

CMSS Proposal Submission Guide

CMSS is introducing a new proposal submission system for the Annual Meeting 2026. This guide is designed to support first-time users through the submission process with clear, step-by-step instructions.

If you are submitting a proposal for the first time, please review and follow the steps below carefully to ensure successful completion. If you have any questions during the submission process, please contact us at education@cmss.org

1. Create an Account or Log In:

[Submitter Login Page - Call for Proposals - CMSS Annual Meeting 2026](#)

On the login page, you will see two options:

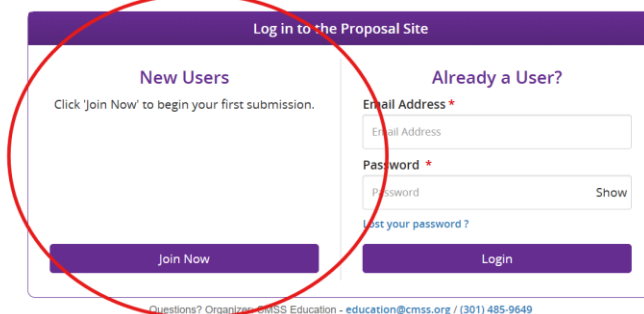
New Users

- If this is your first time using the system, select **“Join Now”** to create an account and begin your submission.

Already a User?

- If you already have an account, enter your email address and password
- Click **“Login”** to continue using your existing account
- Important: Use the same email address associated with your account

You will be using this form to provide your contact information and your required submission details for review. Click Join Now below to begin.



Log in to the Proposal Site

New Users
Click 'Join Now' to begin your first submission.

Already a User?

Email Address *
Email Address

Password *
Password Show

Lost your password?

Join Now Login

Questions? Organized by CMSS Education - education@cmss.org / (301) 485-9649

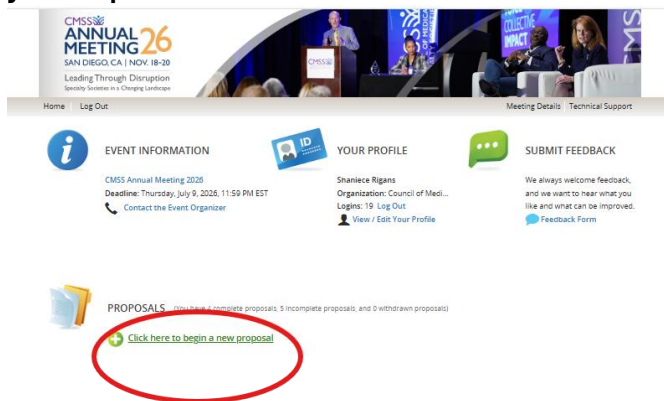
2. Complete Registration

- Complete all required fields (*) to create your account
-You must create a password for your account.
-As the account holder, you will serve as the primary contact for all information submitted through this account.
- Create your account

3. Accept the Consent Form

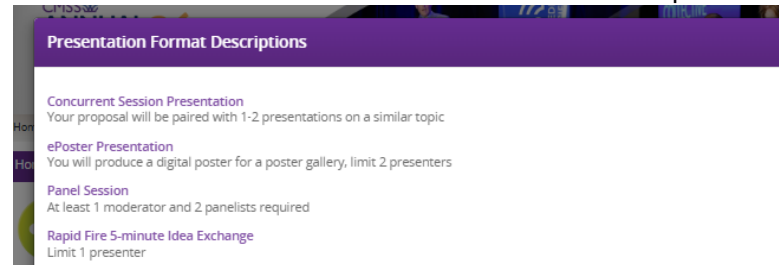
- Review and Accept the Cadmium Submission (Privacy Notice) Consent Form
- Select the option to accept; e-sign your full name and click **“continue”**

4. Start your Proposal



- When logged in, select **“Click here to begin a new proposal”**
- Enter your Proposal Title in the provided field
- Next, you will need to select **one presentation format** from the dropdown menu
 - Concurrent Session Presentation
 - ePoster Presentation
 - Panel Session
 - Rapid Fire 5-minute Idea Exchange

Below is a screenshot of the Presentation Format Descriptions:



- Click **“Submit”**

5. Task List

TASK LIST Save Proposal

Please click on each task below to enter the requested information.
Once completed, the task will then appear with a large green check mark.
After you have completed all of the tasks below, select "Save Submission".

TEST, AYESHA
Proposal ID: 2428838
Presentation Format: Concurrent Session Presentation
Proposal Status: Active

New proposal was successfully added.

- 1. Presenter(s) for Concurrent Session Presentation**
Click here to add authors to this submission.
- 2. Proposal Information**
Add Proposal Details.
- 3. Learning Objectives**
Provide 3 learning objectives that are clear, measurable, and achievable.

Save Proposal

Part I. Add Presenter Information

Presenter List

-You must add at least 2 presenters and no more than 4.

