CREATING A SUBMISSION FOR THE CPA’S 2023 ANNUAL NATIONAL CONVENTION OR THE 5TH NORTH AMERICAN CORRECTIONAL AND CRIMINAL JUSTICE PSYCHOLOGY CONFERENCE: STEP BY STEP INSTRUCTIONS

1. Login to the submission system:  
https://events.decorporate.ca/CPA2023/abstract/login.php

**Canadian Psychological Association’s 84th Annual General Meeting and National Convention**

The 84th Annual General Meeting and National Convention of the Canadian Psychological Association (CPA) in conjunction with the 5th North American Correctional and Criminal Justice Psychology Conference is scheduled to take place from June 23rd-25th, 2023, at the Sheraton Centre Toronto Hotel, Toronto, Ontario, with CPA’s Pre-Convention Workshops taking place on June 22nd.

If you have chosen to participate in the 84th Annual National Convention or the 5th North American Correctional and Criminal Justice Psychology Conference 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 FOR CPA2023 AND N5**

**NOW OPEN!**

**Deadline for All submissions is December 14th, 2022 (23:59EST).**

CPA Members, Honorary Life/Honorary Fellows/Retired Members, Early Career 1 & 2, Parental Leave, APA-CPA Joint/Fellow, Student Affiliates, Section Associates, Special Affiliates, International Affiliates, 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 Submission 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 Submission System, please click “Don’t Have an Account?”

Please use the same email address to submit your abstract as you will use to register for the Convention. CPA Members, please use the same email address that you use for your CPA membership.

2. Select “I am an Author

Selecting “I am an Author” will take you to the area where you will have an option to choose from the different types of presentations:

- **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)
3. Select “Submit Abstract”

4. Select a Program Stream from the dropdown list. Then select Next

5. Select the Category of Submission from the list below. When you have chosen the category of submission you wish to make, the page will then refresh. You can then proceed to choose what type of submission you wish to make. Then select Next
Submission Type

* Type Category
What category of submission do you wish to make (choose a category)
- Posters (60-minute Traditional Posters)
- Professional Development Workshops (of varying duration and varying eligibility for Continuing Education credits, including 6-Hour/6-CE Credit; 1.5-Hour/3-CE Credit) and 85-minute Standard Workshops
- Spoken Group Presentations (of varying duration, including 55-minute Panel Discussions and 55-minute Symposia)
- Spoken Individual Presentations (of varying duration, including 5-minute Snapshots, 12-minute talks, 25-minute Conversation Session, and 25-minute Theory Review Sessions)

* Submission Type:
What type of submission do you wish to make (choose one type)
- 12-Minute Talk (12 minutes) Description
- Conversation Session (25 minutes) Description
- Panel Discussion (55 minutes) Description
- Pre-Convention Professional Development Workshops (6-Hour/3-CE Credit) Description
- Pre-Convention Professional Development Workshops (6-Hour/6-CE Credit) Description
- Printed Poster Description
- Review Session (25 minutes) Description
- Snapshot (5 minutes) Description
- Symposium (55 minutes) Description
- Workshop (85 minutes) Description
6. Select Add Main Presenting Author. Then Select Next

7. Fill in all the fields to provide information on the main presenting author. Once you have entered your main presenting author and have pressed submit, the system will bring you back to the author page where you can proceed to enter co-presenting authors or additional authors (if applicable). When all co-and/or additional authors have been entered, select submit.

Please use the same email address to submit your abstract as you will use to register for the Convention. CPA Members, please use the same email address that you use for your CPA membership

Please ensure that all authors have their correct email address associated with their entry. Do not use the same email address for different authors.

Main Presenting Author: Fields marked with a * are required.
Main Presenting Author

For this submission the main presenting author is:
Fields marked with a * are required.

* Membership Type

- CPA members¹
- Honorary life, Honorary fellows and Retired members
- Student affiliates
- Section Associates and Affiliates²
- Student non-affiliate
- Non-members

¹ CPA Members includes: Members / Early Career 1 & 2 / Parental, APA-CPA Joint/Fellow
² CPA Associates and Affiliates includes: Section Associates, Special Affiliates, International Affiliates

* Membership ID

Please input your membership ID

1234

* Title

Mrs.

* First Name

Kathleen

Middle Initial

Last Name

Lachapelle-Petrin
Organization
CPA

Email:
Please use the same email address to submit your abstract as you will use to register for the Convention. CPA Members, please use the same email address that you use for your CPA membership. Please ensure that all authors have their correct email.

klpetrin@cpa.ca

Phone
613-237-2144

Mailing Address
141 Laurier Ave. W. Suite 702
Ex: 141, Laurier Ave. West Suite 702

City
Ottawa

Province / State (Canada or U.S.)
If you are an international delegate please leave blank.
Ontario

Postal/ZIP Code
K1P 5J3

Country
Canada

Accessibility
We strive to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. Please contact us by December 1, 2022, at convention@cpa.ca if you will require an accomodation (e.g., service animal, ASL interpreter) to fully participate in the in-person convention program.

Nothing to display

Submit
Fields marked with a * are required.
8. When all author information is entered, select Next

9. Choose the Nature of your Submission and add the Title of your submission.
10. **Provide your Abstract Summary**

* **Abstract Summary**

You have 1400 characters inclusive of both characters and spaces for your Abstract Summary. Your summary will be evaluated upon and thus should include the following:

- **Background/rationale:** *(What is the rationale for your scientific study or program/policy?)* Information provided in this specific field will be provided to the reviewers to aid the assessment of all submissions.

- **Methods:** *(What is the methodology underlying your scientific study or approach underlying your program/policy?)* Information provided in this specific field will be provided to the reviewers to aid the assessment of this submission.

- **Results:** *(What analyses or evaluations were conducted and what did they show?)* Information provided in this specific field will be provided to the reviewers to aid the assessment of this submission.

- **Conclusions:** *(What conclusions are you able to draw based on the results?)* Information provided in this specific field will be provided to the reviewers to aid the assessment of this submission.

- **Action/Impact:** *(What actions, recommendations or impacts were made, implemented or evaluated?)* Information provided in this specific field will be provided to the reviewers to aid the assessment of this submission.
11. **Overall Theme**: CPA2023 Annual National Convention. Select one sub-theme that best describes/captures your submission and add 1 to 3 keywords. Then select Next.
13. After you have reviewed the information and you are ready to submit, press the X at the top right-hand corner of the screen or the bottom right-hand corner of the screen to return to the final detail page.
14. Final Details

Note: You will receive a confirmation email when your submission is complete.

Should you have any questions when trying to submit the components of your submission, please contact the CPA’s Convention Office at convention@cpa.ca

KLP Nov/2022