Call for Abstracts Module
Registration Process

Welcome Screen

- This is the first step for speakers to submit their abstract submission.
- The link provided to them will direct them to this page as their opening screen.
- Speakers will select the “start” button to begin their abstract process.

Welcome!
Welcome! Please use this form to provide abstract details for proposed speakers, facilitators, and content for the 2017 NABA National Convention & Expo.

Start
**Account Search Screen**

Speakers will search for their account in the database. If they have an account, they will be directed to the next step of the process (step 4). If they don’t have an account they will be directed to set up an account (step 3).

![Account Search Screen Diagram]

**No Search Found, New Account**

Corporate Partner selects the “Start” button to begin new registration. They can also select “New Search” to try their search again.

![New Account Search Screen Diagram]
This step asks the speaker to input their author/speaker information and the information related to the abstract.

The speaker will need to provide a short biography, photo, and references.
Abstract/Session Information

- This step asks the speaker to supply their detailed information regarding their abstract submission.
- They will need to provide a title, description, CPE requirements, topics, and more.
- All of this information can be “saved and edited later” if they don’t have all the details at the time.
Learning Objectives

Please note below the knowledge, skills, and abilities participants in this course, session, speech, or presentation should be able to develop as a result of their participation. Be careful not to simply note what the instructor plans to cover, but to instead note what the participant should know or be able to do after their participation is complete. Please be as specific as possible and use bullet points.

Example:

After completing this course, participants will be able to:

- Differentiate between the three basic levels in an organization
- Associate each strategic plan with the appropriate organization level
- Apply the strategic planning process to create a product marketing plan

*Complete this phrase "Upon completion of this course participants will be able to..."

Major Highlights

* In bullet point form, please note the major topics that will be highlighted during this course, session, speech, or presentation.

Ideal Participant

Please describe the type of individual who would benefit from participating in this course, session, speech, or presentation.

Ideal Participant

Please note all of the professional level(s) at which the ideal participants could currently be employed.

- Staff Analyst
- Senior Staff
- Manager
- Senior Manager/Controller
- Partner/Director/CEO/COO

Please select the Knowledge Level for this abstract.

- Advanced
- Basic
- Intermediate
- Update

Prerequisites

Intermediate, advanced, and update knowledge levels require experience or education prerequisites. If this course, session, speech, or presentation has a knowledge level other than basic, please note what experience or education they should already have prior to participating below.

Please select the appropriate Competency.

- Leadership & Communication
- Strategic Thinking, Critical Thinking, and Judgment
- Collaboration and Synthesis
- Technology

Practical Specialty Areas

Please select below all practice specialty areas related to this course, session, speech, or presentation.

Accounting & Auditing
- Business & Industry (Functional area)
- Business Valuation/Litigation Services BVLS
- Employee Benefits
- Fraud & Forensics

Government Contracting
- Government & Not-For-Profit
- Personal Financial Planning (PFPL)
- Taxes

Your information will not be saved until you have completed all of the required information on this page and the next page. You will be able to make changes to your submission through SHUT DOWN DATE. Please click the CONTINUE button.
This page allows the speaker to review the content they have completed. They can also add another speaker on this screen.