CREATING A SUBMISSION FOR THE CPA'S 2024 ANNUAL NATIONAL CONVENTION:
STEP BY STEP INSTRUCTIONS

1. Login to the submission system:
   https://events.decorporate.ca/CPA2024/abstract/login.php

Abstract Manager
The Canadian Psychological Association's (CPA's) 85th Annual
National Convention

Canadian Psychological Association's 85th Annual General Meeting and National Convention

The 85th Annual General Meeting and National Convention of the Canadian Psychological Association (CPA) is scheduled to take place from June 21st – 23rd, 2024, with CPA's Pre-Convention Workshops taking place on June 20th at the Westin Hotel, Ottawa, Ontario.

If you have chosen to participate in the 85th Annual National Convention you may submit to present in any of the listed presentations below:

Poster Presentations: Traditional Posters (55 minutes); Virtual Posters (5 minutes)
- **Spoken Individual Presentations**: Snapshots (5 minutes); 12-minute talks (12 minutes); Round Table Conversation Sessions (25 minutes); Review Session (25 minutes).
- **Spoken Group Presentations:** Panel Discussions (55 minutes); Symposium (55 minutes)
- **Workshops:** Standard Workshop (85 minutes)

CALL FOR SUBMISSIONS FOR CPA2024

NOW OPEN!

The Deadline for All Submissions is November 30th, 2023, 2023 (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.

LOGIN TO THE SITE

Email Address

Password

Sign In

Don't Have An Account? →

Lost your password?

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 (55 minutes); Virtual Posters (5 minutes)
- **Spoken Individual Presentations**: Snapshots (5 minutes); 12-minute talks (12 minutes); Round Table Conversation Sessions (25 minutes); Review Session (25 minutes).
- **Spoken Group Presentations:** Panel Discussions (55 minutes); Symposium (55 minutes)
- **Workshops:** Standard Workshop (85 minutes)
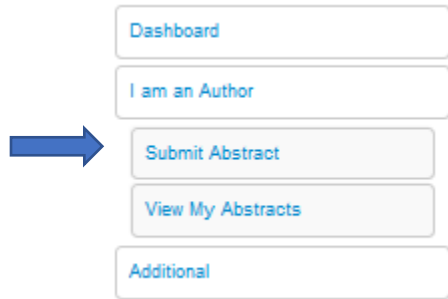
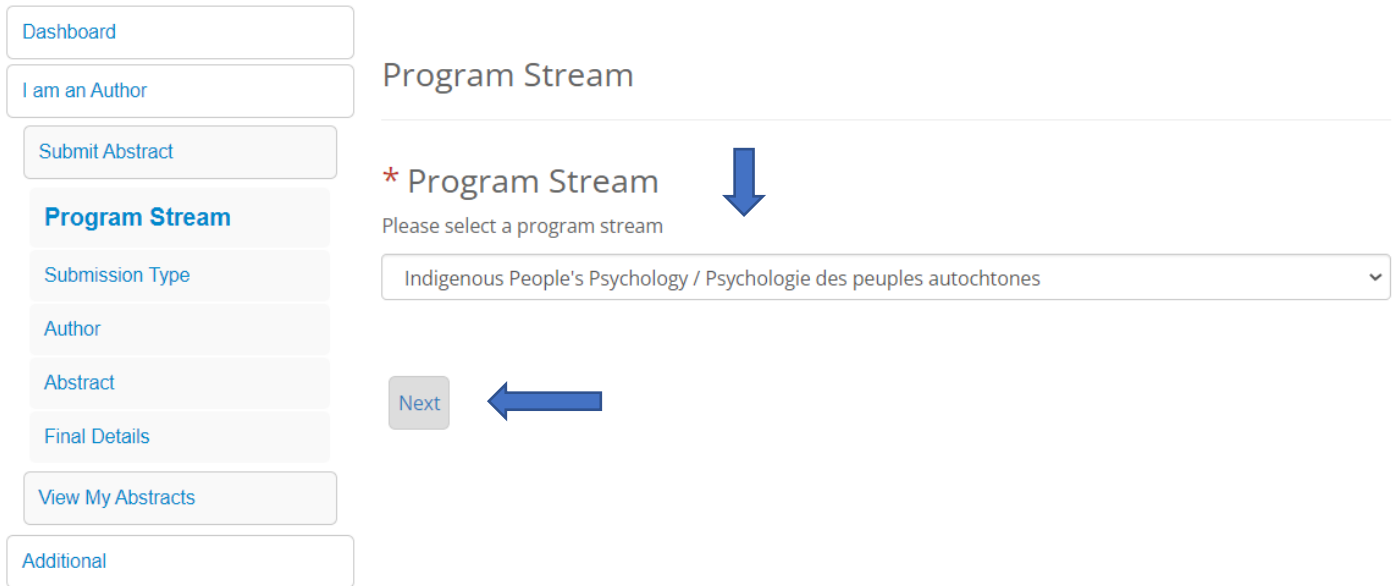Dashboard

