Tutorial on How to Submit a Session for RISKWORLD 2023 Conference

Visit www.RIMS.org/2023SSF

The "Submit a Session" button will prompt you to login with your email address and RIMS password. If your contact information is not in the RIMS database, you will need to click on "Create an Account". If you already have a record in our database and forgot your password, click on "Forgot Your Password". If you know your login, please proceed to the next step.

TO GET STARTED

You need a RIMS login and password before you can complete a submission.

- **First-time Users**: You will need to "Create an Account (membership is not required).
- **Returning Users**: If you don't know your password, click on "Forgot your password? And complete all information.
- If you encounter any problems, contact Speakers@RIMS.org

SUBMIT A SESSION

EDIT YOUR SESSION

Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

Login

Email: someone@example.com

Password: Password

☐ Remember me

Uncheck if on a public computer

Login

Forgot your password?

Create an account

Not a registered user yet?

If you are a new visitor and do not already have a username and login, please register and create a new account.

Register

Session Submission Form (SSF) - Program Information

RIMS is driven to empower us all to build a highly diverse, equitable and inclusive culture of belonging in our global risk community. We encourage you to develop education sessions that embody that vision statement with topics, presenters and perspectives that represent our diverse community and that foster a welcoming environment for open dialogue and the exchange of ideas.

The strength and success of risk management is dependent on this community's willingness to share ideas, best practices and strategies. As a RISKWOLRD session speaker, you can play an integral role in building safer, stronger and more resilient organizations that are prepared to tackle both today's and future risks. Take this opportunity to showcase your skills, experience and innovative new solutions; to enhance existing relationships; and make new connections. Let's advance the risk management profession and build a brighter tomorrow together.

DEADLINE: August 19 at 11:59 pm (EDT).
Late and/or incomplete submissions, as well as sales pitches, will NOT be considered. We will only accept proposals that comply with the guidelines.

MANDATORY INFORMATION:

- Session Title
- Session Description (If you use acronyms, make sure you spell out once)
- Three (3) Learning Objectives
- Choose one (1) Category and up to three (3) Sub-Categories for each submission
- Speakers, biography and experience on the topic
- If topic has been presented at another conference, add PowerPoint and additional materials
- White Paper (If there is one)

PRESENTATION LIMITS, LENGTH AND SPEAKER LIMITATIONS:

- A company may submit a maximum of 10 sessions.
- Companies with subsidiaries operating in a companion business in the risk management sector may submit a maximum of 15 sessions.
  Note: If you cannot abide by these rules, RIMS will withdraw your submissions.
- Only one representative from a company is permitted to be a speaker on a session.
- Speakers must be subject matter experts in the topic they are presenting.

Primary Contact and Speaker/Risk Professional Contact Information

[Required] I am a:	○ Primary Contact (REQUIRED)
Salutation	Ms.
*First Name	Kamy
*Last Name	Persaud
Suffix	
Credentials	
Title	Conference Program Manager
*Email	kpersaud@rims.org
Work Phone	(212)655-6055
Phone Ext	

Once logged in you will see the following:

- **SSF Page with Information**
- **Primary Contact (person submitting the session)**
- **Review your Contact Information.**
- **If the Primary Contact is also a speaker, please add in step 3.**
- **Complete the Form**
- **Continue**

Session Submission Form (SSF) - Program Information

Create content that leaves your audience wanting more. Attendees remember the last thing they heard. What action do want them to take after your session, and how can they use the information they received?

Format Length:
[REQUIRED]

60 minutes – Education that drives participation, discussion and engagement/roundtable.

20 minutes – Global Studio, Innovation Hub and Thought Leader Theater presentations that are unique, cutting edge and offer creative solutions.

clear selection
- ○ 60 minutes
- ○ 20 minutes (Global Studio, Innovation Hub and Thought Leader Theater ONLY!)

Session Title:
[REQUIRED]

Please click on the "Count" button to obtain a character count if you copied and pasted information from another source.

Characters remaining:

| 150 | count |

Category:
[REQUIRED]

Select **one** category for your session. RIMS reserves the right to change the category.

clear selection

○ Career Development (CAD)	○ Industry (IND)
○ Claims Management (CLM)	○ Innovation Hub (IH-20Minutes Only)
○ Cyber and Technology Risk (CTR)	○ Insurance, Legal and Regulatory (ILR)
○ Diversity, Equity & Inclusion (DEI)	○ Risk Modification and Loss Control (RMLC)
○ Environmental, Social and Governance (ESG)	○ Strategic and Enterprise Risk Management (SERM)
○ Global Studio (GS-20Minutes Only)	○ Thought Leader Theater (TLT-20Minutes Only)

Your Format Length dictates the type of session and number of speakers required.

