



50TH ANNUAL CONFERENCE 18TH ANNUAL RESEARCH SYMPOSIUM



POWER OF CONNECTION

Instructions for Confirming and Revising Sessions

To confirm your session—required by August 25:

- Only the **person who originally submitted** your proposal has access to the record to confirm participation.
- Log in on [our website](#). On your eePRO account page, click on the **“Confirm/Edit Proposal”** link in the eePRO User Menu in the navigation bar on the left.
- This link will take you to your home page in All Academic, our proposal management system.
- Click on **Submit or Edit a Proposal** to open your session list.
- Scroll down to the Submissions section and select the correct session.
- Click on “Confirm Participation” in the action menu on the right and select yes or no. (Note that the system defaults to “no,” so to confirm your session, you must respond by clicking “yes.”)
- There is no mechanism in the system that allows us to send a follow-up message upon confirmation, so please note that **you will not receive confirmation of this action** but can rest assured that the result is recorded.

eePRO User Menu

- Edit Profile
- Edit Contact Info
- Join a Group
- Add Content
- Find People
- Join/Renew Membership
- Get Learning Credits
- **CONFIRM/EDIT PROPOSAL**

Submitter Menu

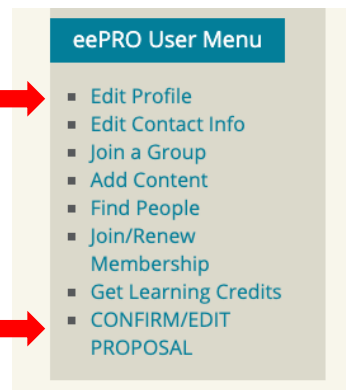
- Submit or Edit a Proposal**
- Volunteer to be a Reviewer
- Message Center**
Read messages sent from this site.

Action

[review summary](#)
[edit](#)
[confirm participation](#)

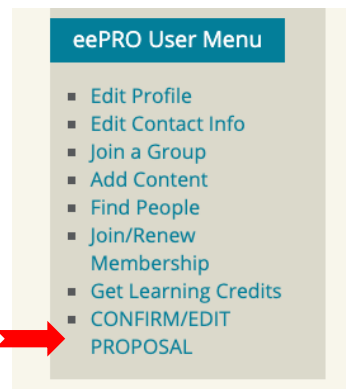
To change names, affiliations, and email addresses of current presenters—complete by August 25:

- **Careful! This requires two steps** and many people miss the second one.
- Log in to the [NAAEE website](#) and click on “Edit Profile” in the eePRO User menu in the navigation bar on the left. Make the desired changes to your eePROfile and click “Save” at the bottom of the page.
- **Click** on the “CONFIRM/UPDATE SESSION” link in the eePRO User Menu in the navigation bar on the left to link your changes to your record in All Academic.
- This link takes you to your home page in All Academic and created the “handshake” between the two systems required to update your record in All Academic. Once you have reached this page, your update is complete and you may log out.



To revise session descriptions or change presenters:

- **Only the person who submitted a proposal can revise it.**
- Log in on [our website](#). On your eePRO account page, click on the “**Confirm/Edit Proposal**” link in the eePRO User Menu in the navigation bar on the left.
- This will take you to your All Academic home page.
- Select “Submit or Edit a Proposal” on the submitter menu.



- Select the correct session, and click on “Edit” in the action menu on the right.
- Make your changes, and be sure to save them before closing out.

To add a new presenter to your session—complete by August 25:

- Only the person who submitted the proposal can make changes, including adding a new presenter.
- The new presenter must have an account in eePRO, and that account must be linked to All Academic.
- To create a new account, go to the login page on the [NAAEE website](#) and click Create an Account:
- Add your name, email address, and organization (and any other information you'd like to add). Be sure to check spelling and capitalization, as your information will appear in the conference program as it appears here. Click on “Create New Account” at the bottom of the page.
- Link the new account to All Academic by clicking on the “Confirm/Edit Proposal” link in the eePRO User Menu in the navigation bar on the left.
- Follow the instructions above to edit your proposal.

