

## CREATING A SUBMISSION FOR THE CPA'S 2025 ANNUAL NATIONAL CONVENTION: STEP BY STEP INSTRUCTIONS

### 1. CPA Members & Affiliates:

Login to CPA's Member Portal and click the link to connect to the Abstract Submission system:

<https://secure.cpa.ca/apps/Pages/abstract-submissions>

You will automatically be logged in with your CPA account information and can skip to Step 2 below.

### Non-members:

Login directly to the Abstract Submission system:

<https://events.decorporate.ca/CPA2025/abstract/login.php> Click the link to connect to the Abstract Submission system:

<https://events.decorporate.ca/CPA2025/abstract/login.php>



### Canadian Psychological Association's 86<sup>th</sup> Annual General Meeting and National Convention

The 86th Annual General Meeting and National Convention of the Canadian Psychological Association (CPA) is scheduled to take place from Thursday June 12<sup>th</sup> to Saturday June 14<sup>th</sup>, 2025, with CPA's Pre-Convention Professional Development Workshops taking place on Wednesday June 11<sup>th</sup>, at the St. John's Convention Centre (SJCC) and Delta St. John's Hotel, St. John's, NL.

**If you have chosen to participate in the 86<sup>th</sup> 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)

- **Professional Development Workshops:** Standard Workshop (85 minutes)

## CALL FOR SUBMISSIONS FOR CPA2025

**NOW OPEN!**

**The Deadline for All Submissions is December 3<sup>rd</sup>, 2024, (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](mailto: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



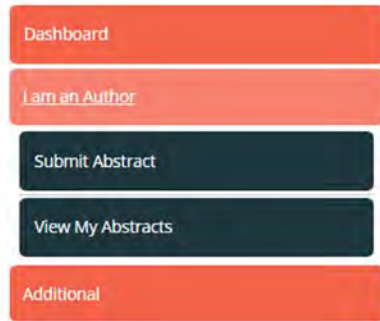
Sign In

Don't Have An Account? →

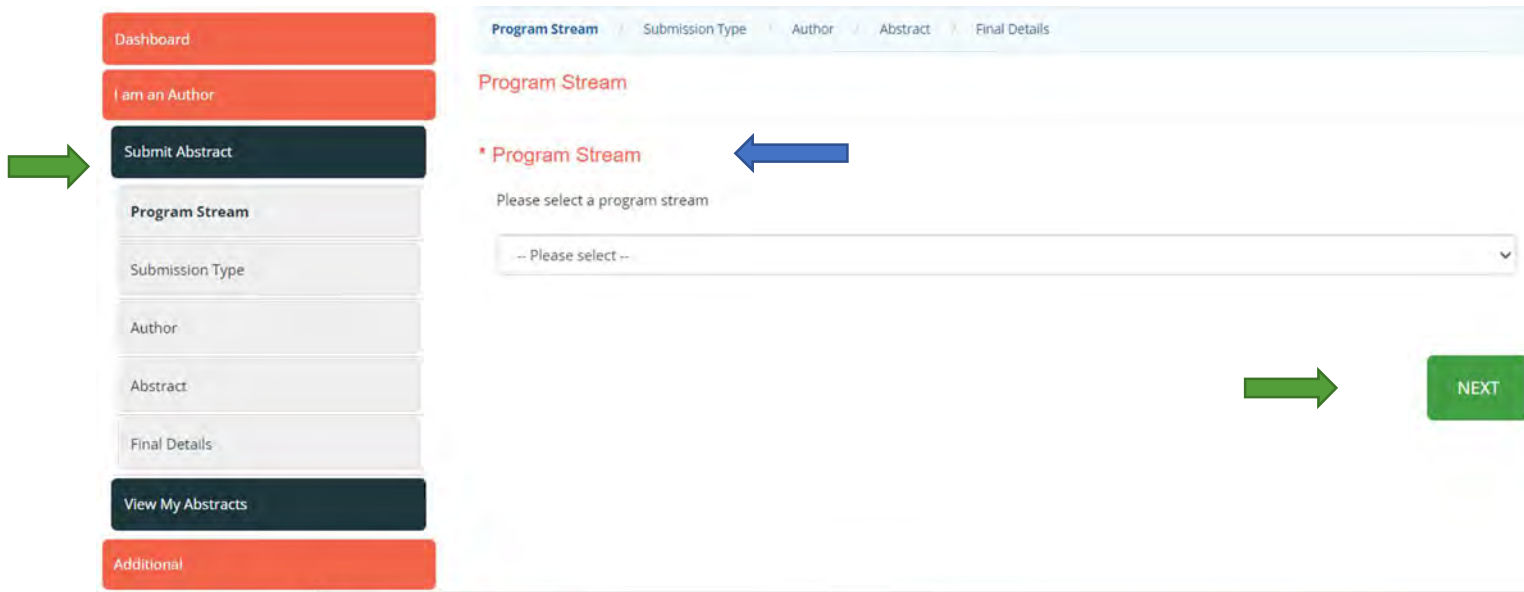
Lost your password?

