



SCHOLARONE
CONFERENCES

Session Proposal User Guide

Updated April 2025



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Proposal Submission Overview

ScholarOne Conferences streamlines the proposal submission and review process for societies and participants. You may submit a proposal to this online system for society's consideration. You will receive communications directly through the system including the decision.

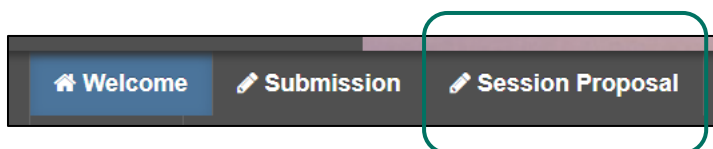
Creating a New Session Proposal

The ScholarOne Conferences Session Proposal Center allows you to submit a proposal or view previously submitted proposals.

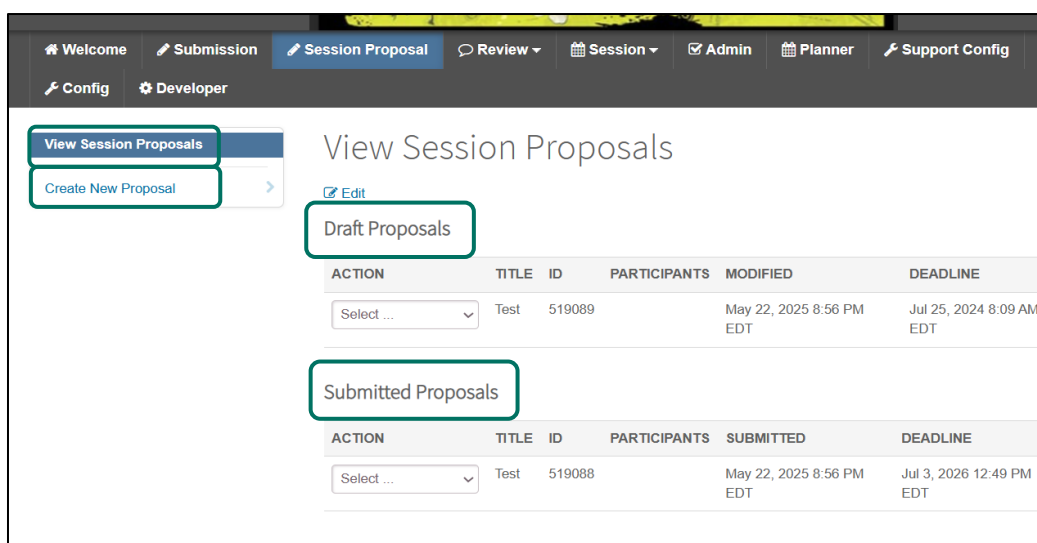
Note: If you need to exit your proposal submission and return to complete it later, remember to click Save or Save & Continue on any page you enter data.

Access the Session Proposal Center

1. Select the Session Proposal tab in the upper left corner of the page.

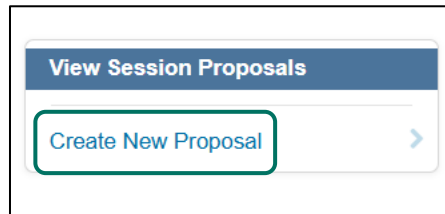


2. The Session Proposal Center displays with View Session Proposals selected. If you have any drafts or submitted proposals, you can view them here.



Create New Session Proposal

To submit a new proposal, click the Create New Session Proposal link.



Step 1: Proposal Type

Select a Proposal Type. Each proposal type has different field requirements, so once you choose a type, you cannot modify it. You must create a new submission to choose a different submission type.

