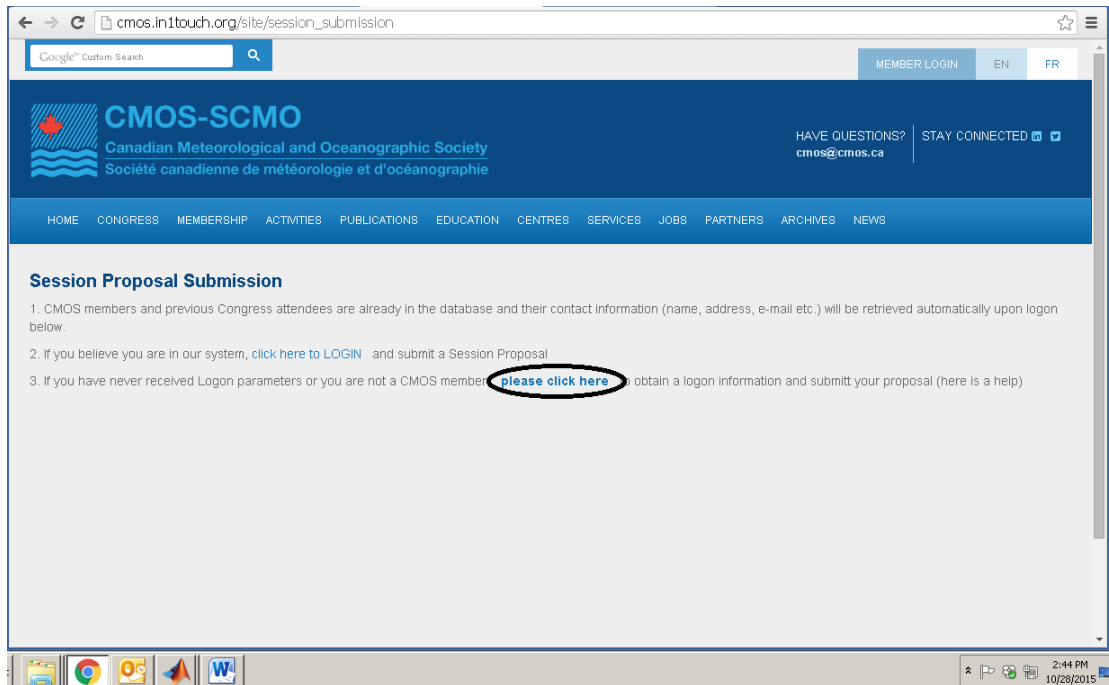


# How to submit a Proposal if you are not a member of CMOS-SCMO

First: obtain a username and password,

1. go to the [http://cmos.ca/site/session\\_submission](http://cmos.ca/site/session_submission)
2. click on option 3 in the page (see figure below):



3. Complete all mandatory sections (identified by \*), then at the bottom of the page click next (see figure below):

The screenshot shows the "SESSION/ABSTRACT SUBMISSION - PERSONAL INFO" form. The form is divided into two main sections: "Application Information" and "Primary Contact Information".

**Application Information**

New application only. To renew a membership, please use the members only section of the web site or the form sent to you by mail.