Note: 20 minutes only apply to Global Studio, Innovation Hub and Thought Leader Theater.

Session Description:

Please click on the "Count" button to obtain a character count if you copied and pasted information from another source.

Characters remaining:

| 1200 | count |

Learning Objectives:

Provide three (3) bullet points on what attendees will learn from your submission. Objectives should be clearly measurable. You must complete this step in order to finalize your session.

Please click on the "Count" button to obtain a character count if you copied and pasted information from another source.

Characters remaining:

| 425 | count |

Has this topic been presented at RIMS or any other conferences in the past 3 years?

clear selection

○ Yes

○ No

RIMS Committee, Advisory Group, Council and Chapter

If you are submitting this session on behalf of a RIMS Committee, Advisory Group or Council, make your selection from the drop down list. Your submission MUST first be approved by the Committee/Council Chair and RIMS Staff Liaison.

NOTE: SELECT ONLY IF YOU RECEIVED APPROVAL FROM THE CHAIR OF THE COMMITTEE. This information will be verified by RIMS.

[dropdown]

If you are submitting this session on behalf of a RIMS Chapter, make your selection from the drop down list. Your submission MUST first be approved by the Chapter President.

NOTE: SELECT ONLY IF YOU RECEIVED APPROVAL FROM THE CHAPTER PRESIDENT OR MEMBER. This information will be verified by RIMS.

[Please Select...] [▾ Select]

Resources (White Papers, Articles, Tools)

You are encouraged to upload resources on the subject matter.

File types allowed for upload: PDF, DOC, PPT,

[Choose File] No file chosen

Do you have additional resources you would like to upload?

clear selection
○ Yes
○ No

We would like your permission to post your resources/white paper in our Risk Knowledge library on RIMS.org and Opis (the RIMS Information Network).

clear selection
○ Yes
○ No

To whom does the content of this submission belongs to?
[REQUIRED]

clear selection
○ The content belongs to the submitter.
○ The content belongs to the company.

In what countries does your topic apply?
[REQUIRED]

Example: Brazil, Greece, Kenya, Nepal, United States

[text area]

Your information will not be saved until you complete all of the required information. You can change your submission until **August 19 at 11:59 pm (EDT)**. Please click the CONTINUE button.

[Back] [Save and Edit Later] [Continue]

Submitting Sessions on Behalf of a RIMS Committee, Advisory Group, Council or Chapter? You need permission first.

Note: DO NOT automatically check off this information.

You will need to contact the head of the group (Chair) or the Chapter President to **get their permission**.

YOUR SUBMISSION WILL NOT BE SAVED UNTIL YOU CLICK ON "SUBMIT". You have the option to add your speakers before submitting.

Note: Once you click on Submit you will receive a confirmation email.

Your speakers will also receive an email letting them know they've been added to your submission.

Session Submission Form (SSF) - Program Information

Review Information - DON'T FORGET TO CLICK 'SUBMIT'

Before Submitting Your Session
- Take a few minutes to review your submission
  Note: all required information (indicated in bold font) listed on the previous pages must be completed.
- Finalize your submission by clicking on the 'SUBMIT' button.
  Note: If you do not follow this step, your submission will not be saved.
- You will receive an email confirmation for each submission.
- You can change or edit a submission until the deadline: August 19 at 11:59 pm (EDT)
  After the deadline date you will no longer have access to edit or submission a topic.

ADDING SPEAKERS - Mandatory Step
- **You need to add at least one (1) speaker before you can submit your topic. If you don't your topic will not be saved, you will not receive a confirmation email and it WILL NOT be reviewed. The status will say "Work in Progress". You should have an ID# attached to your submission once you submit. The SUBMIT button will pop up once you add your speaker.**
- If you're the submitter (primary contact) of the topic and also a speaker, you will need to add yourself as a speaker.

Note: These are two different roles. When speaker(s) are added, you will be required to upload a biography.

If your submission is selected, all speakers will be required to accept a speaker agreement and comply with all information requests and deadlines to effectively promote the conference.

LEGEND:

| | Edit Primary Contact or Speaker | | Edit Abstract Submission | | Add Co-Speaker | | Remove Abstract or Speaker |

#	Submitter Contact Information		
1	Ms. Kamy Persaud Conference Program Manager		👤

#	Submission Information		
	TEST 7/11		📝 👥

Print Preview

Back   Save and Edit Later   Submit

You may add your speaker(s) if finalized.

After adding speaker the SUBMIT button will become active.

SPEAKER SEARCH

Note: Everyone should be a part of the RIMS database. If you do not find your speaker, you will have the option to add.

