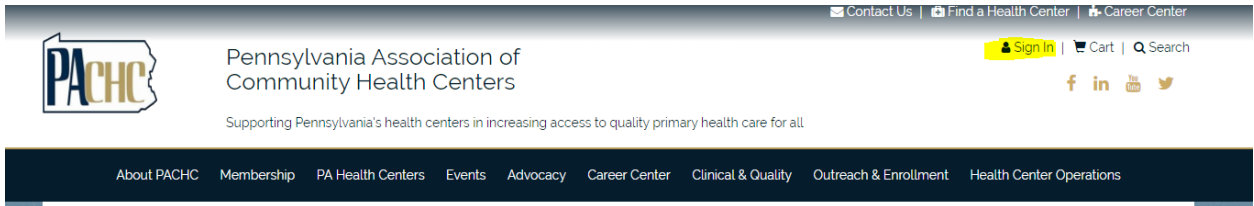
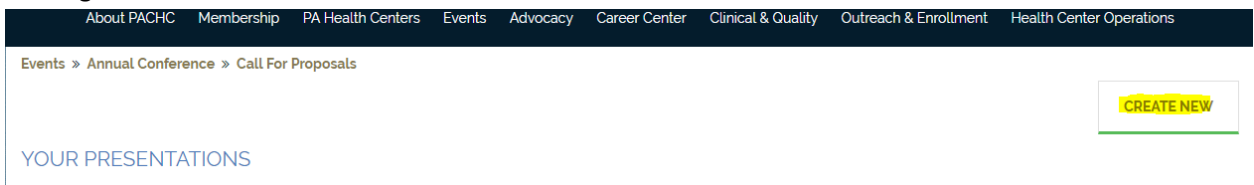


## Annual Conference Call for Proposals Instructions

1. You must be signed into your PACHC account to submit a Call for Presentation. Click sign in at the top right of the page and follow the instructions to login:



2. Once you're logged in, you will be able to create a new presentation submission by visiting the call for proposal page: <http://www.pachc.org/Events/Annual-Conference/Call-for-Proposals> and clicking create new



3. The next page you will need to enter the presentation title, select a presenter by using the "Find a Presenter" (even if you're the presenter, this is how you'll select yourself), and select the event which is the 2023 Annual Conference Call for Proposals. After all information is enter, click submit to proceed to the next page.

The screenshot shows the "CREATE NEW PRESENTATION" form. At the top, there is a breadcrumb trail: "Events » Annual Conference » Call For Proposals". Below the breadcrumb trail is the text "CREATE NEW PRESENTATION". Underneath, there is a description: "This form allows you to create a new presentation. Enter the presentation title and select the event for the presentation." The form has three main fields: "Presentation Title:" with a text input box; "Author:" with a dropdown menu labeled "Select a Presenter" and a link "Find a Presenter"; and "Presentation Submission Event:" with a dropdown menu labeled "- Select an Event -". At the bottom of the form, there are two buttons: "CREATE PRESENTATION" and "CANCEL".

4. Select the "Presentation Information" tab

The screenshot shows a web application interface for a conference call for proposals. At the top, the breadcrumb trail reads "Events»Annual Conference»Call For Proposals". Below this, the page title is "PRESENTATION SAMPLE". A navigation bar contains three tabs: "HOME", "PRESENTATION INFORMATION" (which is highlighted with a red box), and "DOWNLOAD FORMS". To the right of these tabs is a "RETURN TO PRESENTATIONS" button with a right-pointing arrow icon. A blue banner below the navigation bar contains the text: "YOUR PRESENTATION WILL BE AUTOMATICALLY DELETED IF NOT SUBMITTED BY THE 6/14/2019 DEADLINE". The main content area is divided into two columns. The left column is titled "PRESENTATION SUMMARY" and contains a table with the following information: Presentation ID: 12615, Presentation Title: Presentation Sample, Presentation Status: New Proposal, and Presentation Submission Event: 2019 Call for Proposals. The right column is titled "CHECKLIST" and contains the text: "The following requirement(s) must be met in order to submit a presentation. Click on a requirement to see an explanation." Below this text is a checkbox labeled "Presentation Document" which is currently unchecked. At the bottom of the checklist section is a "SUBMIT PRESENTATION" button.

