



SESSION SUBMISSION Q&A

1. When is the deadline?

Extended to Wednesday, August 24 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. Anyone can submit a topic. However, your speakers do need 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 via the RIMS website www.RIMS.org/2023SSF

5. How can I submit a topic for RISKWORLD 2023?

Visit www.RIMS.org/2023SSF for more information, rules, and regulations.

6. I do not have an account with RIMS.

If you have never logged in to our website, you will need to create a profile and password. It is the same as shopping online – it's the only way we can contact you, so make sure all information is complete and correct.

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.

A screenshot of the RIMS website's login and registration section. At the top, there's a 'Login' heading. Below it are two input fields: 'Email' with the placeholder 'jenn@rims.org' and 'Password'. There's a 'Remember me' checkbox with the text '(Uncheck if on a public computer)' next to it. Below the password field is a blue 'Login' button. Under the button are two links: 'Forgot your password?' and 'Create an account'.

Not a registered user yet?

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

Register

7. How do I create an account?

Once you access the submission website www.RIMS.org/2023SSF, 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 Speakers@RIMS.org.

Note: Do not create a new profile with new information. You need to update your current profile. When a new profile is created, you are 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 provide all pertinent information required. When finished, 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 (contact information).

11. Do I need to add my speakers now?

Yes. We ask that you please add your speakers along with supporting documentation biography. If you are also a speaker, please add yourself to the submission.

12. Will my speakers receive an email notification that they were added to a session during the submission process?

Yes. Speakers will receive notification that you added them as a speaker—the email will also specify 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 (merged companies) can submit up to 15 topics.

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, visit www.RIMS.org/2023SSF site for this 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 RISKWORLD 2023 program?

We will contact you via email by end of October with our final decision.

18. Will my speaker(s) added receive notification on my submission status (that is if accepted or not)?

No. You will need to let your speakers know the status of your submission.

19. If you need any assistance or have additional questions, contact Speakers@RIMS.org.