

RIMS 2020 SUBMISSION PROCESS Q&A

1. When is the deadline?
The FINAL deadline is **Friday, July 26 at 11:59pm EDT.**
2. Can I access the link after the deadline?
No. Once the system shuts down at 11:59pm, you will no longer have access to the site.
3. Do I need to be a member of RIMS to submit a topic?
No. You do however have to have the knowledge of risk management to support your topic.
4. Can I submit a topic via email?
No. All submissions must be submitted electronically.
5. How can I submit a topic for RIMS 2020?
Visit www.RIMS.org/2020SSF for more information, rules and regulations.
6. I don't have an account?
If you have never logged in to our website, you will need to create a profile and password. It's the same as shopping online – it's the only way we can contact you so make sure all information is complete and correct.
7. How do I create an account?
Once you access the website above, you will be given the option to create an account.
8. I do have an account but cannot remember my password?
Access the link and click on forgot password. For additional help contact our

Note: Do not create a new profile with new information. You need to update your current profile. When a new profile is created, you're also creating a new ID#. This can get confusing if you submit your topic under one ID# and trying to access (if accepted) with another ID#. Same goes for speakers...hence why some cannot access their profile due to duplicate records with different IDs.
9. Do I need to complete all information now?
You need to create a submission and complete all pertinent information required. When finish **click on the SUBMIT button.** You have until the deadline to edit your submission(s).
10. Do I receive notification of my submission(s).
Yes. You will receive an email with the submission name and number along with links to edit and create a new submission.

Note: Make sure your email address is correct in your profile.
11. Do I need to add my speakers now?
Yes. We ask that you please add your speakers along with supporting documentation-biography.

12. Will my speakers receive notification that they have been added to a topic?
Yes. Speakers will receive notification that you added them as a speaker – email will specify that the topic is not a confirmed session.
13. What is the maximum number of submissions I can submit?
A company can submit up to 10 topics. Companies with subsidiaries can submit up to 15 topics (merged companies).
14. What if I go over my limit of submissions?
There is no harm in adding 1 or 2 extra, but anything over will be required a phone call to ask which submissions take precedence.
15. Is there a tutorial?
Yes, click [here](#) for more information.
16. What format should all uploaded document be in?
All uploads like biography, PowerPoint etc. should be in pdf format.
17. When will I find out if my submission(s) is on the RIMS 2020 program?
We will contact you via email by September 6 with our decision.
18. Will my speaker(s) receive notification on my submission status?
No. You will need to let your speakers know the status of your submission.
- If you have additional questions contact Speakers@RIMS.org