5. You'll be taken to the "Speaker Information" tab within the presenter information:

The screenshot shows the same web application interface, but now the "PRESENTATION INFORMATION" tab is selected. The navigation bar now shows "HOME", "PRESENTATION INFORMATION" (highlighted with a white background), and "DOWNLOAD FORMS". The "RETURN TO PRESENTATIONS" button remains. The blue banner with the deadline notice is still present. The main content area is now titled "PRESENTATION DOCUMENT" and contains the text: "This area allows you to manage your main presentation document." Below this text is a "SAVE" button. At the bottom of the page, a new navigation bar is visible with three tabs: "SPEAKER INFORMATION" (highlighted with a white background), "PROPOSAL INFORMATION", and "FULL DISCLOSURE".

6. Complete the section and click save at the bottom of the page:

Enter Remit Payable to 5 Digit Zip Code. i

**Presenter Bio**

Please provide a brief bio (750 characters). \* i

**SAVE**

7. You will then need to scroll back up to complete the other two tabs. Click the proposal information tab:

**Speaker Information** | **Proposal Information** | Full Disclosure

**Presenter Information**

Enter Speaker Name: \* i

Enter Speaker Title: \* i

8. Complete the section:

**Speaker Information** | **Proposal Information** | Full Disclosure

Enter Speaking Reference (Include Name, Email and Phone Number): \* i

Enter Speaking Reference (Include Name, Email and Phone Number): i

9. And click save at the bottom of the page:

PACHC will provide a laptop, LCD projector and screen for all presenters. Please list your additional audio/visual equipment needs. i

**SAVE**

10. Scroll back to the top to select the “Full Disclosure” tab. Select an option and click save at the bottom of the page:

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|                     |                      |                 |
|---------------------|----------------------|-----------------|
| Speaker Information | Proposal Information | Full Disclosure |
|---------------------|----------------------|-----------------|

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It is the policy of the PA Association of Community Health Centers (PACHC) to request that all presenters participating in PACHC sponsored events disclose any affiliations or financial interests (any financial relationship in any amount occurring within the past 12 months that creates a conflict of interest) with any commercial interest (any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on patients.) Any disclosure does not prevent a speaker from presenting, but the relationship or even the lack of any relationship must be disclosed to the audience prior to the presentation, in accordance with the Standards of the Accreditation Council for Continuing Medical Education.

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Check One \*

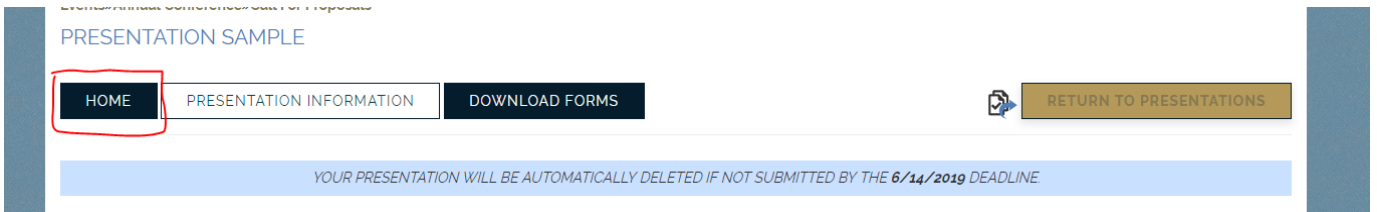
• I have (or someone in my immediate family) has a financial relationship with a commercial entity that may have a direct interest in the subject matter of this session and/or I am receiving financial support from a commercial interest for this presentation. (There is no need to disclose the actual financial value of any affiliation.)

• I have no financial relationship or interest (nor does any immediate family member) in any commercial interest that may have a direct interest in the subject matter of this session and I am not receiving any financial support from any commercial interest for this presentation.

