

# CPA 2020 Virtual Series: Upload Instructions for Presenters

## Step 1:

- Login to the abstract manager portal here: <https://events.decorporate.ca/CPA2020/abstract/login.php>
- Enter your email address and password
- If you have forgotten your login credentials, click the 'Lost your password?' button at the bottom right



The Canadian Psychological Association's (CPA's) 81<sup>st</sup> Annual National Convention is going virtual!

The impacts of COVID-19 are wide-reaching, impacting all aspects of life as we know it. In light of COVID-19, the CPA made the decision to transition its annual 2020 in-person convention to a virtual series offered over the months of July and August. From here you will be able to upload your presentation if you have chosen to participate in our virtual series and/or submit an abstract in response to our special call for COVID-19 submissions.

### SPECIAL CALL FOR COVID-19 RELATED SUBMISSIONS

The CPA is committed to knowledge exchange and community for all its members and affiliates. To that end, the virtual series will feature hundreds of submissions from individuals accepted to present at the CPA's in-person convention. It will also feature a specialized stream devoted to COVID-19 and pandemics.

We are re-opening and accepting new submissions, specific only to COVID-19 and pandemic-related presentations at the CPA's virtual series in August. Submissions unrelated COVID-19 or pandemics will not be accepted.

You may submit to virtually present a poster, Gimme 5, 12-minute spoken presentation, 25-minute review session, or 55-minute symposium (comprised of at least 2 presentations).

We will be accepting submissions until June 26<sup>th</sup>. All submissions will undergo a rapid peer review. Acceptance notices will go out by July 10<sup>th</sup>.

For more information, contact the CPA's Convention Program Manager, Kathy Lachapelle-Pétrin at [convention@cpa.ca](mailto:convention@cpa.ca).

### CALL FOR SUBMISSIONS

The submission system IS NOW OPENED.

The submission system will CLOSE on June 26th, 2020 (23:59 EST).

CPA members, affiliates and non-members and non-affiliates are encouraged to submit!

For more information contact: Kathy Lachapelle-Pétrin: [convention@cpa.ca](mailto:convention@cpa.ca); 613-237-2144 ext. 330.

If you have already submitted to the CPA convention in the past and you do not remember your password, press "Lost Your Password".

If you have never submitted to the CPA convention in the past, press "Don't Have An Account?"

### LOGIN TO THE SITE

Email Address



Password



[Sign In](#)

[Don't Have An Account? →](#)

[Lost your password? →](#)

## Step 2:

- Click the 'Gear icon' button for the specific session you are uploading (if you have multiple presentations, please ensure you have selected the correct Abstract & gear icon).
- Select 'Upload Presentation' in the dropdown menu.

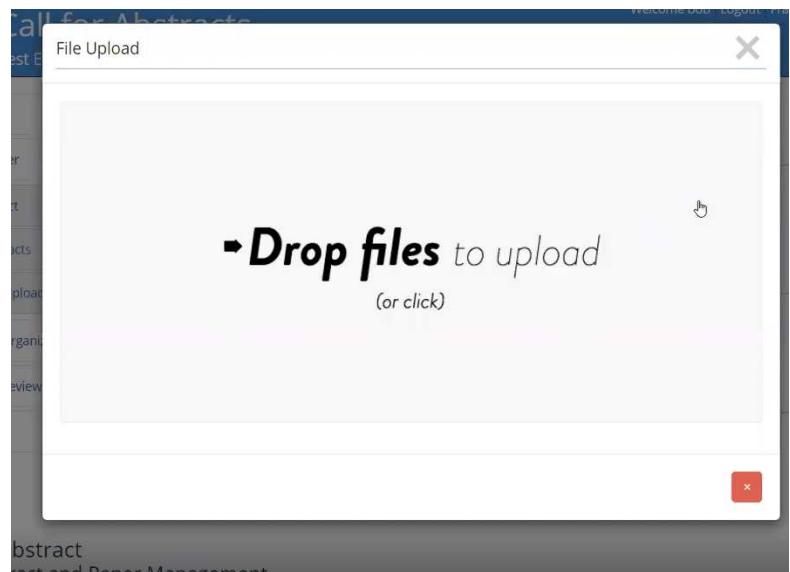
The screenshot shows the MyAbstract platform interface. On the left, there is a sidebar with links: Dashboard, I am an Author, I am a Session Reviewer/Coordinator, and Additional. The main content area displays a message about the Canadian Psychological Association's (CPA's) 81st Annual National Convention being virtual, and a greeting 'HELLO KLP LACHAPELLE'. Below this, a message discusses the impacts of COVID-19 and the decision to transition the convention to a virtual series. A table titled 'ACCEPTED' lists a single submission: Submission ID 53955, Program Stream COVID-19 and Pandemics, Type of Presentation Conversation Session / Discussion Forum (25 minutes), and Title 'This is for testing only'. At the bottom, it says 'Total Submissions: 1'. To the right of the table, a context menu is open over the 'Action' column, with options: View / Edit, View Abstract Submission Summary, Download, and Upload Presentation. Blue arrows point from the 'Action' column and the 'Upload Presentation' option in the menu towards the user interface. At the bottom left, the MyAbstract logo is visible.

