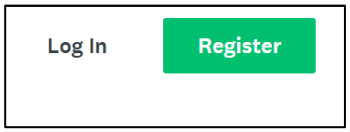
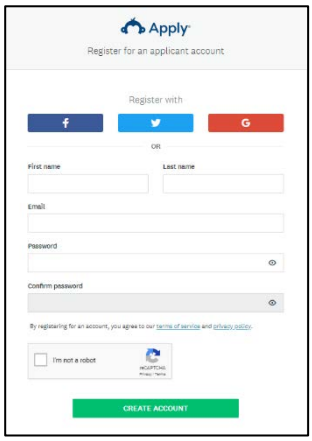
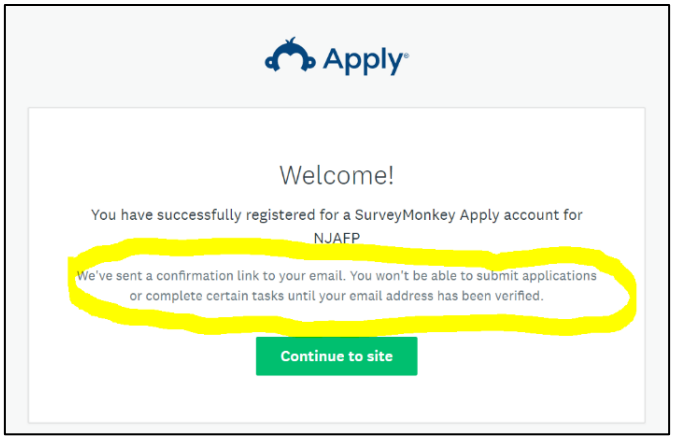
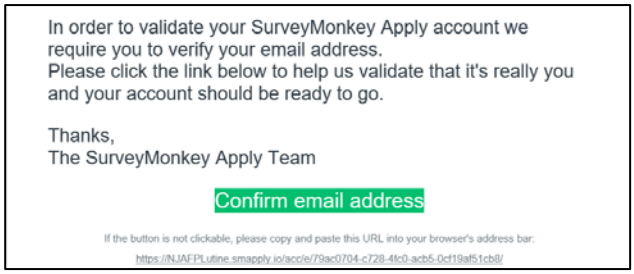
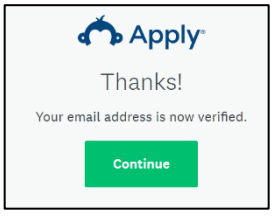
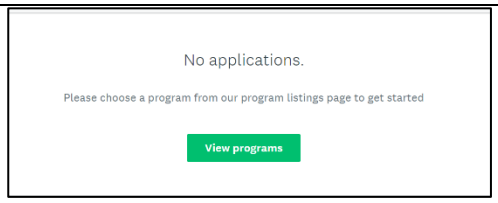
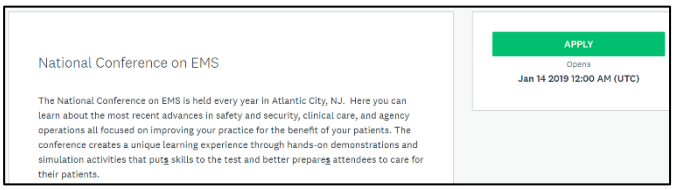
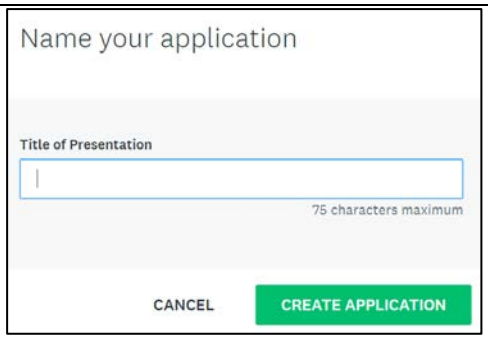
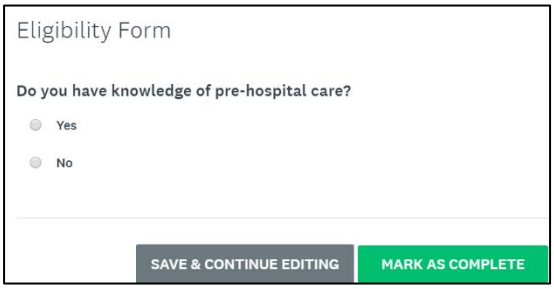
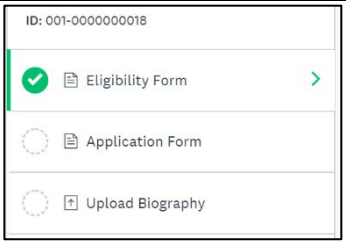
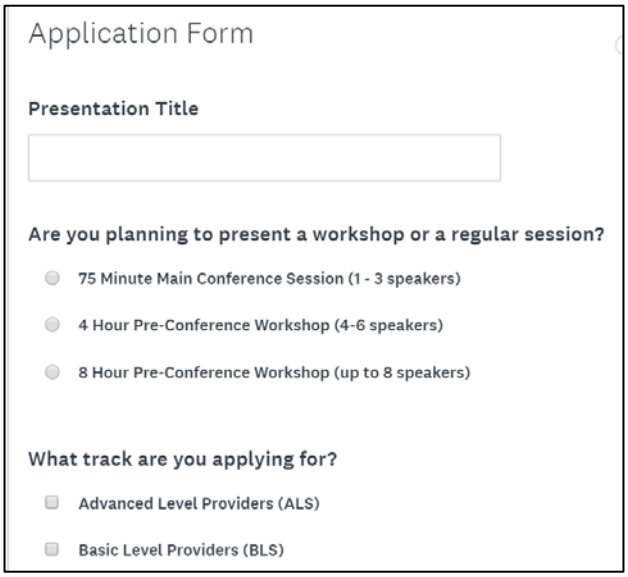
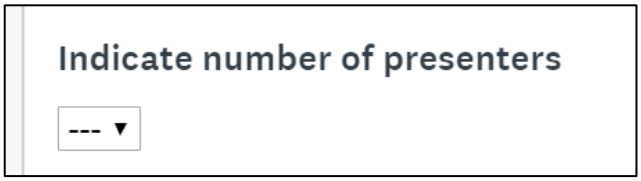
How to Use the New Speaker Application Portal

