



Innovative People Advancing Scholarly Communication

## 2017 SSP Annual Meeting Submission Guidelines

SSP is using ScholarOne Abstract to manage the submission process. All proposals must be submitted through this system.

- Submission begins October 20, 2016, at 12:00 AM ET.
- Submission ends November 11, 2016, at 11:59 PM ET.
- Notifications will be emailed by December 30, 2016. If you do not receive your notification, please contact Jennifer Lanphere at [janphere@kellencompany.com](mailto:janphere@kellencompany.com).
- Account Setup: To submit an abstract, please create an account or log in with your universal ScholarOne User ID and Password.
- If you have a ScholarOne account but do not remember your login information, choose Forgot Password. If you are logging in for the first time, choose Create an Account to begin.
- USER IDS AND PASSWORDS ARE CASE-SENSITIVE.
- Click [here](#) to submit your proposal to ScholarOne

To ensure that your data is entered correctly, please follow all directions carefully. We recommend that you proceed through the system in a step-by-step fashion, carefully completing each screen in turn.

### Tips for submitting a compelling session proposal:

- Your session should appeal to a broad base of attendees in an engaging way. Attendees at the SSP Annual Meeting are there to meet colleagues, learn about new trends, and gain practical skills that help them in their careers. They are executives, editors, salespersons, marketing and product managers, librarians, and technologists.
- We encourage interactive sessions and seminars which promote audience engagement.
- We will not consider concurrent session or pre-meeting seminar submissions that are focused on a single solution or are commercial in nature. Such content is more appropriate for the 5-minute previews session or for sponsored sessions.
- Multi-speaker proposals will be given precedence over proposals with only one speaker. SSP is interested in providing a variety of viewpoints from a diverse pool of speakers.
- Your submission must be in by the November 11 deadline! Our committee will begin reviewing proposals immediately after this deadline, so we regret that we cannot accept late submissions this year.
- Please be sure to reach out to us at [info@sspnet.org](mailto:info@sspnet.org) if you have any questions while submitting a session proposal.

## Information required for your submission:

### SUBMISSION TYPE

There are four possible types of session proposals. Submitters must select their session type at the beginning of the submission process for each proposal. This cannot be changed once you confirm your selection. Organizers are permitted to submit more than one proposal or proposal type:

- **Concurrent session:** 45 or 90 minutes in length, held on June 1-2. These often take the form of a panel, although nontraditional multi-speaker formats are welcome. Interactive sessions are encouraged.  
**Pre-meeting seminar:** These are three-hour educational courses offering an in-depth perspective on an issue or skill. They will be offered to attendees for an additional fee on Wednesday, May 31, prior to the concurrent sessions.
- **5-minute preview session:** Brief, back-to-back presentations showcasing new products, platforms, and/or content from publishers and vendors.
- **(NEW for 2017!) Sponsored session:** Each session is 45 minutes in length; up to 3 sessions may run concurrently; space can accommodate 60-90 attendees; held from 12:30 pm – 3:30 pm, Wednesday, May 31. These sessions offer value by means of education, information, or professional development to attendees. Fees apply.
  - Organizers may share information about a product or service, but sessions will be most effective if presenting case studies/use cases, customer testimonials, timely information about industry issues, best practices, innovative solutions to everyday challenges, roundtable discussions, etc.
  - Sponsored sessions can also be used to facilitate a focus group, user group session, market research, or product demonstration if space is available however, sessions of this nature will not be rated as highly as those that offer educational and/or professional development value to attendees.
  - The AMPC will select which sessions offer the most value to attendees. No more than 12 proposals will be selected.
  - These sessions are free to any registered attendee; unless you select the invitation only sponsorship type. SSP cannot guarantee attendance at sponsored sessions.
  - Sponsored Session Options/ Pricing:
    - Open to all attendees: \$2650, exhibitors/sponsors=\$2120
    - Invitation only: \$3650, exhibitors/sponsors=\$2920
    - For more information about sponsored sessions, visit [here](#).

### SESSION TITLE

The session title should be descriptive of the content being covered.