2. Select "I am an Author"

Selecting "I am an Author" will provide a dropdown with an option to "Submit Abstract"



3. . Select “Submit Abstract” and then select a “Program Stream” from the dropdown list. Then select Next



4. 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.

Dashboard

I am an Author

Submit Abstract

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Submission Type

Author

Abstract


Final Details

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Additional

Program Stream / Submission Type / Author / Abstract / Final Details

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](#)

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5. Now you can proceed to choose from the different types of submission. Then select Next

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## Submission Type

### \* Type Category

What category of submission do you wish to make (choose a category)

☒ Posters

*(55-Minute Traditional Posters)*

☐ Professional Development Workshops

☐ Spoken Group Presentations

☐ Spoken Individual Presentations

### \* Submission Type:

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

☒ Traditional Printed Poster (55-minutes) Description

☐ Virtual Poster (5 minutes) Description

NEXT

Submit Abstract

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### \* Type Category

What category of submission do you wish to make (choose a category)

- ☐ Posters
- ☒ Professional Development Workshops

**85-minute Standard Workshops**

- ☐ Spoken Group Presentations
- ☐ Spoken Individual Presentations

### \* Submission Type:

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

- ☒ Workshop (85 minutes) [Description](#)

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### \* Type Category

What category of submission do you wish to make (choose a category)

- ☐ Posters
- ☐ Professional Development Workshops
- ☒ Spoken Group Presentations

**(of varying duration, including 55-minute Panel Discussions and 55-minute Symposia)**

- ☐ Spoken Individual Presentations

### \* Submission Type:

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

- ☐ Panel Discussion (55 minutes) [Description](#)
- ☐ Symposium (55 minutes) [Description](#)

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Additional

\* Type Category

What category of submission do you wish to make (choose a category)

☐ Posters

☐ Professional Development Workshops

☐ Spoken Group Presentations

☒ Spoken Individual Presentations

(of varying duration, including 5-minute Snapshots, 12-minute Talks, 25-minute Round Table Conversation Sessions, 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

☐ Review Session ( 25 minutes ) Description

☐ Round Table Conversation Session (25 minutes) Description

☐ Snapshot (5 minutes) Description

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6. Select Add Main Presenting Author. Then Select Next



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I am a Session Organizer/Chair

Additional

Program Stream / Submission Type / **Author** / Abstract / Final Details

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

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 up to 7 if applicable. Then 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.

**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 upon receipt of your submission acceptance letter at [convention@cpa.ca](mailto: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<sup>1</sup>
- ☐ CPA Affiliates<sup>2</sup>
- ☐ CPA Associates<sup>3</sup>
- ☐ Student non-affiliate
- ☐ Non-members

<sup>1</sup> **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.

