

# CPA 2021 Virtual Series: Upload Instructions for Presenters

#### Step 1:

- -Login to the abstract manager portal here: <a href="https://events.decorporate.ca/CPA2021/abstract/login.php">https://events.decorporate.ca/CPA2021/abstract/login.php</a>
- -Enter your email address and password -

If you have forgotten your login credentials, click the 'Lost your password?' button at the bottom right



## Abstract Manager

The Canadian Psychological Association's (CPA's) 82nd Annual National Convention Virtual Event!

## The Canadian Psychological Association's (CPA's) 82<sup>nd</sup> Annual National Convention is going virtual!

While we do not know for how long COVID-19 will remain a public health emergency in Canada, we do know that at this time, restrictions continue to exist regarding in-person gatherings of more than 50 attendees, where proper physical distancing measures would be difficult to implement and maintain. Accordingly, the CPA has taken the decision to cancel our in-person 82<sup>nd</sup> CPA Annual National Convention scheduled for June 4<sup>th</sup> - 6<sup>th</sup>, 2021, in Ottawa, ON, inclusive of all pre-convention workshops that would occur on June 3<sup>rd</sup> and pivot, once again, to a virtual event from June 7<sup>th</sup> - 25<sup>th</sup>.

We have made this decision based on the guidance and directives of experts and governments, and out of concern for the safety and well-being of our members and affiliates, attendees, staff, public and the various teams that support the annual convention. With the benefit of time to plan, we are excited and confident in our ability to plan a fabulous virtual event.

If you have chosen to participate in the 82<sup>nd</sup> Annual National Convention Virtual Event you may submit to virtually present in any of the listed presentations below:

- · Poster Presentations: Poster (with optional narration)
- Spoken Individual Presentations: Snapshots (5-minutes); 12-minute talks (12 minutes); Conversation Sessions (25 minutes); Review Session (25 minutes).
- Spoken Group Presentations: Panel Discussions (55 minutes); Symposium (55 minutes)
- Workshops; Standard Workshop (85 minutes); Pre-Convention Professional Development Workshops (- 3-Hour/3-CE Credit); Pre-Convention Professional Development Workshops (-6-Hour/6-CE Credit)

From here you will be able to submit an abstract for consideration in the scientific program of the CPA's 82<sup>nd</sup> Annual National Convention Virtual Event.

#### CALL FOR SUBMISSIONS

The submission system IS NOW OPEN.

The deadline for submissions for 3-hour and 6-hour Pre-Convention Workshops has been extented until January 22nd, 2021 (23:59EST).

Deadline for submissions for all presentation types is January 22nd, 2021 (23:59EST).

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

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

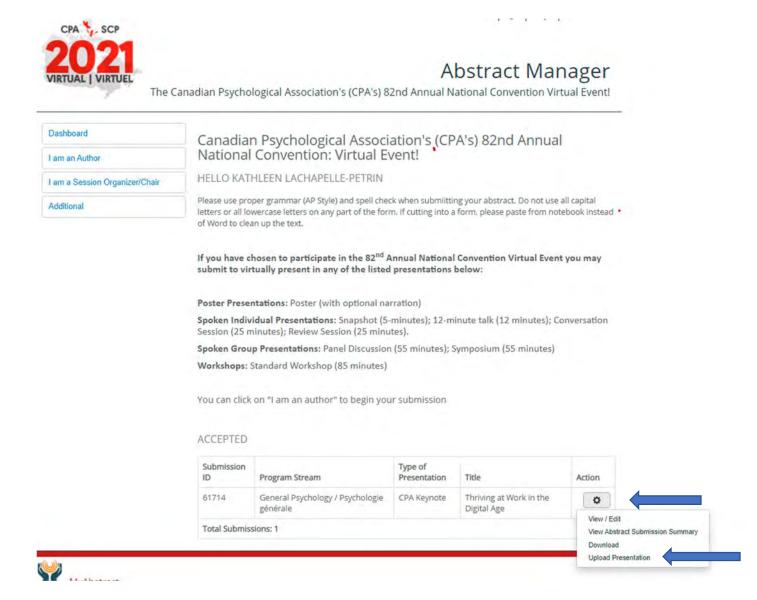
If you have already submitted to the CPA convention in the past and you do not remember your password, press "Lost Your Password".

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

### LOGIN TO THE SITE

mail Address	
assword	
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 session & gear icon). - Select 'Upload Presentation' in the dropdown menu.