I am an Author

Additional

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

○ Professional Development Workshops

○ Spoken Group Presentations

○ Spoken Individual Presentations

* Submission Type:

What type of submission do you wish to make (choose one type)

○ 12-Minute Talk (12 minutes) Description

○ Panel Discussion (55 minutes) Description

○ Review Session (25 minutes) Description

○ Round Table Conversation Session (25 minutes) Description

○ Snapshot (5 minutes) Description

○ Symposium (55 minutes) Description

○ Traditional Printed Poster (55-minutes) Description

○ Virtual Poster (5 minutes) Description

○ Workshop (85 minutes) Description

Back Next

6. Select Add Main Presenting Author. Then Select Next

Author

Author

ⓘ No author associations exist for this submission. Please add author information by selecting from the options below.

ADD MAIN PRESENTING AUTHOR

ADD CO-PRESENTING AUTHOR

ADD ADDITIONAL AUTHOR

SELECT FROM EXISTING

Back Next

Dashboard

I am an Author

Submit Abstract

Program Stream

Submission Type

Author

Abstract

Final Details

View My Abstracts

Additional

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.

Important to note: When adding presenters/moderators/authors, please use the email addresses that they intend to use for Convention Registration, which will help to ensure that the presentation is associated with their profile in the scheduling app.

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.

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, 2023, at convention@cpa.ca if you will require an accommodation (e.g., service animal, ASL interpreter) to fully participate in the in-person convention program.

Nothing to display

* Membership Type

◉ CPA members[1]

○ Affiliates[2]

○ Section Associates [3]

○ Student non-affiliate

○ Non-members

[1]CPA MEMBERS includes: Full Members, Early Career Year 1, Early Career Year 2, Parental Leave, Fellow, Retired Member, Retired Fellow, Honorary Life Member, Honorary Life Fellow, CPA/APA Joint Fellow and CPA/APA Joint Member.

[2]CPA AFFILIATES include: Student Affiliates, Student Affiliate/Campus Rep, International Student Affiliates, International Affiliates, Special Affiliates and Bachelor Gap Year Affiliates.

[3] CPA ASSOCIATES include: Section Associates.

* Membership ID

Please input your membership ID

1234

* Title

Mrs. ⌄

* First Name

Kathleen

Middle Initial

* Last Name

Lachapelle-Petrin

* Organization

* 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.

Important to note: When adding presenters/moderators/authors, please use the email addresses that they intend to use for Convention Registration, which will help to ensure that the presentation is associated with their profile in the scheduling app.

* Phone

* Mailing Address

Ex: 141, Laurier Ave. West Suite 702

* City

Province / State (Canada or U.S.)

