



How to Submit a Session for RIMS 2020 Annual Conference and Exhibition

All program submissions MUST be submitted electronically for consideration. Late and/or incomplete submissions, as well as sales pitches, will NOT be considered. We will only accept proposals that comply with all of the guidelines. Submitting a session is easy—read the guidelines, then complete and submit the form. Visit www.RIMS.org/2020SSF.

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 "Forgot 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](#)

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Log in to RIMS

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

Email address

Password

Login

Remember me

[Forgot your password?](#)

Don't have a RIMS log-in?

Create One Now

Not a member of RIMS?

Join Today

SESSION SUBMISSION FORM (SSF)

Session Submission Information

SESSION SUBMISSION SERVICE CENTER

Session Submission Form (SSF) - Program Information

You are the subject matter expert and know what is critical to be successful. Share your knowledge and experience and submit your session ideas. We want to hear from risk management innovators, disruptors and practitioners! We're looking for a range of presenters and subjects to enhance contributions to the risk management industry. Career development, cyber and technology risk, strategic and enterprise risk management, these are just a few of the topics we cover. We encourage you to think outside the box and develop diverse education sessions.

DEADLINE:

Friday, July 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
- Learning Objectives (3)
- Category and Sub-Category
- Speakers, biography and former experience on the topic
- If topic has been presented at another conference, add PowerPoint/additional materials
- White Paper (if there is one)

PRESENTATION LIMITS, LENGTH AND SPEAKER LIMITATION:

- 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.
 - Only one representative from a company is permitted to be a speaker on a session.
 - All speakers need to be subject matter experts.
 - 60-minutes: a maximum of two (2) speakers one should be a risk manager.
 - 20-minutes: One (1) speaker
- Career Lab, Global Studio, Innovation Hub and Thought Leader Theater. Presentations are unique, cutting edge and offer creative solutions.

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

For full information on the RIMS 2020 session submission process, click [here](#)

Primary Contact and Speaker/Risk Manager Contact Information

[Required] I am a:

Primary Contact (REQUIRED)

Salutation ▼

*First Name

*Last Name

Suffix

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 and Submit**

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

[clear selection](#)

60 minutes

20 minutes

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)

Industry (IND)

Cyber and Technology Risk (CTR)

Career Lab (CAL) 20-minutes

The Format Length dictates the type of session and number of speakers.

- 60 minutes: Education that drives participation, discussion and engagement.
- 20 minutes: Career Lab, Global Studio, Innovation Hub and Thought Leader Theater. Presentations are unique, cutting edge and offer creative solutions.

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- Insurance, Legal and Regulatory (ILR)
- Risk Modification and Loss Control (RMLC)
- Strategic and Enterprise Risk Management (SERM)

- Innovation Hub (IH) 20-minutes
- Thought Leader Theater (TLT) 20-minutes

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

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

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

[clear selection](#)

- Yes
- No

At what conference was it presented? **REQUIRED**

How many people attended the session?

Please provide a PowerPoint or articles that pertain to the presentation. **REQUIRED**

File types allowed for upload: PDF, DOC, PPT

No file chosen

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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

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 committee Chair or the Chapter President to **get their permission.**

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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

If your 60-minute session is not accepted, would you like to be considered for the 20-minute session in the Career Lab, Global Studio, Innovation Hub or Thought Leader Theater? These sessions have a maximum of 1 speaker, and are delivered inside the Marketplace (Exhibit Hall). **REQUIRED**

[clear selection](#)

- Yes
- No

Who does the content of this submission belong to? **REQUIRED**

[clear selection](#)

- The content belongs to the submitter.
- The content belongs to the company.

What Country Does Your Topic Applies To? **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 **Friday, July 19, 2019, 11:59 PM (EDT)**. Please click the **CONTINUE** button.

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.

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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: Friday, July 19, 2019, 11:59 PM (EDT)**.

ADDING SPEAKERS - Mandatory Step

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.

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

Submitter Contact Information	
Ms. Kamy Persaud Education Manager	
Submission Information	
Test 6/24	 

Click icon to Add your speaker(s)

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.

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Session Submission Form (SSF) - Program Information

Add Speakers

Add an additional speaker/risk manager.

First Name:

Last Name:

Email Address:

Search

Cancel

Search – Name, Email

Questions? Contact Speakers@RIMS.org

Add Speakers

Individual Name	Organization	Member Status
<input checked="" type="radio"/> Medina, Theresa	RIMS	Yes
<input type="radio"/> Medina1, Theresa		No
<input type="radio"/> Medina4, Theresa4	RIMS Hub	No

Continue

Search Again

Click the radio button to add.
If your speaker information cannot be found - Click on "Search Again"

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Add Speakers

Add an additional speaker/risk manager.

First Name:

Last Name:

Email Address:

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.

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Speaker / Risk Manager

Salutation

***First Name**

***Last Name**

Suffix

Credentials

Title

***Email**

Work Phone

Phone Ext

Cell Phone

Organization

Address1

Speaker Bio Upload **REQUIRED**

File types allowed for upload: PDF

No file chosen

RIMS reserves the right to change the session titles, descriptions, length of sessions, number of speakers, and to record or live stream your sessions.

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

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Submitter Contact Information	
Ms. Kamy Persaud Education Manager	
Submission Information	
Test 6/24	 
Erin Redmond-Carney Senior Event Coordinator (Speaker)	 



Print Preview

Back

Submit

TO SAVE – Click on
“SUBMIT”

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 submission for the RIMS 2020 Annual Conference & Exhibition in Denver, CO, May 3-6. Your submission is **SBF ID 31 ; Test 6/24**.

Your submission will be reviewed by the RIMS Annual Conference Programming Committee (ACPC) in late August. You will be notified by September 6 of the final status of your submission.

You have until **Friday, July 10, 2019, 11:59 PM (EDT)** to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2020/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.

Thank you,
RIMS Events & Exhibitions Team



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EMAIL NOTIFICATIONS



Kamy Persaud,

Kamy Persaud has submitted a Program Suggestion for RIMS 2020 Annual Conference & Exhibition in Denver, CO May 3-6, 2019 and has added you as a speaker for the following session: Test 6/24, SSF ID #: 31.

Please Note: This is NOT A CONFIRMED session.

If this session is accepted, you will receive notification from the submitter of this session.

If you have any questions, please contact Speakers@RIMS.org.

Thank You,
RIMS Events & Exhibitions Team



Kamy Persaud,

Thank you for your submission, for the RIMS 2020 Annual Conference & Exhibition in Denver, CO, May 3-6. Your submission is **SSF ID 31: Test 6/24**.

Please Note: This is NOT A CONFIRMED session. Your submission will be reviewed by the RIMS Annual Conference Programming Committee (ACPC) in late August. You **will be notified by September 6 of the final status of your submission**.

You have until **Friday, July 19, 2019, 11:59 PM (EDT)** to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2020/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.

Thank You,
RIMS Events & Exhibitions Team