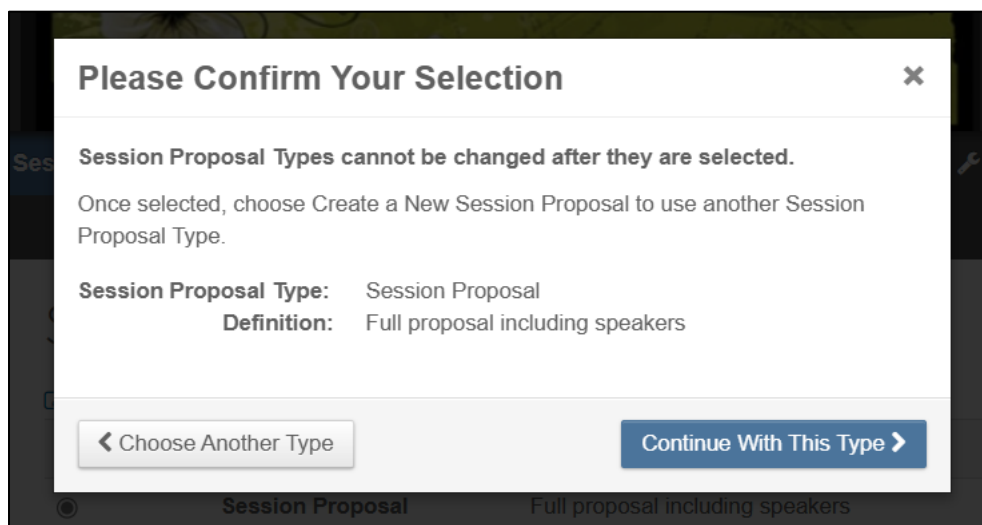
[View Session Proposals](#)
[Create New Proposal](#)
[Step 1: Proposal Type](#)

Step 1: Proposal Type

[Edit](#)

CHOICE	TYPE	DEFINITION	DEADLINE
<input type="radio"/>	Session Proposal	Full proposal including speakers	Jul 3, 2026 12:49 PM EDT
<input type="radio"/>	Session Ideas	Topic ideas only	Jul 25, 2024 8:09 AM EDT

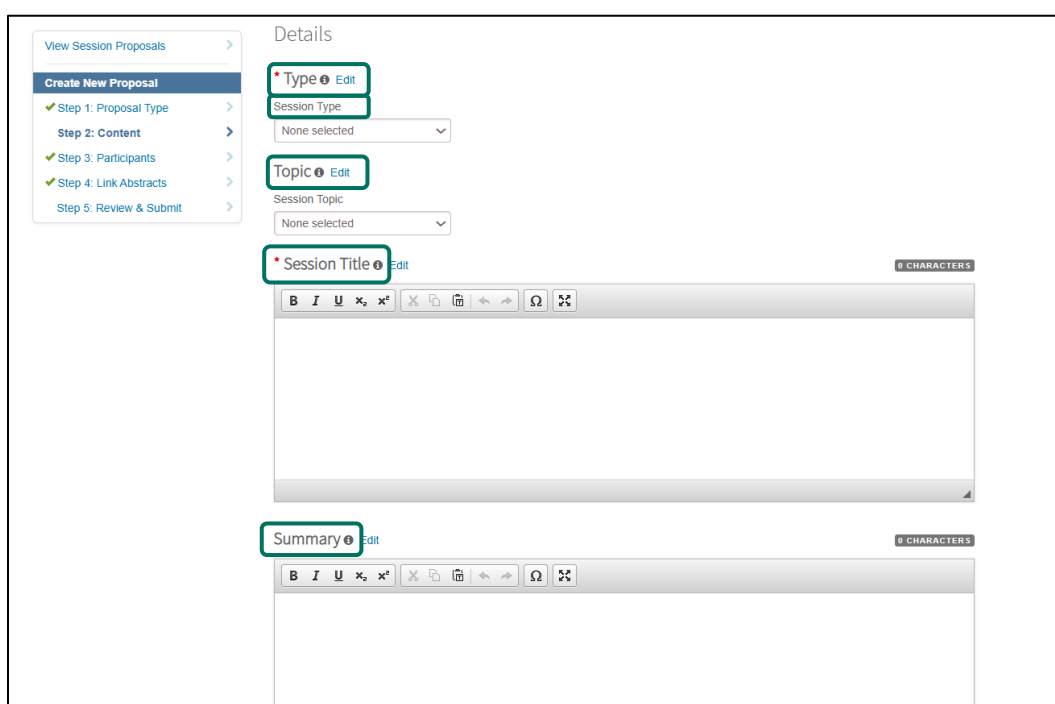
Cancel
Continue



Note: Proposal Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

Step 2: Content

Complete each step and then click **Save and Continue**. Topic and Summary fields are optional configurations by society and may not be required for your submission.



Note: Proposal Type is an optional step and may not be used by your society. If your society does not require this step, then the step numbers used for the submission process will adjust automatically in the system. This guide shows the step numbers with this optional step included.

Step 3: Participants

You can add participants and change the order of participants on this step. Common types of **Participants** are Moderators and Chairs. If you wish to add participants, click the **Add Participant** button.

When you click the **Add Participant** button, the **Search for Participant to Add** fields will display.