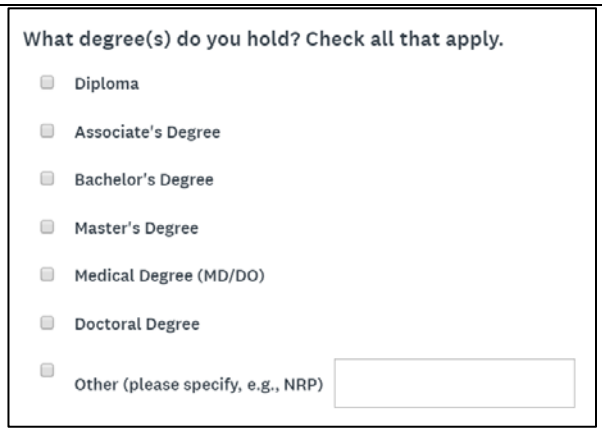
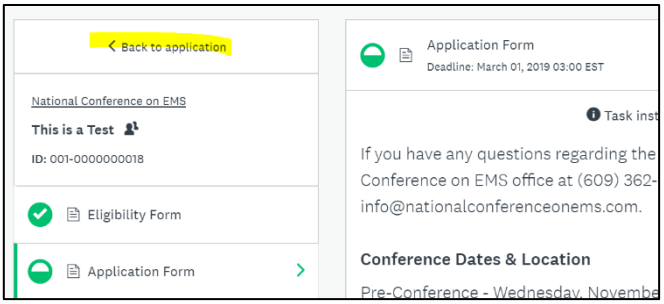
Applicants must register on the site before they can submit an application.