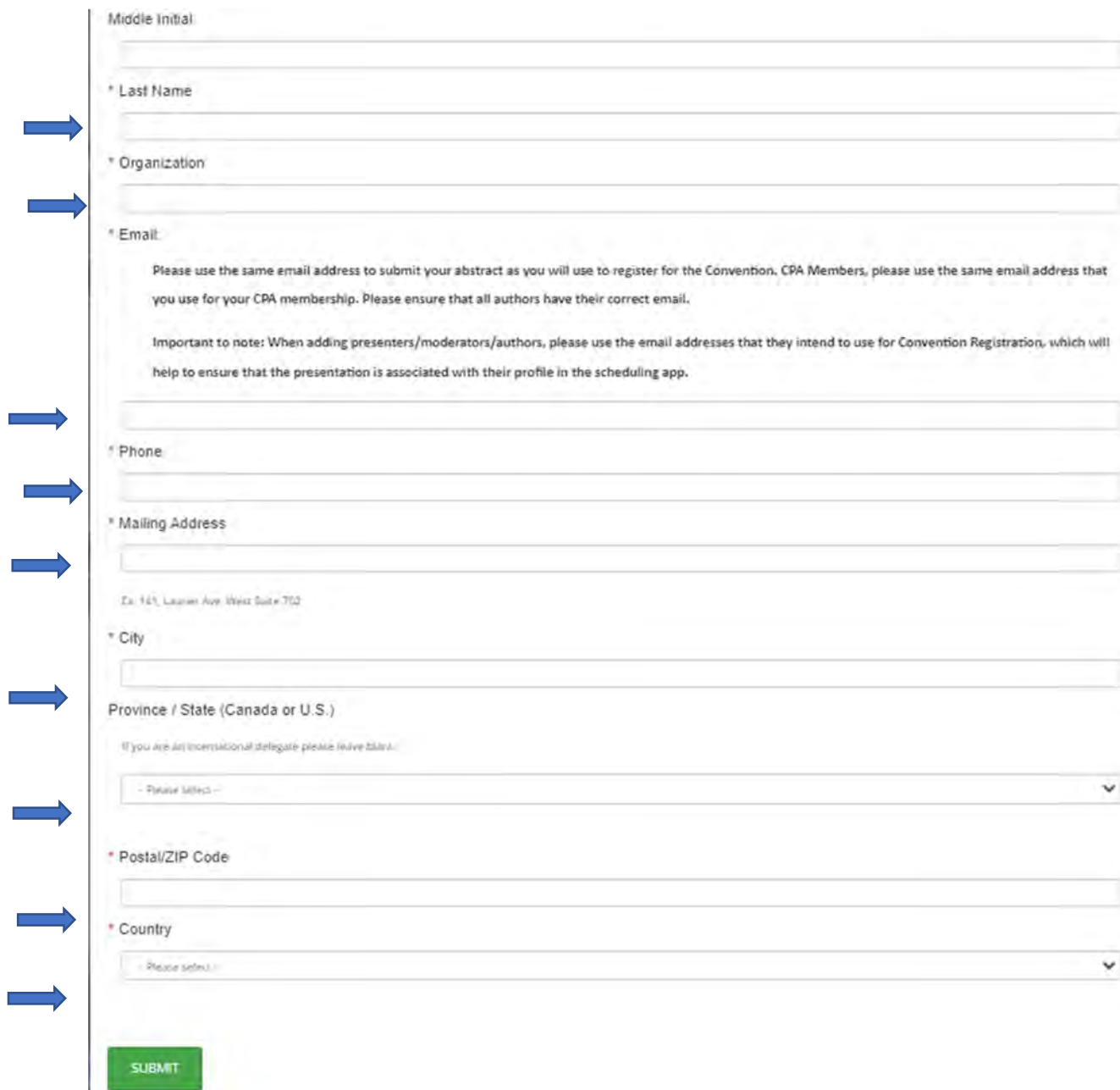
<sup>2</sup> **CPA AFFILIATES** include: Student Affiliates, Student Affiliate/Campus Rep, International Student Affiliates, International Affiliates, Special Affiliates and Bachelor Gap Year Affiliates.

<sup>3</sup> **CPA ASSOCIATES** include: Section Associates.

### \* Title

→ Please select →

### \* First Name



Middle Initial

\* Last Name

\* 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: 145, Laurier Ave. West Suite 700

\* City

Province / State (Canada or U.S.)

