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.

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		
	Password		
	Login ☐ Remember me Forgot your password?		
Don't have a RIMS log-in? Not a member of RI			RIMS?
Cre	eate One Now	Join Today	

In This Section

Name and Address of the Owner,

Session Submission Information

SSFFAQ

eserve Your Booth Space

asketplace 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. Rindly 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 expense 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 kleas, innovative strategies, and solutions that will besent the entire risk community.

DEADLINE: Monday, August 38 at 11:59 pm (EDT).

Late and/or incomplete submissions, as well as sales pitches, will MOT be considered. We will only accept proposals that comply will the audiences.

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 on the topic
- If their has been proceeded at another conference, and Towns Toke and within a motori-

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 c want them to take after your session, and how can they use the information they received?

Format Leng	ath:	IDECITIBED
Format Leng	gui.	[KEMOIKED]

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 off 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:



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.

<u>Note</u>: 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. 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 O Yes O 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 O Yes O No To whom does the content of this submission belongs to? [REQUIRED] 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. Save and Edit Later Continue

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

<u>Note</u>: 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:



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		Search – Name, Email
*Last Name		
*Email		
Search	Cancel	

Questions? Contact Speakers@RIMS org

Add Speakers



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:	If your speaker information is not displayed, click on "New Registration" to create a record.	Click on "New
Last Name:	If you do not want to add your speaker information at this time, select the "CANCEL" button.	Registration" and complete the required contact fields.
Email Address:	New Registration	the required contact fictions

Questions? Contact Speakers@RIMS.org

Speaker / Risk Manager	Speaker	
Salutation		
*First Name		
'Last Name		
Suffix		
Credentials		
Title		
"Email		
Work Phone		
Phone Ext		
Cell Phone		
Organization		
Address1		

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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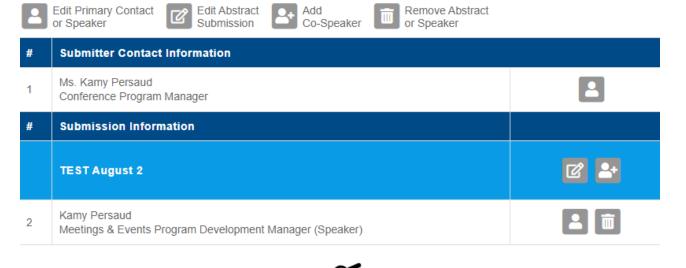
Submit

. If you're the submitter (primary contact) of the topic and also a speaker, you will need to add yourself as a speaker.

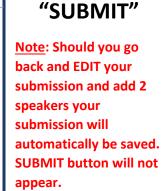
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LEGEND:



Print Preview



TO SAVE - Click on

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.

<u>Please note</u>: 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.

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