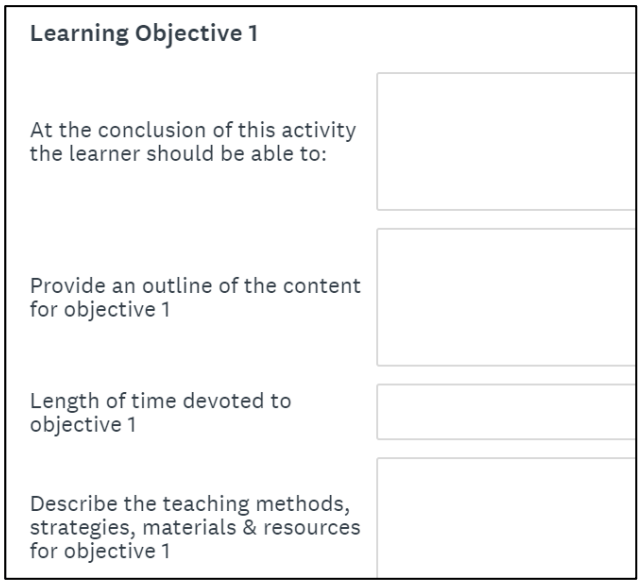
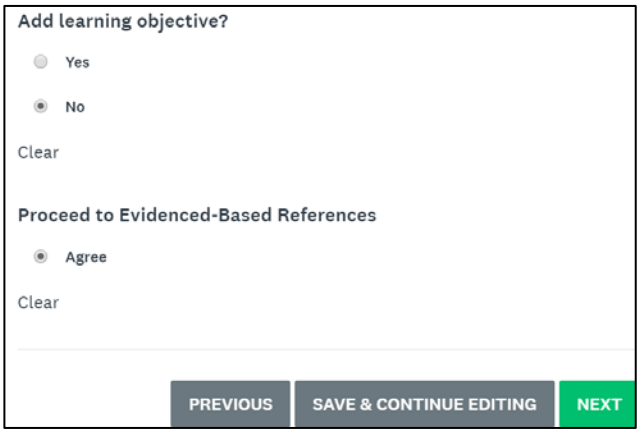
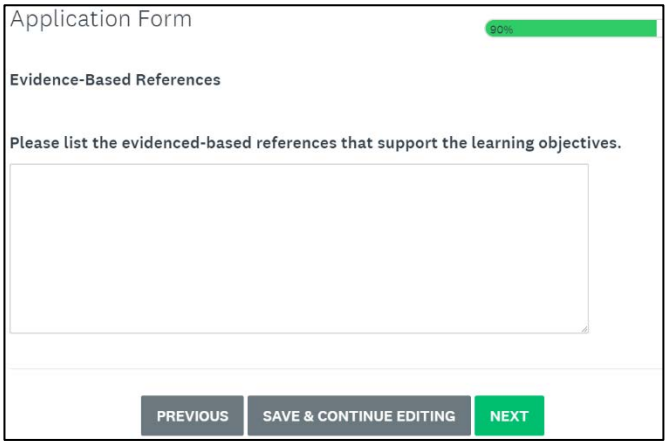
Go to: https://njafplutine.smapply.io/prog/national_conference_on_ems/

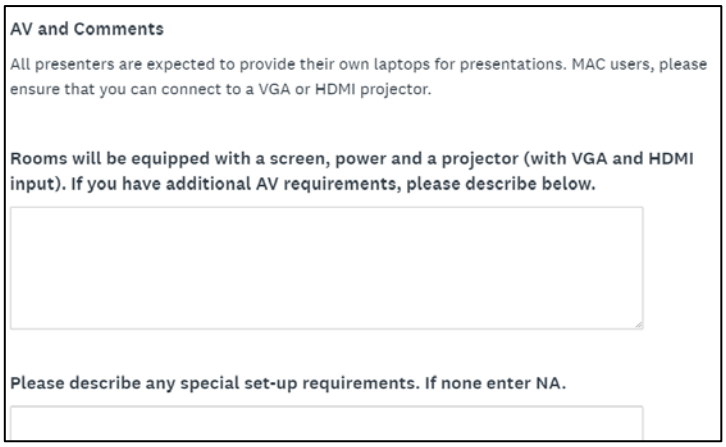
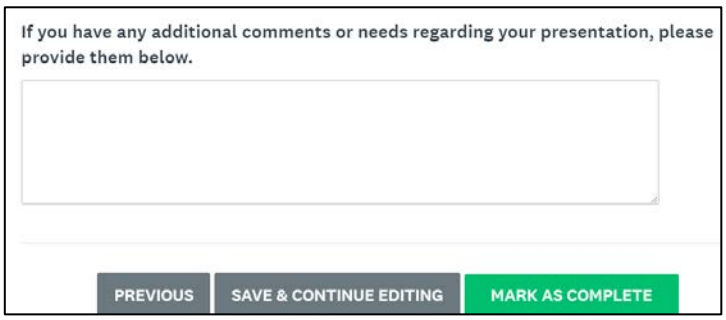
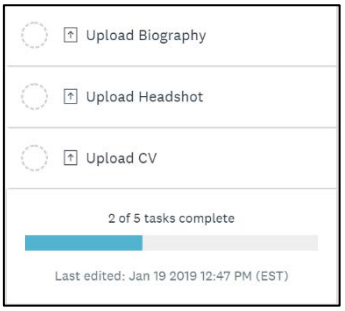
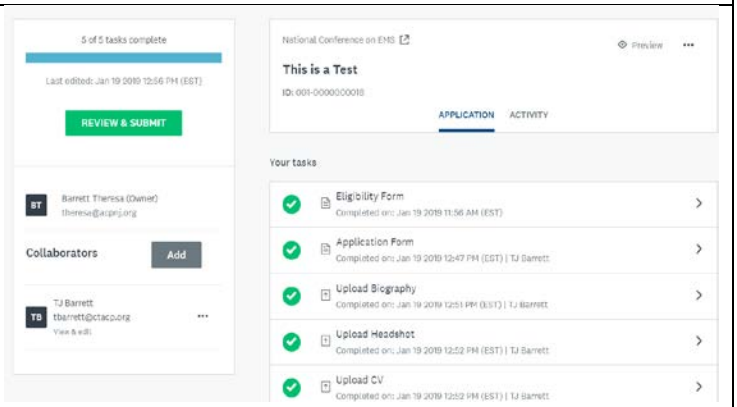
1. First time users go to green "register" button at the top right of the screen and complete the form	
2. NOTE: Applicant must remember user name and password to re-enter the application. 	
3. A confirmation email will be sent to the applicant once they register to confirm their email address. Click the link to confirm your email. You will be taken to the confirmation screen.	
4. Select "Continue."	