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**SAVE**

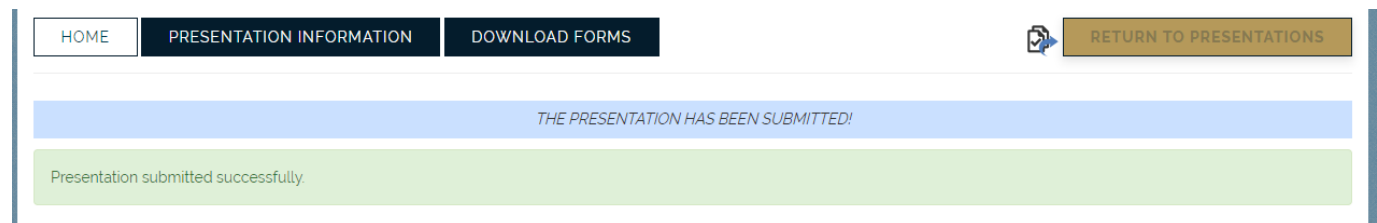
11. Select the “Home” tab at the top of the page:



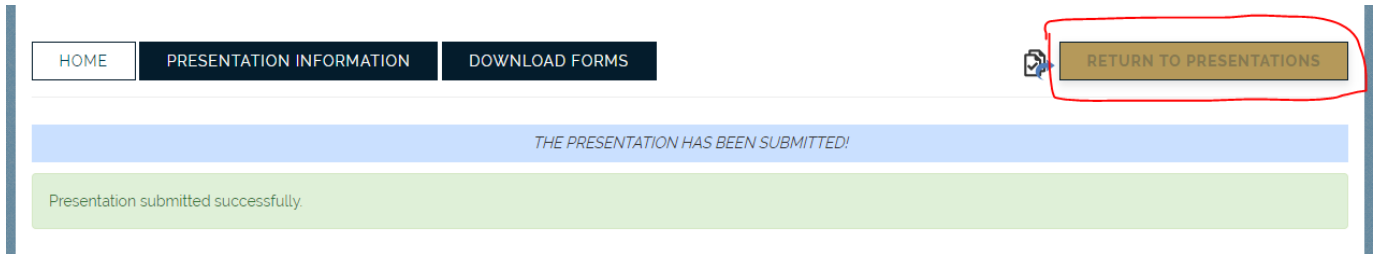
12. If the button by presentation information is not blue, go back to the “Presentation Information” to make sure you have completed all the required information. If all your presentation information is complete, the button by presentation document will be blue. You then can click submit presentation (there is also an option to delete the presentation).



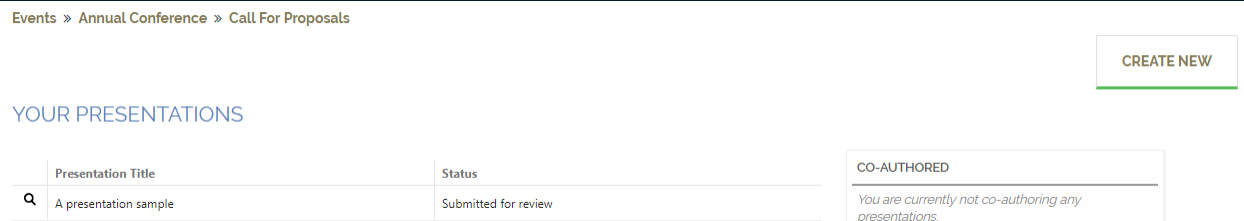
13. The screen will show that your presentation has been successfully submitted and you will receive an email notification from PACHC:



14. Click the gold “Return to Presentations” button to return to the main call for proposals page:



15. In the main call for proposals page, you will now see the presentation you submitted in the list of “Your Presentations.” You can view your submissions from this screen or create a new submission:



16. If you need to make changes to a presentation that has been submitted, you need to contact our events manager, Amanda Tekely at [amanda@pachc.org](mailto:amanda@pachc.org).