If you are an international delegate please leave blank

-- Please select --

* Postal/ZIP Code

* Country

-- Please select --

8.   When all author information is entered, select Next

Dashboard

I am an Author

Submit Abstract

Program Stream

Submission Type

Author

Abstract

Final Details

View My Abstracts

Additional

Author

Author

Main Presenting Author

Kathleen Lachapelle-Petrin

ADD MAIN PRESENTING AUTHOR

ADD CO-PRESENTING AUTHOR

ADD ADDITIONAL AUTHOR

SELECT FROM EXISTING

Back   Next

9.   Choose the Nature of your Submission and add the Title and an abbreviated Title of your submission. The abbreviated title for use in the daily convention at-a-glance

Dashboard

I am an Author

Submit Abstract

Program Stream

Submission Type

Author

Abstract

Final Details

View My Abstracts

I am a Session Organizer/Chair

Additional

Abstract

* Nature of Submission

What is the nature of your submission?

🔘 Scientific Abstract

Scientific abstract submissions are meant for the presentation of scientific/empirical data that summarize a research study.

⭕ Program/Policy Abstract

* Title* (Limited to 240 characters inclusive of both characters and spaces)

0 characters (240 max)

* Abbreviated Title* (Limited to 50 characters inclusive of both characters and spaces)

For use in the daily convention at-a-glance program.

0 characters (50 max)

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.

Source | Styles ▾ | Format ▾

B I U S x₂ xᵉ

Words: 0, Characters: 0/1400

11.   Overall Theme: CPA2024 Annual National Convention. Select one sub-theme that best describes/captures your submission and add 1 to 3 keywords. Then select Next

* CPA2024 Annual National Convention

CPA2024 Annual National Convention will highlight the many ways in which the science, practice and education of psychology can and does benefit society, improves lives, and advances the discipline and profession.

Please choose from the list below one sub-theme that best describes/captures your submission.

○ Creating a healthy(ier) planet

○ Examining what, where, when, why and how we learn and perform

○ Exploring intellectual roots

○ Exploring life stages

○ Human Rights and Social Justice

○ Improving and promoting health

○ Improving psychological research

○ Informing public policy

○ Professional and training issues

○ Serving communities

○ Understanding and improving the workplace

○ Understanding society and the world around us

○ Understanding the mind and the brain

* Index Keywords

Please enter 1-3 keywords (or key phrases) to describe your submission. Index keywords will be used to organize and categorize submissions in printed and online schedules.

Keyword 1

Keyword 2

Keyword 3

Back   Next

12. View Submission Summary. Before completing your submission, press the view Submission Summary below.

Final Details

Dashboard

I am an Author

Submit Abstract

Program Stream

Submission Type

Author

Abstract

Final Details

View My Abstracts

Additional

* I acknowledge that the CPA reserves the right to accept my submission in a presentation type different than the presentation type in which it was originally submitted. At time of acceptance, I have the choice to accept the new presentation type or withdraw my submission.

☐ I agree

Press submit to complete your submission

Back   View Submission Summary   Submit

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.

Abstract Summary   ✕

Submission ID 97314

Type Category	Posters
Type of Presentation	Printed Poster

Author		
	Type	Main Presenting Author
	Membership ID	1234
	Title	Mrs.
	First Name	Kathleen
	Last Name	Lachapelle-Petrin
	Organization	CPA
	Email:	klpetrin@cpa.ca
	Phone	6132372144
	Mailing Address	141 Laurier Ave, W. Suite 702
	City	Ottawa
	Province	Ontario
	Postal/ZIP Code	K1P 5J3
	Country	Canada

Nature of Submission	Scientific Abstract
Title	test
Abbreviated Title	test
Summary	test
CPA2024 Annual National Convention	Serving communities
Keyword 1	test
Keyword 2	test
Keyword 3	test

14. Final Details

Final Details

* I acknowledge that the CPA reserves the right to accept my submission in a presentation type different than the presentation type in which it was originally submitted. At time of acceptance, I have the choice to accept the new presentation type or withdraw my submission.

☑ I agree

Press submit to complete your submission

Back   View Submission Summary   Submit

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15. Success

SUCCESS!

Your abstract has been submitted.

You should be receiving a confirmation e-mail shortly with all the details.

To see a list of all of your submissions, visit the View My Abstracts page.

Submission ID 97314 ⚙

Program Stream	Indigenous Peoples' Psychology
Type of Presentation	Printed Poster
Title	test

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