Professional Sanctions

Title

First Name\*

Last Name\*

Initial

Institution or Company Affiliation

**Primary Contact Information**

Primary Email Address\*

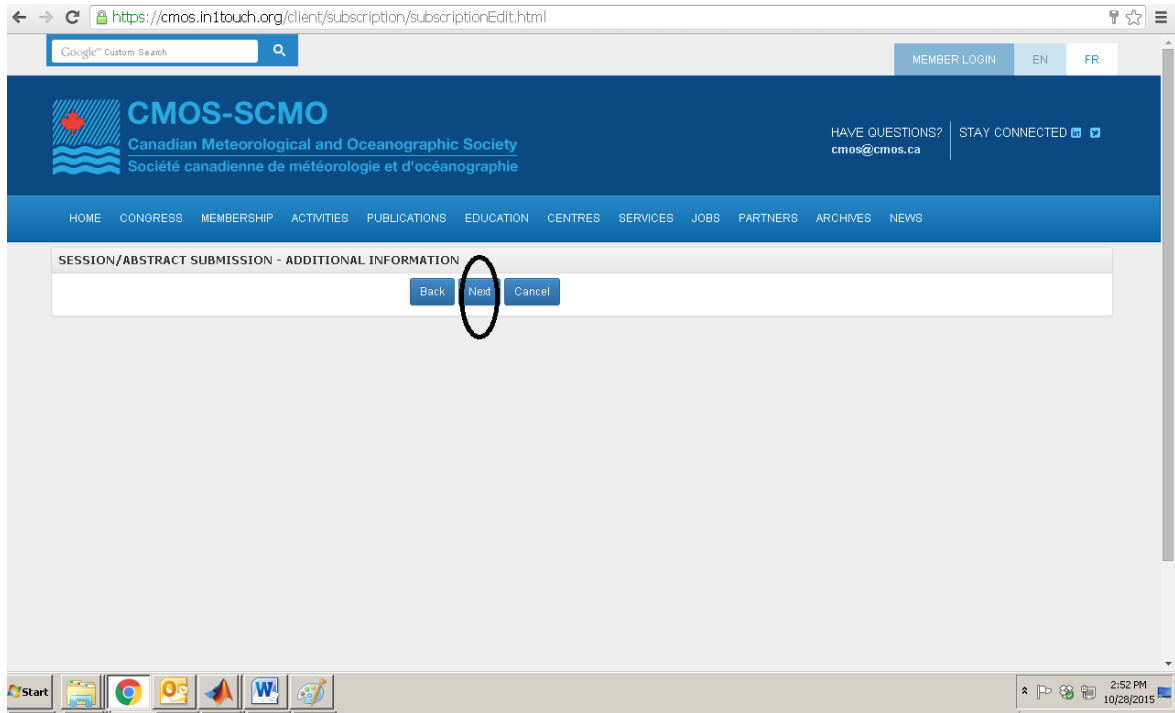
Primary Phone\*

Primary Extension (if required)

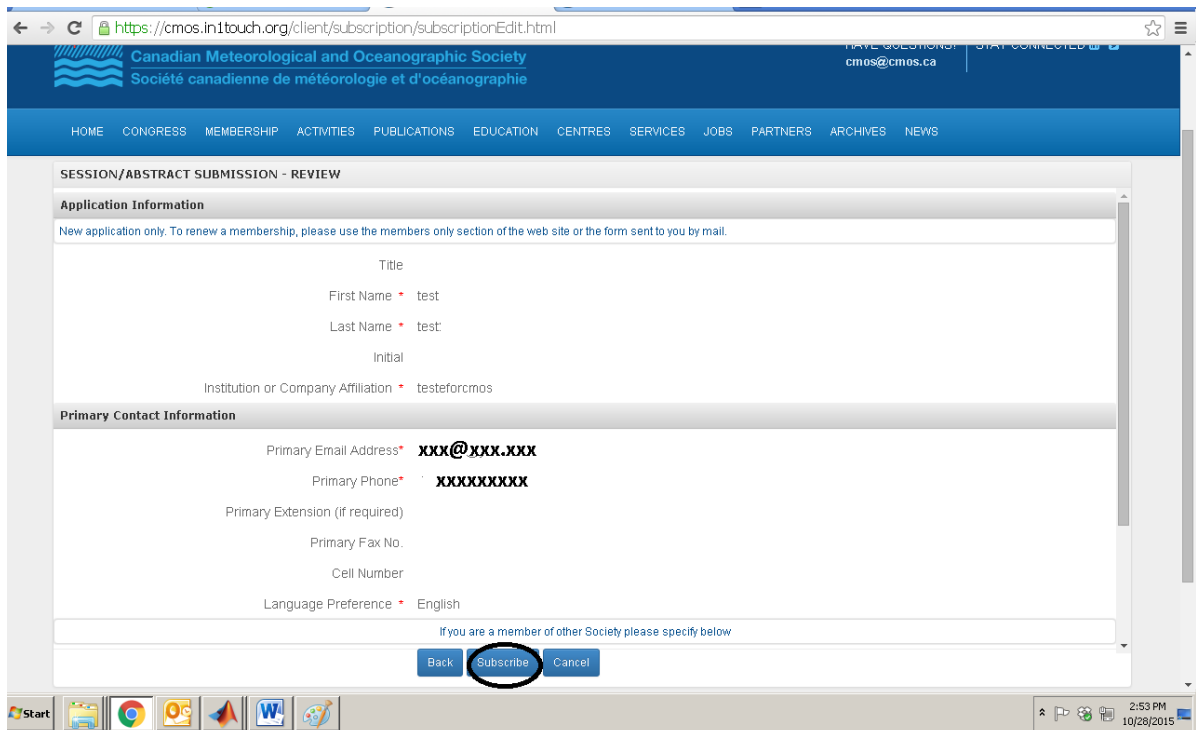
Primary Fax No.

