

CPA 2022 Annual National Convention:

Upload Instructions for Presenters

Step 1:

-Login to the abstract manager portal here: <https://events.decorporate.ca/CPA2022/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) 83rd Annual National Convention

Canadian Psychological Association's 83rd Annual General Meeting and National Convention

The 83rd Annual General Meeting and National Convention of the Canadian Psychological Association (CPA) is scheduled to take place from June 17th - 19th, 2022, at the Hyatt Regency Calgary in Calgary, AB, with CPA's Pre-Convention Workshops taking place on June 16th.

Format of the convention is still to be confirmed given COVID-19 and pending guidelines from Alberta Public Health. While we are presently planning for an in-person event (with hybrid components), we are continually monitoring the situation and if need be will, again, convert our in-person event to a virtual event. Either way, we are excited and confident in our ability to plan and deliver a fabulous event and are pleased to open our abstract submission system.

If you have chosen to participate in the 83rd Annual National Convention you may submit to present in any of the listed presentations below:

- **Poster Presentations:** Traditional Posters (55 minutes)
- **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 AND 6-Hour/6-CE Credit)

CALL FOR SUBMISSIONS

The submission system IS NOW OPEN

Deadline for ALL submissions has been extended to December 10th, 2021 (23:59EST).

CPA Members, Honorary Life/Honorary Fellows/Retired Members, Early Career 1 & 2, Parental Leave, Student Affiliates, Section Associates, 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 made a submission through the CPA's Abstract System in the past and you do not remember your password, press "Lost Your Password".

If you have never made a submission through the CPA's Abstract System, please click "Don't Have an Account?"

LOGIN TO THE SITE

Email Address



Password



Sign In

Don't Have An Account? →

Lost your password?



Step 2:

First ensure that the filename includes your session id and your name. E.g.

CPAPresentation_Bob_Loblaw_51235.MP4, or

51247_NancyCianci_BetterDiagnosticToolsForConcussions.PDF

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.



Abstract Manager

The Canadian Psychological Association's (CPA's) 83rd Annual National Convention

- Dashboard
- I am an Author
- I am a Session Organizer/Chair
- Additional

Canadian Psychological Association's (CPA's) 83rd Annual National Convention

HELLO KATHLEEN LACHAPELLE-PETRIN

Please use proper grammar (AP Style) and spell check when submitting your abstract. Please use title case for your title and sentence case for 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 83rd Annual National Convention you may submit to present in any of the listed presentations below:

- **Poster Presentations:** Traditional Posters (60 minutes)
- **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 AND 6-Hour/6-CE Credit)

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

ACCEPTED

Submission ID	Program Stream	Type of Presentation	Title	Action
68502	General Psychology / Psychologie générale	CPA Annual General Meeting / Assemblée générale annuelle	Annual General Meeting / Assemblée générale annuelle	 <ul style="list-style-type: none"> View / Edit Quick Modify View Abstract Submission Summary Download Upload Presentation
71060	General Psychology / Psychologie générale	Internship Fair	Internship	

Step 3:

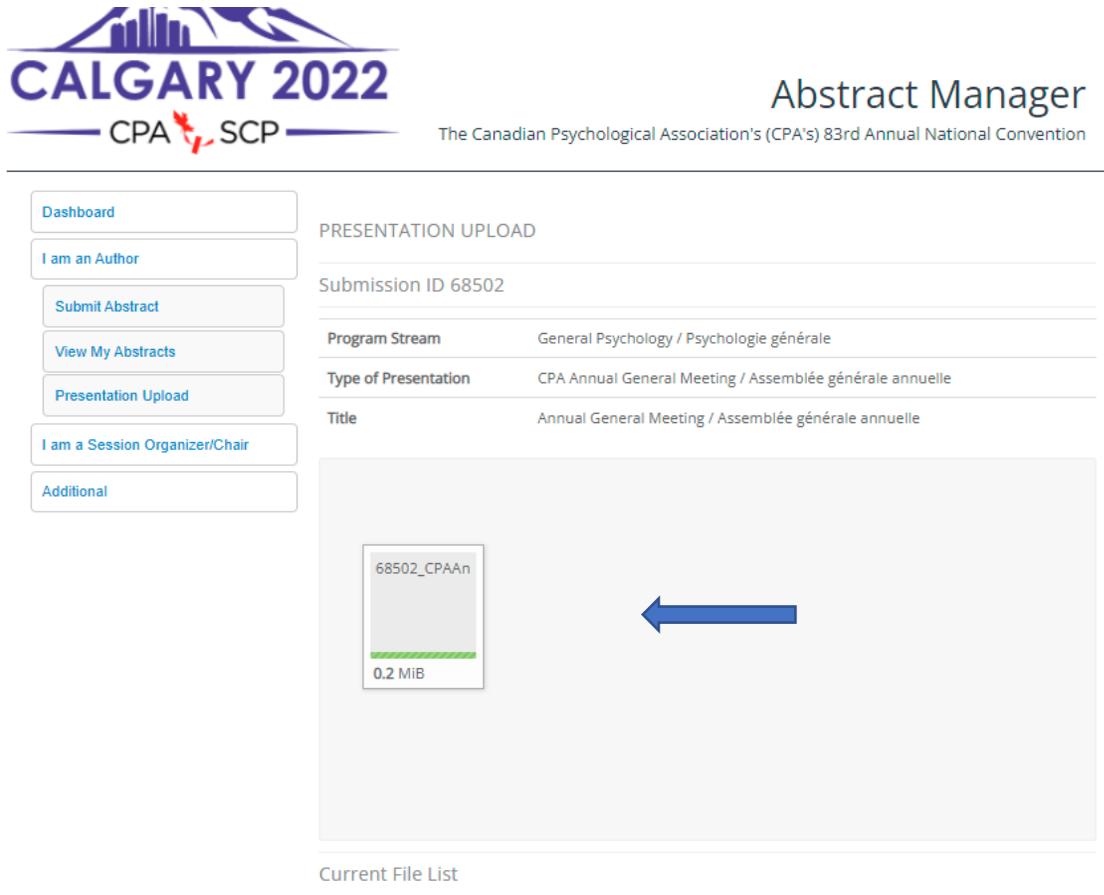
NOTE: THIS UPLOAD WILL ONLY ACCEPT .PDF OR .MP4 FILES – OTHER FILE TYPES ARE NOT ACCEPTED. YOU MAY UPLOAD MULTIPLE FILES AT THE SAME TIME (IF FILES ARE 750MB OR GREATER, WE RECOMMEND YOU UPLOAD THEM ONE AT A TIME).