Participants

* ORDER	* PARTICIPANTS	REMOVE PARTICIPANT
<div> <div>Update Participant Order</div> <div>+ Add Participant</div> </div>		
<div>Search for Participant to Add</div> <div> <div>First/Given Name</div> <div>Last/Family Name</div> <div>Participant's Email</div> </div> <div> <div>First Name</div> <div>Last Name</div> <div>Email@Example.com</div> </div> <div> <div>Q Search</div> </div>		

Enter search criteria in any of the fields, and then click Search.

Search for Participant to Add

First/Given Name

Last/Family Name

Participant's Email

First Name

Last Name

Email@Example.com

Q Search

If a participant is found in the system, the name will populate in the search results below.

- To add a participant from search results, click the Add link to the left of the participant's name and the name will be added to the current participant list.

Search for Participant to Add

First/Given Name

Last/Family Name

Participant's Email

Fred

Last Name

Email@Example.com

Q Search

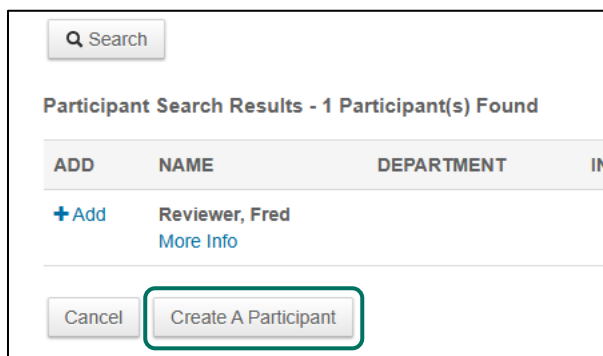
Participant Search Results - 1 Participant(s) Found

ADD	NAME	DEPARTMENT	INSTITUTION	EMAIL
+ Add	Reviewer, Fred			fredreviewerexample@gmail.com
	More Info			

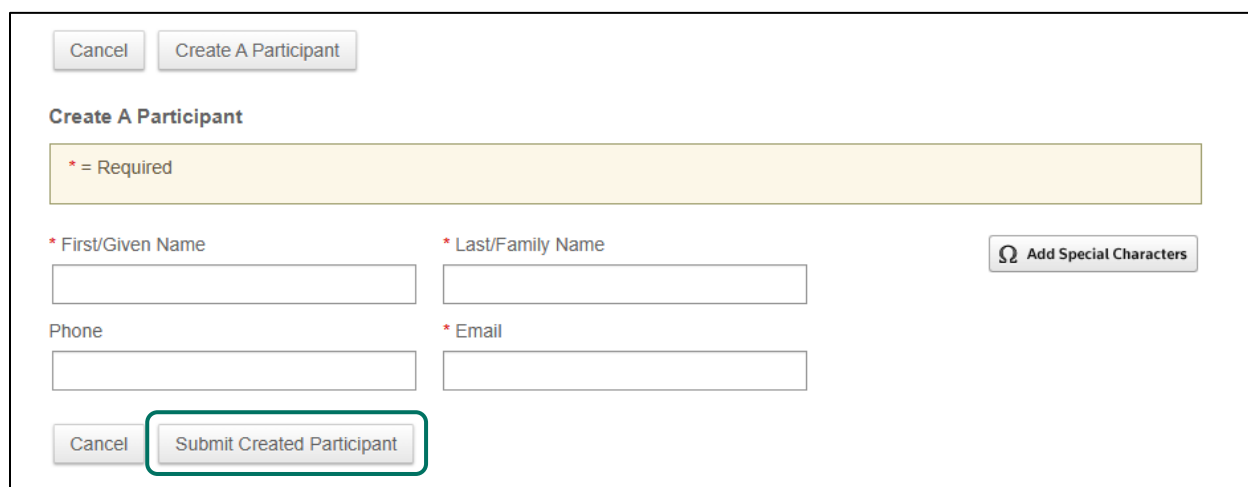
Cancel

Create A Participant

- b) If the participant in the search results is not the person you are looking for, click the Create Participant button.




If you choose the Create a Participant button, follow these steps to create a participant. The Create a Participant screen displays. Complete the required fields First/Given Name, Last/Family Name and Email address.



Note: Please be sure you have searched for an existing participant account before creating a new participant account.

Click **Submit Created Participant**. Before the account is created, you will be asked to verify the participant information. If you find an error, click the **Edit Information** link in the left corner to make the necessary changes, or click **Submit Created Participant**. The new Participant is displayed.