-You must add at least 1 moderator.

-You must add at least 2 panelists.

- Please create the list of authors for this submission.

To add an author:

Type the author's first name, last name, and email address.

Click 'Add Author.'

- To complete an author's profile:

Click on the '**Edit Author**' button to complete the required (*) fields

A **green** check mark indicates a complete profile.

Once the profile is complete, click '**Save Authors**' to complete the task.

Complete Attendance Attestation

For each presenter, you must attest that each presenter is aware of this proposal and has committed to presenting in-person*

Select **"Yes"** from the dropdown.

Select “Continue”

Home / Log Out Meeting Details Technical Support

Home / Proposal / Talks / Attendance Attestation

ATTENDANCE ATTESTATION Continue

Please indicate the role the identified person will play in the presentation.

You must attest that this presenter is aware of this proposal and has committed to presenting in-person. *

Continue

Part II: Proposal Information

8. Complete Proposal Details

- Proposal Title
(A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation)
- Select the appropriate category from the dropdown
- Then, select the sub-category and click on the check boxes
- Add your abstract
(Provide an abstract (up to 300 words) describing the content that will be covered during the presentation)
- Select “**Continue**”

19 characters (Max 150 characters)
1 word (Max 50 words)

Category *

Business Development & Financial Sustainability

Sub-Category

Corporate Development / Industry Relations

Fundraising

Non-Dues Revenue Development

Product Development

Provide an abstract (up to 300 words) describing the content that will be covered during the presentation. *

Test...

Part III: Learning Objectives

9. Add Learning Objectives

(Provide 1-3 learning objectives that are clear, measurable, and achievable)

- Enter required (*) learning objectives in the provided text fields
(Note: A helpful list of objectives is available—please click the provided link to view them)
3 objectives are required for Concurrent and Panel presentations
1 objective is required for ePoster and Rapid-Fire presentations
- Select “**Continue**”

Final Review & Submission

10. Review Your Proposal Summary

- Once completed, the task will then appear with a large green check mark. After you have completed all of the tasks, select **"Save Proposal"**

The screenshot shows a 'TASK LIST' page with a 'Save Proposal' button at the top right. Below the header, there is a light blue box with instructions: 'Please click on each task below to enter the requested information. Once completed, the task will then appear with a large green check mark. After you have completed all of the tasks below, select "Save Submission"'. The main content area lists three tasks, each with a green checkmark and completion status:

- TEST_FINAL_SESSION**
Proposal ID: 245492
Presentation Format: Panel Session
Proposal Status: Active
Learning Objectives task was successfully completed on Monday, May 11, 2026, 12:16 PM
- 1. Presenters for Panel Session**
Completed Monday, May 11, 2026, 12:09 PM
Click here to add authors to this submission.
- 2. Proposal Information**
Completed Monday, May 11, 2026, 12:13 PM
- 3. Learning Objectives**
Completed Monday, May 11, 2026, 12:16 PM
Provide 3 learning objectives that are clear, measurable, and achievable.

A 'Save Proposal' button is located at the bottom of the page.

- You can also preview your proposal and make any necessary edits before submitting.

The screenshot shows a 'PROPOSAL SUMMARY' page with a 'Submit' button at the top right. Below the header, there is a light green box with instructions: 'You have completed all the required tasks for this proposal. Use the "Submit" button to complete your proposal.' The main content area lists three tasks, each with a green checkmark and completion status:

- 1. Presenters for Panel Session**
Completed - Wednesday, May 20, 2026, 1:05 PM
- 2. Proposal Information**
Completed - Wednesday, May 20, 2026, 1:08 PM
- 3. Learning Objectives**
Completed - Wednesday, May 20, 2026, 1:12 PM

A red circle highlights the text 'Click here for a preview of your proposal.' located below the third task.

11. Submit Your Proposal

Once everything is correct, select **"Submit"**

The screenshot shows a 'PROPOSAL SUMMARY' page with a 'Submit' button at the top right, which is circled in red. Below the header, there is a light green box with instructions: 'You have completed all the required tasks for this proposal. Use the "Submit" button to complete your proposal.' The main content area lists three tasks, each with a green checkmark and completion status:

- 1. Presenters for Panel Session**
Completed - Wednesday, May 20, 2026, 1:05 PM
- 2. Proposal Information**
Completed - Wednesday, May 20, 2026, 1:08 PM
- 3. Learning Objectives**
Completed - Wednesday, May 20, 2026, 1:12 PM

A red circle highlights the text 'Click here for a preview of your proposal.' located below the third task.

Confirmation Email

12. Check Your Email

A confirmation email will be sent only to the person submitting the form (the submitter). Review it carefully to ensure all details are correct.

Important Dates and Deadlines:

May 21: Call for Proposals Open

July 9 at 11:59 PM ET: Proposals Due

Week of August 17: Presenter Notification

November 18-20: [CMSS Annual Meeting in San Diego, CA](#)