



CPA 2021 Virtual Series: Upload Instructions for Presenters

Step 1:

-Login to the abstract manager portal here: <https://events.decorporate.ca/CPA2021/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



Abstract Manager

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

The Canadian Psychological Association's (CPA's) 82nd 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 82nd CPA Annual National Convention scheduled for June 4th - 6th, 2021, in Ottawa, ON, inclusive of all pre-convention workshops that would occur on June 3rd and pivot, once again, to a virtual event from June 7th - 25th.

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 82nd 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 82nd 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 extended 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

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

CPA SCP
2021
VIRTUAL | VIRTUEL

Abstract Manager

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

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Additional

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

HELLO KATHLEEN LACHAPELLE-PETRIN

Please use proper grammar (AP Style) and spell check when submitting your abstract. Do not use all capital letters or all lowercase letters on any part of the form. If cutting into a form, please paste from notebook instead of Word to clean up the text.

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

Poster Presentations: Poster (with optional narration)


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Spoken Group Presentations: Panel Discussion (55 minutes); Symposium (55 minutes)

Workshops: Standard Workshop (85 minutes)

You can click on "I am an author" to begin your submission

ACCEPTED

Submission ID	Program Stream	Type of Presentation	Title	Action
61714	General Psychology / Psychologie générale	CPA Keynote	Thriving at Work in the Digital Age	 View / Edit View Abstract Submission Summary Download Upload Presentation

Total Submissions: 1

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.

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PRESENTATION UPLOAD

Submission ID 61714

Program Stream	General Psychology / Psychologie générale
Type of Presentation	CPA Keynote
Title	Thriving at Work in the Digital Age

Abstract Manager _ Presentation UploadTESTIN.pdf
72.4 KIB

Current File List

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'.

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Abstract Manager _ Presentation UploadTESTIN.pdf
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Current File List

- Abstract Manager _ Presentation UploadTESTIN PDF.pdf - 2021-04-15 at 16:36:36 - x

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'.

PRESENTATION UPLOAD

Submission ID 61714

Program Stream General Psychology / Psychologie générale

Type of Presentation CPA Keynote

Title Thriving at Work in the Digital Age

Abstract Manager _ Presentation UploadTESTIN PDF.pdf 72.4 KIB

Abstract Manager _ Presentation UploadTESTIN PDF.pdf 90.6 KIB

Current File List

- Abstract Manager _ Presentation UploadTESTING PDF.pdf - 2021-04-15 at 16:36:36 - x
- Abstract Manager _ Presentation UploadTESTING_2_ PDF.pdf - 2021-04-15 at 16:51:50 - x

Frequently Asked Questions

1. **This document doesn't answer my questions, where do I find more info?** Please refer to the Convention website at <https://convention.cpa.ca/fag/> 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 25th, 2021. All presenters must register here: <https://convention.cpa.ca/registration/>
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 convention@cpa.ca.