Please Verify The Session Participant's Information

First/Given Name Casey

Last/Family Name Reviewer

Phone

Email caseyreviewerexample@gmail.com

[← Edit Information](#)

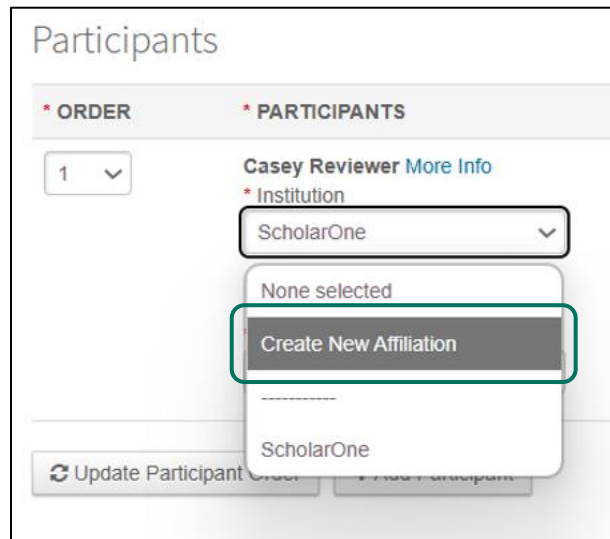
[Submit Created Participant →](#)

Participants

* ORDER	* PARTICIPANTS	REMOVE P
1	<div>Casey Reviewer More Info</div> <div>* Institution</div> <div>None selected</div> <div>* Role</div> <div>None selected</div>	Remove

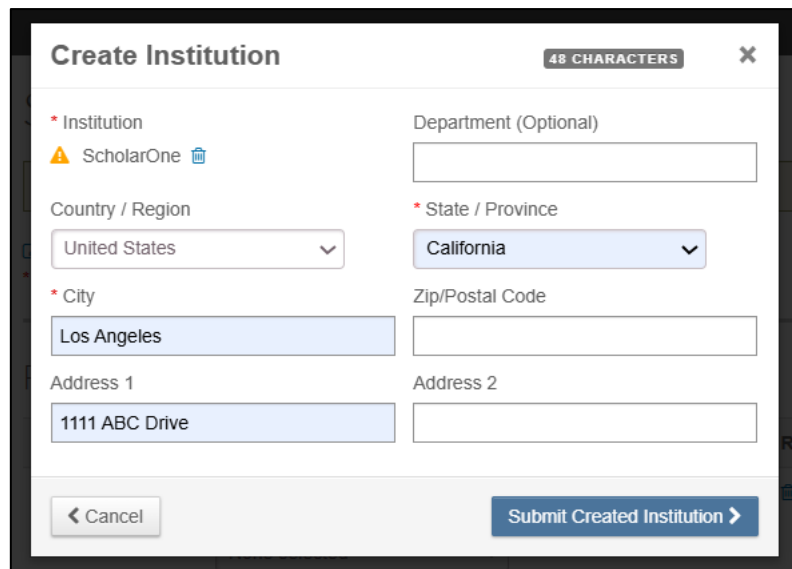
[Update Participant Order](#)
[Add Participant](#)

Once the participants are added to your participant list, you can add their affiliations by using the drop-down menu. Select an affiliation that is already listed or **Create New Affiliation**.



The screenshot shows the 'Participants' form. Under the 'PARTICIPANTS' tab, the 'Institution' dropdown menu is open. The menu options are 'None selected', 'Create New Affiliation' (highlighted with a green box), and 'ScholarOne'. The 'ORDER' dropdown is set to '1'.

Select **Create New Affiliation**. Fill in the required fields and click on **Submit Created Institution**. You can then use the **Participant Institution** dropdown to select the new affiliation.



The screenshot shows the 'Create Institution' form. The form fields are as follows:

- * Institution:** ScholarOne (with a warning icon and a trash icon)
- Department (Optional):** (empty text field)
- Country / Region:** United States (dropdown menu)
- * State / Province:** California (dropdown menu)
- * City:** Los Angeles (text field)
- Zip/Postal Code:** (empty text field)
- Address 1:** 1111 ABC Drive (text field)
- Address 2:** (empty text field)

At the bottom, there are two buttons: 'Cancel' and 'Submit Created Institution'.

Once the participant's affiliations are added, use the drop-down menu to select a participant, **Role**. If there is only one role, the role will automatically populate in this field. This is a configured item by society.

Participants

* ORDER	* PARTICIPANTS
1 ▼	Casey Reviewer More Info * Institution ScholarOne ▼ Edit Remove * Role None selected ▼

[Update Participant Order](#)
[+ Add Participant](#)

Click **Save & Continue** to move to the next step.

Step 4: Link Abstracts

Link abstracts to your session proposal and change the order of abstracts on the Link Abstracts step.

