

Tutorial on How to Submit a Session for RIMS 2019 Annual Conference and Exhibition

www.RIMS.org/2022SSF

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 One”. If you already have a record in our database and forgot your password, click on “Forgot Your Password”.

Log in to RIMS

You have requested a page that requires you to log in.

TO GET STARTED

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

- **First-time Users:** You will need to create a RIMS account (membership is not required).
- **Returning Users:** If you don't know your password, complete the "Forgotten your Password?" form to reset your password and have it sent to your email address. If you encounter any problems with your password, email CST@RIMS.org for assistance.

[Submit a Session](#)

[Edit Your Session](#)

Email address
<input type="text"/>
Password
<input type="password"/>
<input type="checkbox"/> Remember me
Forgot your password?
Login

Don't have a RIMS log-in?

[Create One Now](#)

Not a member of RIMS?

[Join Today](#)

In This Section

Session Submission Form (SSF)

Session Submission Information

SSF FAQ

Reserve Your Booth Space

Marketplace Exhibit Map

Session Submission Form (SSF) - Program Information

RIMS promotes the power of face-to-face events and education, and requests that all sessions be conducted in person. We face-to-face meetings, you will have the ability to engage with the audience, communicate clearly and build stronger relationships. Kindly note that your presentation may be recorded and broadcast to a virtual audience at a later date, and it also possible that the session could be live streamed.

Provide guidance on successfully managing through these challenging market cycles. Pass on your knowledge and expertise to the risk management community by leading an educational session. Showcase your expertise, experience and facilitate conversations about innovative best practices in risk management. Share your big ideas, innovative strategies, and solutions that will benefit the entire risk community.

DEADLINE: Monday, August 30 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
- Category and Sub-Category
- Speakers, biography and experience in the topic
- If this has been presented at another conference, use Previous Dates and additional speakers

Primary Contact and Speaker/Risk Manager 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

Once logged in you will see the following:

- SSF Page with Information
- Primary Contact (person submission 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 you 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.

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, Thought Leader Theater and Innovation Hub 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)
- Claims Management (CLM)
- Cyber and Technology Risk (CTR)
- Diversity, Equity & Inclusion (DEI)
- Global Studio (GS)
- Industry (IND)
- Innovation Hub (IH)
- Insurance, Legal and Regulatory (ILR)
- Risk Modification and Loss Control (RMLC)
- Strategic and Enterprise Risk Management (SERM)
- Thought Leader Theater (TLT)

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

Note: 20 minutes only apply to Thought Leader Theater and the Innovation Hub.

Session Description: [REQUIRED]

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: [REQUIRED]

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? [REQUIRED]

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.

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.

Resources (White Papers, Articles, Tools)

You are encouraged to upload resources on the subject matter.

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

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

Your information will not be saved until you complete all of the required information. You can change your submission until **Monday, August 30 at 11:59 pm (EDT)**. Please click the **CONTINUE** button.

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.

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: **Monday, August 30 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'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 August 2	 
2	Kamy Persaud Meetings & Events Program Development Manager (Speaker)	 

You may add your speaker(s) if finalized.

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
<input type="radio"/>	Persaud, Kamy	RIMS	Yes
<input type="radio"/>	Persaud, Kamy	RIMS	No

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 Address:

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.

Click on "New Registration" and complete the required contact fields.

Questions? Contact Speakers@RIMS.org

Speaker / Risk Manager Contact Information

Speaker / Risk Manager	<input type="text" value="Speaker"/>
Salutation	<input type="text"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
Suffix	<input type="text"/>
Credentials	<input type="text"/>
Title	<input type="text"/>
*Email	<input type="text"/>
Work Phone	<input type="text"/>
Phone Ext	<input type="text"/>
Cell Phone	<input type="text"/>
Organization	<input type="text"/>
Address1	<input type="text"/>

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

ADDING SPEAKERS - Mandatory Step

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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 August 2	 
2	Kamy Persaud Meetings & Events Program Development Manager (Speaker)	 



Print Preview

[Back](#) [Save and Edit Later](#) [Submit](#)

TO SAVE – Click on

“SUBMIT”

Note: Should you go back and EDIT your submission and add 2 speakers your submission will automatically be saved. SUBMIT button will not appear.

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

Thank You!

Thank you for your session submission to the RIMS 2022 Annual Conference & Exhibition. **Your submission is SSF ID 5: FINAL Test on 8.2 .**



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

You have until **Monday, August 30 at 11:59 pm (EDT)** to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2022/abstract_edit.cfm.

To start another submission click [here](#).

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.

Please note: *RIMS promotes the power of face-to-face events and education, and requests that all sessions be conducted in person. With face-to-face meetings, you will have the ability to engage with the audience, communicate clearly and build stronger relationships. Kindly note that your presentation may be recorded and broadcast to a virtual audience at a later date, and it is also possible that the session could be live streamed.*

Thank you,
RIMS Events & Exhibitions

EMAIL NOTIFICATION TO YOU.



Erin Redmond-Carney,

Thank you for your submission, for the RIMS 2022 Annual Conference & Exhibition. Your submission is **SSF ID 4: ERC Testing on the Phone 8/2/21**.

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 **Monday, August 30 at 11:59 pm (EDT)** to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2022/abstract_edit.cfm.

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Thank You,
RIMS Events & Exhibitions Team

EMAIL NOTIFICATION TO SPEAKERS (IF ADDED)



Erin Redmond-Carney,

Kamy Persaud has submitted a Program Suggestion for RIMS 2022 Annual Conference & Exhibition April 10-13 and has added you as a speaker for the following session: FINAL Test on 8.2, SSF ID #: 5.

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 will notify you on the final status of this submission.**

Please note: *RIMS promotes the power of face-to-face events and education, and requests that all sessions be conducted in person. With face-to-face meetings, you will have the ability to engage with the audience, communicate clearly and build stronger relationships. Kindly note that your presentation may be recorded and broadcast to a virtual audience at a later date, and it is also possible that the session could be live streamed.*

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Thank You,
RIMS Events & Exhibitions