## Step 3:

NOTE: THIS UPLOAD WILL ONLY ACCEPT PDFs OR MP4 FILES – OTHER FILE TYPES ARE NOT ACCEPTED.  
YOU MAY UPLOAD MULTIPLE FILES AT THE SAME TIME (IF FILES ARE 750MB OR GREATER, WE RECOMMEND YOU UPLOAD THESE ONE AT A TIME).

**IMPORTANT – YOU CANNOT CLOSE THIS WINDOW WHILE YOUR PRESENTATION IS UPLOADING. IF YOU CLOSE THE WINDOW, THE UPLOAD WILL BE CANCELLED.**

- Either drag and drop your presentation into the 'File Upload' window or click inside the window and browse your computer to your presentation. You can upload multiple files at once.



-You will see a progress bar as your presentation uploads.

The screenshot shows a user interface for presentation upload. On the left is a sidebar with buttons: Dashboard, I am an Author, Submit Abstract, View My Abstracts, Presentation Upload (which is selected), I am a Session Reviewer/Coordinator, and Additional. The main area is titled 'PRESENTATION UPLOAD' and shows submission details: Submission ID 53955, Program Stream COVID-19 and Pandemics, Type of Presentation Conversation Session / Discussion Forum (25 minutes), and Title This is for testing only. Below this is a 'Current File List' section with a box containing 'GMT20200610\_Systems\_192C' and '0.3 GiB'. A blue arrow points from the right towards this box. At the bottom of the list, it says 'No files'.

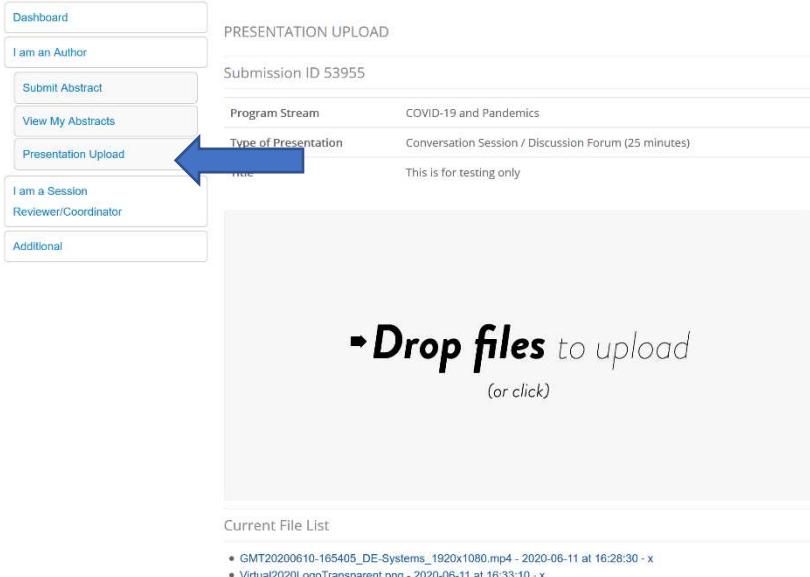
-When your presentation is done uploading, you will see a green checkmark and the file you just uploaded will be listed under the 'Current File List'.

The screenshot shows the same user interface as the previous one, but now the file 'GMT20200610\_Systems\_192C' in the 'Current File List' box has a green checkmark next to its name. A blue arrow points from the right towards this box. At the bottom of the list, it shows a single item: '• GMT20200610-165405\_DE-Systems\_1920x1080.mp4 - 2020-06-11 at 16:28:30 - x'. A blue arrow points from the right towards this list item.

PLEASE NOTE: If your file is larger than 750MB, it may take a long time to upload, especially if you have a slow internet connection. The document portal does not restrict upload speed, so any latency is a result of your upload / bandwidth restrictions.

#### **Step 4:**

That's it, you're done! If you'd like to see what files are uploaded, go back to the 'Presentation Upload' option in the main menu and check under 'Current File List'. If you'd like to delete any presentation, click the X to the right of the file name under 'Current File List'.



## Frequently Asked Questions

### 1. Can I upload a powerpoint presentation?

No, you can only upload MP4 or PDF files. Please ensure that any documents are converted to one of these two formats. Any file that includes audio or video MUST BE CONVERTED TO MP4.

### 2. When does my file have to be uploaded?

All presentation files must be uploaded on or before June 19, 2020

### 3. Do I have to register for the virtual conference if I am a presenter?

Yes -- Registration for the virtual series will open in mid-June and will stay open through to the end of the series. All presenters must register here: <https://convention.cpa.ca/registration/>

### 4. How do I delete a presentation?

In the 'Presentation Upload' menu, click the X to the right of the file you wish to delete under 'Current File List'.

### 5. I'm having problems uploading my presentation.

#### Check these common troubleshooting issues:

- Check to ensure you are uploading an mp4 or pdf file (no other files are accepted).
- Ensure you keep the upload window open while the file is being uploaded, if you close this window, the upload will cancel.
- Ensure you are uploading from a solid internet connection (a weak internet connection may prevent you from uploading your presentation).
- Check to make sure your file is less than 750mb. if your file is larger than 750mb – make sure you are only uploading one file at a time to ease the bandwidth draw and be prepared to wait while the file uploads (depending on the speed of YOUR internet connection).
- If you continue to have problems, please contact us at [convention@cpa.ca](mailto:convention@cpa.ca).