NAPCRG

Call for Papers Submission FAQ

Where do I submit?
Visit submit.napcrg.org to submit your presentation.

What are the submission categories and requirements?
You can read the full call for papers, requirements and submission rules at naprcrg.org under Conferences > [Conference Name] > Call for Papers.

Help! I can't login!
Visit naprcrg.org, click Member Portal in the upper right corner and then Forgot Password to reset your password. After you have completed a password reset return to naprcrg.org to login and create your submission.

What is this Salesforce screen and should I grant access?
Yes, this screen is safe. You will only be asked this one time. It is required because our submission system runs through a different programbut uses your member account (which is in Salesforce) to link your login.

What fields are required for a submission to be complete? Questions with a red asterisk * must be answered for the submission to be considered complete. Incomplete submissions will NOT be reviewed.

How do I know when my submission is complete and ready for review?
Once you have submitted your proposal, your submission details will appear on the screen. Please review this carefully. Be sure to confirm the "Submission Completed" status.

> **GOOD TO GO:** When all required fields have been completed, your submission will be shown as: **Submission Completed: True**

Conference: Practice-Based Research Network Conference 2022

Category: Oral Presentations Research Completed

Submission Id: 3290

Submission Title: TEST: Example Submission

Submission Completed: True

✏ Edit Submission

<u>NOT</u> GOOD TO GO: When a required filed is missing, your submission will be shown as: **Submission Completed: False**

Click the blue pencil next to "Edit Submission" to complete the missing fields. **You MUST complete the missing fields or else your submission will be considered incomplete and NOT reviewed for consideration.**

Conference: Practice-Based Research Network Conference 2022

Category: Oral Presentations Research Completed

Submission Id: 3290

Submission Title: TEST: Example Submission

Submission Completed: False

✏ **Edit Submission**

How do I add co-presenters/authors?
Participants can be added to the presentation once your submission is completed. A link to share with other presenters/authors will be visible in the displayed blue box (see image).

Follow these instructions and provide the indicated information to other presenters/authors.

Invite Co-Author(s) to Submission

Copy the text in the blue box and email it to the co-author(s) that you want to include on this submission. This text contains all required information needed for the invitees to join the submission.

Please follow the link https://submit.napcrg.org/Presenter/AddParticipant?SubmissionId=3290 to add yourself to the Practice-Based Research Network Conference 2022 submission "TEST: Example Submission".

If you do not have an account you will need to create one by clicking "Create a New Account" on the login page. Once the account is created re-visit https://submit.napcrg.org/Presenter/AddParticipant?SubmissionId=3290

Once logged in you will be directed to select your role of "Co-Author" or "Lead Presenter" and complete a disclosure if it is not up to date.

Can I add other presenters after the submission deadline?
Yes - You can add lead and co-presenters after the submission deadline. We recommend doing so as early as possible to ensure information is correct in our conference materials.