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.



CALGARY 2022
CPA SCP

The Canadian Psychological Association's (CPA's) 83rd Annual National Convention

Abstract Manager

PRESENTATION UPLOAD

Submission ID 68502

Program Stream: General Psychology / Psychologie générale

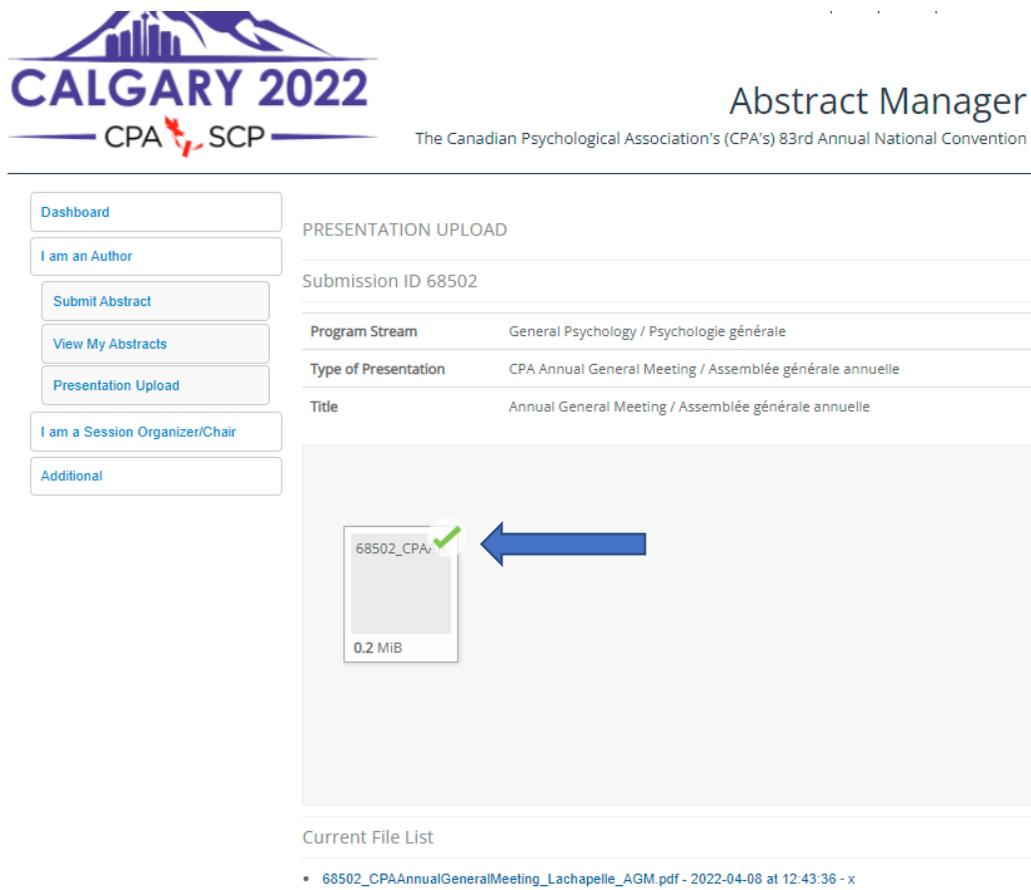
Type of Presentation: CPA Annual General Meeting / Assemblée générale annuelle

Title: Annual General Meeting / Assemblée générale annuelle

68502_CPAA.n
0.2 MiB

Current File List

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'.



CALGARY 2022
CPA SCP

The Canadian Psychological Association's (CPA's) 83rd Annual National Convention

Abstract Manager

PRESENTATION UPLOAD

Submission ID 68502

Program Stream: General Psychology / Psychologie générale

Type of Presentation: CPA Annual General Meeting / Assemblée générale annuelle

Title: Annual General Meeting / Assemblée générale annuelle

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Current File List

- 68502_CPAAAnnualGeneralMeeting_Lachapelle_AGM.pdf - 2022-04-08 at 12:43:36 - 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'.

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/faq/>
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 3rd, 2022.
4. [Do I have to register for the convention before uploading my presentation?](#) Yes -- All presenting authors are required to register and pay their fees by April 30th, 2022, in order for one's presentation to be included in the convention program and the virtual platform. Presentations whose presenting authors have not registered/paid-in-full by April 30th will not be included in the convention program. **Registration for the CPA's 83rd Annual National Convention is now open** <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.