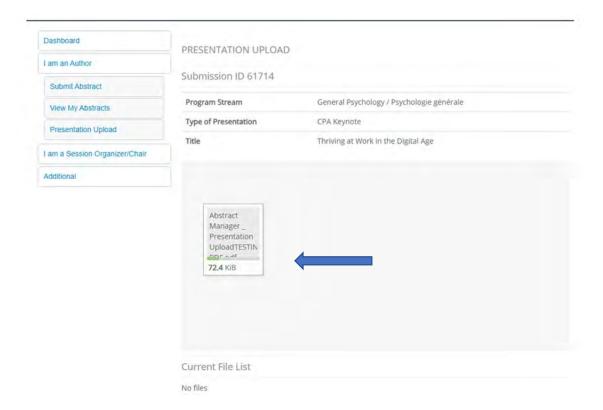
**Step 3:** NOTE: THIS UPLOAD WILL ONLY ACCEPT PDFs OR MP4 FILES — OTHER FILE TYPES ARE NOT ACCEPTED. YOU MAY UPLOAD MULTIPLE FILES AT THE SAME TIME (IF FILES ARE 750MB OR GREATER, WE RECOMMEND YOU UPLOAD THESE ONE AT A TIME).

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

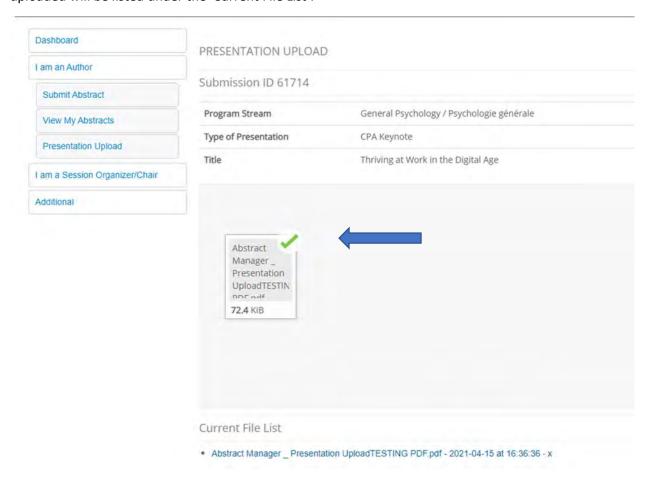
-Either drag and drop your presentation into the 'File Upload' window or click inside the window and browse your computer to your presentation. You can upload multiple files at once.



You will see a progress bar as your presentation uploads.



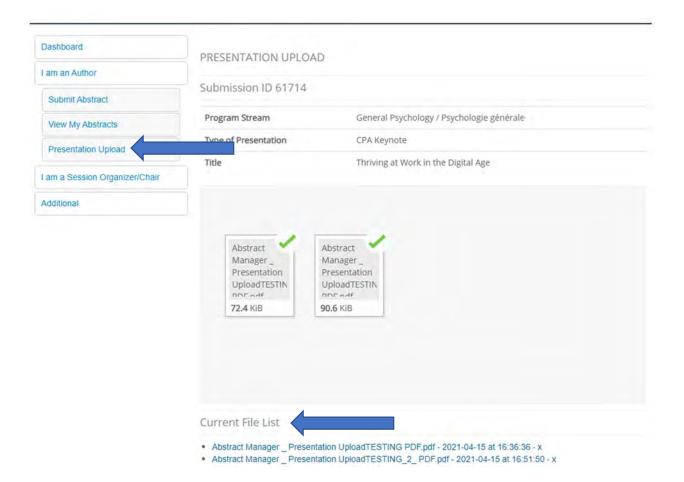
-When your presentation is done uploading, you will see a green checkmark and the file you just uploaded will be listed under the 'Current File List'.



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. This document doesn't answer my questions, where do I find more info? Please refer to the Convention website at <a href="https://convention.cpa.ca/faq/">https://convention.cpa.ca/faq/</a> for all previous instructions sent regarding participation in the virtual series.
- 2. 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.
- 3. When does my file have to be uploaded? All presentation files must be uploaded on or before June 19, 2020
- 4. Do I have to register for the virtual conference if I am a presenter? Yes -- Registration for the virtual series is open and will stay open through to the end of the series June 25<sup>th</sup>, 2021. All presenters must register here: <a href="https://convention.cpa.ca/registration/">https://convention.cpa.ca/registration/</a>
- 5. 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'.
- **6.** 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 <a href="mailto:convention@cpa.ca">convention@cpa.ca</a>.