper submission to support the abstract application.

When you are marked acceptable for the next round, you will receive a notification to inform you need to take action.



Welcome Test11 Test11

**Needs Attention**  
Your action is required to continue working on these.

**Complete**  
Submissions that have been received for review.

**Results**  
See Submissions that have been shortlisted or selected as Winners of a round.

**My Account**

- Home
- My Applications
- All (2)
- Needs Attention (1)**
- Complete (1)
- Results (1)

From the list above, if you click on Results, you will see in the table that your abstract application has been approved.

Click on needs attention and you will be shown to the next round



Welcome Test11 Test11

Needs Attention

Program	Round	#	Category	Title	Action
21 PEERS	Paper Submission	018	Pulping	Pulping	Open

Showing 1 to 1 of 1 entries

You will note the title of the round has now changed to Paper Submission, click open to complete this request.



Welcome Test11 Test11  
pstiede@tappi.org

Home > My Applications > 018 - Pulping

21 PEERS

Contact Information > Abstract Information > Policy Acknowledgement > TAPPI Publishing Questions > Paper Submission

#### Abstract/Paper Upload

Please upload your paper submission to support the abstract that you have submitted.

No file chosen

#### Speaker Headshot \*

Headshot: [Link to Headshot File](#)

No file chosen

In this section you are required to upload a copy of your paper submission and a headshot of the speaker. Once you are happy with your selection click SAVE AND FINALIZE. Again you will be prompted to confirm you are happy with this, click OK to submit.

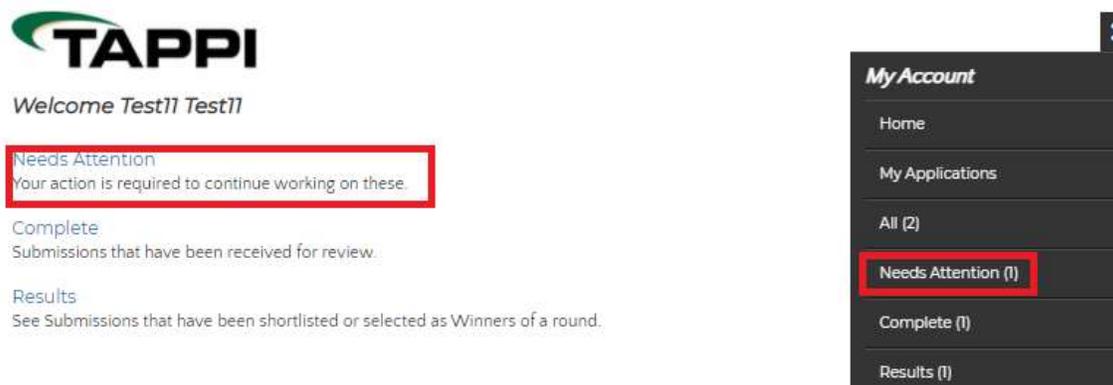
The next screen will be a confirmation of your submission.

Like with round one, if TAPPI require you to submit any further information, your paper submission will be returned to you as incomplete and you will be required to re-submit your paper/headshot.

## Application Successful – 3rd Round

If your initial abstract submission is approved, you will be entered into the second round of submissions. Depending on the event that TAPPI is running there may be a minimum of two rounds or more than two.

For this example, round three is the PowerPoint submission to support the abstract application. When you are marked acceptable for the next round, you will receive a notification to inform you need to take action.



The screenshot shows the TAPPI user interface. At the top left is the TAPPI logo and the text "Welcome Test11 Test11". Below this, there is a red-bordered box containing the text "Needs Attention" and "Your action is required to continue working on these." Below the box, there are three sections: "Complete" (Submissions that have been received for review.), "Results" (See Submissions that have been shortlisted or selected as Winners of a round.), and "Needs Attention (1)" (highlighted with a red box). On the right side, there is a dark sidebar menu titled "My Account" with the following items: Home, My Applications, All (2), Needs Attention (1) (highlighted with a red box), Complete (1), and Results (1).

From the list above, if you click on Results, you will see in the table that your abstract application has been approved.

Click on needs attention and you will be shown to the next round, this time the table will state "PowerPoint Submission."

Program	Round	#	Category	Title	Action
21 PEERS	PowerPoint Submission	018	Pulping	Pulping	Open

Showing 1 to 1 of 1 entries

Click Open to go to the page to upload your presentation:

21 PEERS

Contact Information > Abstract Information > Policy Acknowledgement > TAPPI Publishing Questions > Paper Submission > PowerPoint Presentation

**PowerPoint Presentation Upload**  
Please upload your PowerPoint presentation to complete your submission.

max.png 



This is a low-res preview. Click on the filename to view the file.



Press OK to Submit your application. You will not be allowed to make changes after submitting.

Press Cancel to return to the application.

You may also press 'Save' instead of 'Save and Finalize' to save and return later.

Click SAVE AND FINALIZE and OK to submit and close your application.

If your complete submission is approved you will be notified by TAPPI and in the status of your application you will see everything as approved.



Welcome Test!! Test!!

My Winning Submissions

Program	Round	#	Category	Title	Last Updated	Approved Status	Action
21 PEERS	Abstract Submission	018	Pulping	Pulping	11/24/2020 04:17 PM	Approved	<a href="#">View</a>   <a href="#">Print</a>
21 PEERS	Paper Submission	018	Pulping	Pulping	11/24/2020 04:47 PM	Approved	<a href="#">View</a>   <a href="#">Print</a>
21 PEERS	PowerPoint Submission	018	Pulping	Pulping	11/24/2020 04:55 PM	Approved	<a href="#">View</a>   <a href="#">Print</a>

Showing 1 to 3 of 3 entries

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END