Session Submission Form (SSF) - Program Information

Add Speakers

Add an additional speaker/risk manager.

*First Name	
*Last Name	
*Email	

Search   Cancel

Search – Name, Email

Questions? Contact Speakers@RIMS.org

Add Speakers

	Individual Name	Organization	Member Status
○	Persaud, Kamy	RIMS	Yes
○	Persaud, Kamy	RIMS	No
○	Persaud, Kamy	RIMS	No

Continue   Search Again

Click the radio button to add.

If your speaker information cannot be found - Click on "Search Again"

Add Speakers

Add an additional speaker/risk manager.

*First Name   [   ]

*Last Name   [   ]

*Email   [   ]

[Search]   [Cancel]

If your speaker information is not displayed, click on "New Registration" to create a record.

If you do not want to add your speaker information at this time, select the "CANCEL" button.

[New Registration]

Click on "New Registration" and complete the required contact fields if you cannot find your speaker in the RIMS database.

Speaker / Risk Professional Contact Information

Field	Value
Speaker / Risk Professional	Speaker ▾
Salutation	▾
***First Name**	
***Last Name**	
Suffix	
Credentials	
Title	
***Email**	
Work Phone	
Phone Ext	
Cell Phone	
Organization	

NOW THAT YOU HAVE ADDED YOUR SPEAKER(S) – YOU HAVE THE OPTION TO EDIT, REMOVE AND ADD ANOTHER SPEAKER, THEN SUBMIT TO SAVE

LEGEND:

👤 Edit Primary Contact or Speaker   ✏️ Edit Abstract Submission   👤+ Add Co-Speaker   🗑️ Remove Abstract or Speaker

#	Submitter Contact Information	
1	Ms. Kamy Persaud Conference Program Manager	👤

#	Submission Information	
	TEST 7/11	✏️ 👤+
2	Ms. Kamy Persaud Conference Program Manager (Speaker)	👤 🗑️

Print Preview

Back   Save and Edit Later   Submit

TO SAVE – Click on

"SUBMIT"

Note: This button will become active once your speaker(s) is added to the topic.

AFTER SUBMITTING, YOU WILL SEE THE SCREEN BELOW. YOU HAVE THE OPTION TO EDIT YOUR SUBMISSION OR START A NEW ONE.

Thank You!

On behalf of RIMS and the RIMS Annual Conference Programming Committee (ACPC), thank you for your session submission to RISKWORLD 2023. **Your submission is ID# 6 titled: TEST 7/11 .**

Your submission will be reviewed by the RIMS Annual Conference Programming Committee in early October. **You will be notified by end of October on the final status of your submission.**

You have until **August 19 at 11:59 pm (EDT)** to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2023/abstract_edit.cfm.

To start another submission click here.

Please note: RIMS members value the power of face-to-face events and education. To meet our members' needs and expectations, all sessions are conducted in-person. We also encourage you to develop education sessions that embody that vision statement with topics, presenters and perspectives that represent our diverse community and that foster a welcoming environment for open dialogue and the exchange of ideas.

We appreciate your dedication to RIMS and to the advancement of risk and insurance professionals. If you have any questions, please contact speakers@RIMS.org.

Thank you,
RIMS Events & Exhibitions

PRINT

EMAIL NOTIFICAITON TO YOU.

ATLANTA 2023
RISKWORLD
APRIL 30–MAY 3

Erin Redmond Carney,

On behalf of RIMS and the RIMS Annual Conference Programming Committee (ACPC), thank you for your session submission to RISKWORLD 2023. Your submission is **SSF ID 1, Titled: Wednesday Test - ERC.**

Please Note: This is NOT A CONFIRMED session. Your submission will be reviewed by the RIMS Annual Conference Programming Committee (ACPC) early October. You will be notified by ending of October on the final status of your submission.

You have until Friday, August 19 at 11:59 pm (EDT) to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2023/abstract_edit.cfm.

To start another submission click here.

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Thank You,
RIMS Events & Exhibitions Team

EMAIL NOTIFICATION TO SPEAKERS (IF ADDED)

Erin Redmond Carney,

Erin Redmond Carney submitted a session for the RISKWORLD 2023 education program, April 30-May 3 and has added you as a speaker for the following session titled: Wednesday Test - ERC, SSF ID #: 1.

Please Note: This is **NOT A CONFIRMED** session.

Submissions will be reviewed by the RIMS Annual Conference Programming Committee (ACPC) in early October. **The submitter (listed above) will notify you on the final status of this submission by end of October.**

Please note: *RIMS members value the power of face-to-face events and education. To meet our members' needs and expectations, all sessions are conducted in-person.*

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