If you wish to link abstracts, click the **Add Abstract** button.

Linked Abstracts

ORDER	TITLE	ID	AUTHOR	AUTHOR'S EMAIL	ACTION
Update Abstract Order					+ Add Abstract

Complete the abstract submission fields. Required fields are noted by a red asterisk. Review the **ScholarOne Abstracts Author Guide** for instructions on how to submit an abstract.

Click **Save & Continue** after each step.

Once the abstracts have been entered and added to the session proposal, click **Save & Continue** at the bottom of the proposal page. You can also reorder the abstracts by clicking on **Update Abstract Order**.

Linked Abstracts					
ORDER	TITLE	ID	AUTHOR	AUTHOR'S EMAIL	ACTION
1	Example 1 (Draft)	4358486	Delia Thai	dthai@silverchair.com	Remove Edit
2	Example 2 (Draft)	4358487	Delia Thai	dthai@silverchair.com	Remove Edit
Update Abstract Order					+ Add Abstract

Step 5: Review & Submit

Review & Submit allows you to preview the information that was entered on each step of the proposal process. A green check mark will display to the left of the step if it was completed successfully. Review your proposal information. If any information needs to be updated, click the **Edit** button next to the step name.

[View Session Proposals](#)

Create New Proposal

- ✓ Step 1: Proposal Type
- ✓ Step 2: Content
- ✓ Step 3: Participants
- ✓ Step 4: Link Abstracts
- Step 5: Review & Submit

Step 5: Review & Submit

Deadline: Jul 3, 2026 12:49 PM EDT

[Edit](#)

* = Required Fields

*** Review Session Input**

✓ Step 1: Proposal Type
Session Proposal

✓ Step 2: Content [Edit](#)

SECTION	VALUE
Type	Industry Partner Session
Topic	Underwater Basket Weaving
Session Title	Example
Summary	Lorem ipsum dolor sit amet consectetur adipiscing elit. In id cursus mi pretium tellus d. tempor. Pulvinar vivamus fringilla lacus nec n. lacinia integer nunc posuere. Ut hendrerit ser per conubia nostra inceptos himenaeos.
Presentation Format	Fish Bowl
Delivery Format	Fish Bowl
Do you require LCD projector?	No

When complete, click the **Submit** button.

✓ Step 4: Link Abstracts
Edit

SECTION	VALUE
Presentation type 1	<p>ID 4358486</p> <p>Title Example 1 <i>(Draft)</i></p> <p>Author Della Thai</p>
Presentation type 2	<p>ID 4358487</p> <p>Title Example 2 <i>(Draft)</i></p> <p>Author Della Thai</p>

◀ Previous Step
Submit ▶

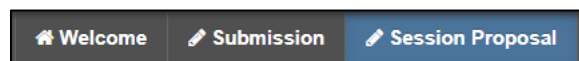
The **View Session Proposal** screen will display and will list the proposal you just created in the Session Proposal submission process.

View a Session Proposal

The ScholarOne Proposals Submission Center allows you to submit a proposal or view previously submitted proposals.

View an Existing Proposal

Select the Session Proposals tab.



The page will display proposals in a draft status at the top.

View Session Proposals

[Edit](#)

Draft Proposals

ACTION	TITLE	ID	PARTICIPANTS	MODIFIED
Select ...	Test	519089		May 23, 2025 11:52 AM EDT
Select ... Edit Draft View Emails ----- Delete				
TITLE	ID	PARTICIPANTS	SUBMITTED	
Test	519088		May 22, 2025 8:30 PM EDT	
Select ...	Example (2 Linked Abstracts)	519094	Casey Reviewer (Session Chair)	May 27, 2025 2:55 PM EDT

Using the Action column, you can do the following:

- **Edit Draft:** Continue editing your proposal.
- **View E-Mails:** Display any e-mails associated with the proposal.
- **Delete:** Delete the proposal. (As configured by your society, you may not be able to delete a proposal in draft or returned to draft status).

Submitted proposals are displayed below drafts.

Submitted Proposals

ACTION	TITLE	ID	PARTICIPANTS	SUBMITTED	DEADLINE	TYPE
Select ...	Test	519088		May 22, 2025 8:56 PM EDT	Jul 3, 2026 12:49 PM EDT	Session Proposal
Select ... View Proposal & Manage Linked Abstracts View Emails ----- Return to Draft		519094	Casey Reviewer (Session Chair)	May 27, 2025 2:55 PM EDT	Jul 3, 2026 12:49 PM EDT	Session Proposal

For Assistance contact our support team at: s1help@silverchair.com

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