The asterisks (\*) next to "First Name", "Last Name", "Primary Email Address", and "Primary Phone" indicate mandatory fields. The "Initial" field is circled in black.

4. a page like the figure below will show up, click “Next”

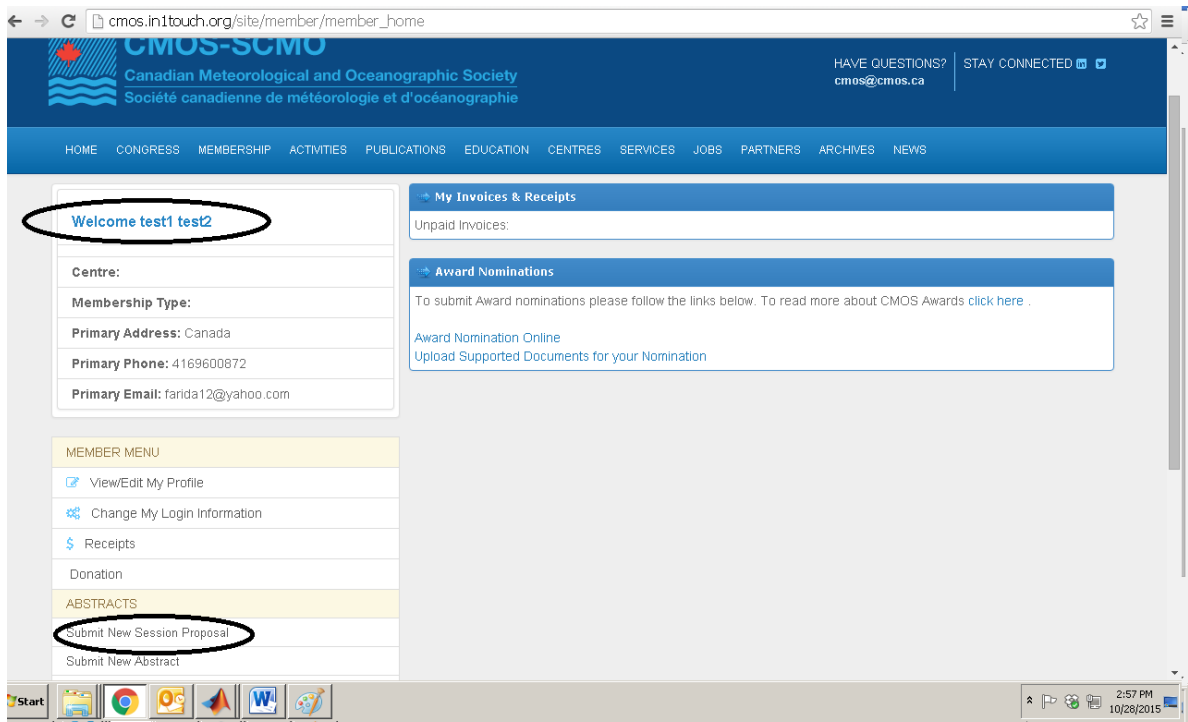


5. the “Application Information” page will appear, Click on “Subscribe” bottom at the end of the page:



## Second, submit a proposal

6. next the main user page (with welcome at the left side of the page) will appear. Now you are able to submit your proposal by clicking on the “Submit New Session Proposal” in the left side of the page (see figure below):



7. The following page will appear complete the page based on the requirements, and click submit.