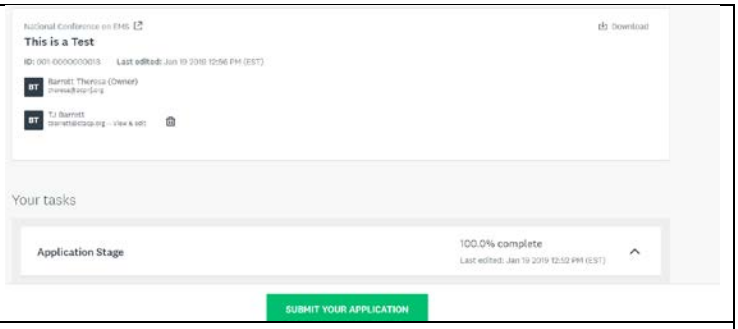
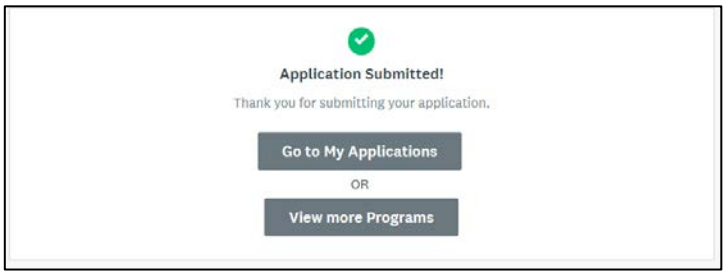
5. Choose “View Programs” to access the application site.	
6. Click “More”	
7. Click “Apply”	
8. Enter the title of your presentation and click “Create Application”	
9. Complete each task. You will not be able to submit your application until all tasks are completed.	

10. Eligibility Form – The conference planners wish to know if you have pre-hospital experience. Answering “no” does not disqualify you as a possible presenter. 11. Once you have answered click “Mark as Complete”	
12. Once you have completed the Eligibility Form, move to the Application Form by clicking on the box.	
13. Re-enter the same presentation title you used to start the application. Complete the application in its entirety.	
14. You must enter the number of presenters for your session. Note that there is a limit on the number of speakers for each session type. 75 Minute Main Conference Session (1 - 3 speakers) 4 Hour Pre-Conference Workshop (4-6 speakers) 8 Hour Pre-Conference Workshop (up to 8 speakers)	

15. Select all the degrees that you hold by clicking the appropriate box. For each degree held, you will be asked to provide: - Institution - Institution City/State - Field of Study - Degree Conferred - Year of Graduation Each presenters will be required to complete this information.	
16. Click Additional Degree to add more degrees. Repeat the process until you have entered all the information related to your degree.	
17. Once you have completed the education section, you will be taken to the Disclosure of Financial Conflict of Interest. Please complete all fields. Each presenter will be required to complete this information.	
18. Once you have completed your disclosure, and if you have indicated that there will be additional speakers, you have 2 choices: You can invite them to collaborate with you by returning to the application (top left of the application page) and invite your additional speaker(s) to access your application and complete their education and disclosure information or you may complete the information for them.	

19. In the next section of the application you will enter your learning objectives, a content outline for each objective, the length of time devoted to each learning objective, and the teaching method to be used. You will repeat this process for each learning objective. You must **have at least 3 learning objectives**. After you have entered 3 learning objective you will have the option to enter additional learning objectives (see below).	
20. After entering your learning objectives, you will enter your evidence-based references. Click agree and next.	 

21. The final step in the application is to indicate any additional audio-visual requirements besides the standard set-up or any special set-ups required for your presentation. You will also be able to provide additional comments in this section.	
22. When you are finished entering all information, mark the application as complete.	
23. The final three steps to complete the application are to include biographies for each speaker, as well as a headshot, and CV/resume.	
24. Once your co-speakers have completed all their requirements, the primary presenter must log back in and submit the application.	

25. Submit the application by clicking the green “submit your application” button.	
26. You will receive notification your application has been submitted.