### SESSION DESCRIPTION (ABSTRACT BODY)

In 250 words or less, describe what will be covered in this session. The session description will be included in the online and printed programs. There will be an opportunity to revise it later if accepted. DO NOT include speaker names in the session description.

### IDEAL AUDIENCE

Describe the ideal audience for this event (publishers, editors, marketing, production, etc.)

### SUGGESTED ORGANIZERS/SPEAKERS

List the suggested speaker(s) or organizer(s) you think have the relevant experience for presenting in this session. Speakers/organizers do not have to be confirmed at this time. If you are moderating/speaking,

please include yourself. Please consider the diversity (gender, ethnicity, etc.) of your panel when recruiting speakers; SSP seeks to provide a balanced program in this respect.

### ADDITIONAL SESSION INFORMATION

Include any additional details about this session that you feel are relevant for the selection committee to know (background on why the session is relevant, etc.).

### PRESENTATION TYPE

Indicate the type of presentation that will be used for the session: roundtable, flash talk panel, interactive, other. All ideas will be considered.

### SPEAKER/ORGANIZER

Indicate if you submitting this proposal as a speaker, session organizer, both or other.

### TRACK

Select which track(s) or topical areas this session fits best. Check all that apply. Not all submissions need to fit within one of these tracks; all ideas will be considered.

### SESSION LENGTH

Please indicate the ideal length for your session. 90 minute sessions are offered on Thursday only and 45 minute sessions are offered on Friday only.

### FORMAT

Select Annual Meeting or Pre-Meeting sessions may be streamed live for the purposes of virtual attendance. In your opinion, indicate if attendees participating remotely would have a similar experience to those on-site.

### EDUCATION LEVELS

Indicate the Educational Level that best fits your proposal.

**Foundational:** Focus on awareness and factual recall; appropriate for those with limited experience of the subject seeking introductory understanding of the content area(s).

**Applied:** Focus on understanding and comprehension; appropriate for those with some experience seeking to build on, apply, or enhance existing knowledge using content in practical applications/implementations.

**Strategic:** Focus on analysis, evaluation, and decision-making; appropriate for those with substantial prerequisite knowledge seeking the most up-to-date information to heighten expertise and advance best practices.

**Mixed-learning:** Includes both applied and strategic perspectives on an issue; appropriate for those with at least some experience of the subject area seeking a mix of immediate/practical and future/planning information.

**Networking:** Provides an opportunity for peer-to-peer interaction among groups with similar interests and/or geographical locations, for all career levels. May be purely social in nature, have a specific topic (e.g. speaker or panel), or focus on an element of career development (e.g. mentorship).

**Unsure or not applicable**

### SPEAKERS (AUTHORS)

Please enter all **confirmed** organizers/moderators/speakers for this session.

## DISCLOSURES

You may be asked to complete one or more disclosures depending on the submission type. These disclosures confirm that you understand the requirements of each applicable submission type (non-commercial, fees apply, etc).

*For Sponsored or Preview Sessions Only:*

## ATTENDEE VALUE

Sessions that offer value by means of education, information, or professional development to attendees will be given preference in the selection process. While you may share information about your product or service, your session will be most effective if you present case studies/use cases, customer testimonials, timely information about industry issues, best practices, innovative solutions to everyday challenges, roundtable discussions, etc. Describe how you will provide educational/professional development value to attendees.

## SESSION ATTENDANCE

Indicate if you prefer your sponsored session to be open to all attendees or by invitation only.

## ORGANIZATION TYPE

Indicate the type of organization presenting the session (publisher, technology provider, etc.).

## Submitting your proposal:

Once you have provided the required information, a submit button will appear at the bottom of the Review and Submit step. You can continue to make changes until you submit. We encourage you to view a proof of your submission before submitting. Once you submit, your submission will move from the drafts table to the submission table on the dashboard. You can continue to make changes to your proposal until November 11 by returning your submission to draft. You will not be able to make changes after that date.

## Selection criteria:

The Annual Meeting Program Committee will review proposals and rate them on the following criteria:

- Topic is timely and relevant
- Original concept and/or fresh perspective
- Represents broad and diverse perspectives
- Focus and learning outcomes are well defined

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