If you are an International delegate please leave blank:

- Please Select -

\* Postal/ZIP Code

\* Country

- Please select -

SUBMIT

8. When all author information is entered, select Next

Program Stream

Submission Type

Author

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Author

Author

Main Presenting Author

Kathleen Lachapelle-Petrin

Add main presenting author

Add co-presenting author

Add additional Author

Select from existing

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

## 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)



Test Submission

15 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.

Test Submission

15 characters (50 max)

10. Continue to enter 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.

**Please note for those submitting a Round Table Conversation Session you can provide the following:**

- Topic of conversation
- Purpose of conversation (what do you hope to achieve)
- Relevance to delegates
- Relevance to psychology, in Canada and/or writ large
- Any risks associated with the conversation topic


[illegible]

11. Overall Theme: CPA2025 Annual National Convention. Select one sub-theme that best describes/captures your submission and add 1 to 3 keywords. Then select Next

\* CPA2025 Annual National Convention

CPA2025 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

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



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NEXT

12. View Submission Summary. Before completing the final details of your submission, press the View Submission Summary to make sure that all is in order.

Dashboard

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Program Stream

Submission Type

Author

Abstract

Final Details

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Additional

Program Stream / Submission Type / Author / Abstract / 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

13. After you have reviewed the information and are ready to submit, press the X at the top or the bottom of the screen to return to the final detail page.



## Abstract Summary



Submission ID 109532

Program Stream Asian Psychology

Type Category Posters

Type of Presentation Traditional Printed Poster (55-minutes)

Author

Type	Main Presenting Author
Title	None
First Name	Kathleen
Last Name	Lachapelle-Petrin
Organization	CPA
Email:	klpetrin@cpa.ca
Phone	6132372144
Mailing Address	141 Laurier Ave. West Suite 702
City	Ottawa
Province	Ontario
Postal/ZIP Code	K1P 5J3
Country	Canada

Nature of Submission Scientific Abstract

Title Test Title

Abbreviated Title Test Title

Summary Test Submission

CPA2025 Annual National Convention Human Rights and Social Justice

Keyword 1 test

Keyword 2 test

Keyword 3 test



14. Final Details. Press on the "I agree" and then the Submit button

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## Final Details

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☒ I agree



Press submit to complete your submission

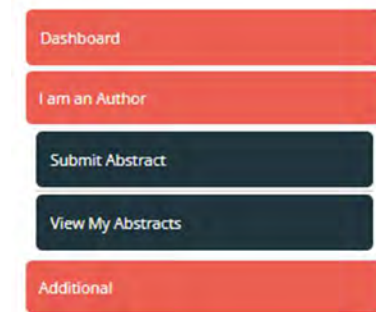
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VIEW SUBMISSION SUMMARY

SUBMIT



## 15. Success



### Success!

Your abstract has been submitted.

You should be receiving a confirmation e-mail shortly with all the details. Please contact [convention@cpa.ca](mailto:convention@cpa.ca) if you do not receive your confirmation e-mail.

**Through the 2025 CPA Convention Submissions System**, you will be able to access and/or edit your abstracts and view the summaries **until December 3<sup>rd</sup>, 2024 (23:59 Eastern Time)**. **PLEASE NOTE** that if you are making changes to your submission, **YOU MUST RE-SUBMIT** the abstract when your edits are complete; if it is not resubmitted, it will be flagged as an un-submitted submission and it will not be sent for review.

To see a list of all of your submissions, visit the [View My Abstracts](#) page.



**CPA STUDENT SECTION AWARDS:** Are you thinking of applying for a CPA Student Section Award, is your membership in good standing? If you replied yes to both of these questions, please visit the [Student Awards webpage](#) for all the awards and grants available during the 2025 year. If you have any questions please email [sections@cpa.ca](mailto:sections@cpa.ca). You must be a CPA Student member and your membership must be in good standing to be considered for the award(s).

Submission ID 109532



Program Stream	Asian Psychology
Type of Presentation	Traditional Printed Poster (55-minutes)
Title	Test Title

KLP Oct/2024