How to Submit a Session for RIMS CANADA 2025 Conference

Visit www.RIMS.org/RIMSCanada2025SSF or https://www.rimscanadaconference.ca/rims-canada-2025/rims-canada-2025-ssf

- **The "Submit a Session" button will prompt you to login with your email address and RIMS password.**
- **If your contact information is not in the RIMS database, you will need to click on <u>Create an Account</u>.**
- **If you already have a record in our database and forgot your password, click on <u>Forgot Your Password</u>.**
- **If you know your login, please proceed to the next step.**

- **If you need assistance, please contact <u>RIMSCanadaSpkr@RIMS.org</u>.**
- **Deadline: Wednesday, April 16 at 11:59 pm EDT**

TO GET STARTED

Visit www.RIMS.org/RIMSCanada2025SSF read all information, then click on the Submit a Session button.

You will be prompted to login with your email address and RIMS password before you can complete a submission.

- **First-time Users**: You will need to "Create an Account (membership is not required).
- **Returning Users**: If you don't know your password, click on "Forgot your password? And complete all information.
- If you encounter any problems, contact RIMSCanadaSpkr@RIMS.org

SUBMIT A SESSION

EDIT YOUR SESSION

RIMS
the risk management society

Login

Email:

someone@example.com

Password:

Password

☐ Remember me

Uncheck if on a public computer

☐ I'm not a robot   reCAPTCHA Privacy - Terms

Login

Forgot your password?

Create an account

Don't have a RIMS log-in?

Create One

Not a member of RIMS?

Join Today

The SUBMIT A SESSION **button will prompt you to login with your email address and RIMS password.**

Speaking at RIMS Canada Conference: You will receive complimentary registration for the day you are speaking and have the option to upgrade your registration to a full conference pass for CAD $500.00. The full conference pass will give speakers access to the entire conference (opening night reception, exhibit hall, plenaries, and sessions). RIMS Canada Conference does not reimburse session speakers for expenses related to travel or entertainment, nor does it pay fees or honorariums.

We appreciate your dedication to RIMS Canada and to the advancement of risk and insurance professionals. If you have any questions about the process, please contact RIMSCanadaSpkr@RIMS.org.

Primary Contact and Speaker/Risk Professional Contact Information

[Required] I am:	● Primary Contact (REQUIRED)
Salutation	Ms.
*First Name	Ramy
*Last Name	Persaud
Suffix	
Credentials	
Title	Senior Event Program Manager
*Email	rparsaud@rims.org
Work Phone	(212)655-9955

Are you a Risk Professional? [REQUIRED]

clear selection

○ Yes - you are employed full time as a risk management professional for your organization

○ No

RIMS Canada Conference Education Committee reserves the right to edit the session titles and descriptions.

Continue

Once logged in you will see the following:

- **Your Contact Information**
- **Primary Contact (person submitting the session)**
- **Review your Contact Information.**
- **If the Primary Contact is also a speaker, please add in step 3.**
- **Complete the Form**
- **Continue**

Abstract Submission Form

Create content that leaves your audience wanting more. Attendees remember the last thing they heard. What action do you want them to take after your session, and how can they use the information they received?

Format Length: [REQUIRED]

clear selection

- ⦿ 60 minutes
- ○ 30 minutes (Thought Leader Stage)
- ○ 30 minutes (DEI Studio)

If your 60-minute topic is not accepted, would you consider presenting your topic for 30-minutes? [REQUIRED]

clear selection

- ○ Yes
- ○ No

Session Title: [REQUIRED]

Please click on the "Count" button to obtain a character count if you copied and pasted information from another source.

Characters remaining: 150 | count

Category: [REQUIRED]

Select **one** category for your session. RIMS Canada Conference reserves the right to change the category.

clear selection

- ○ Alternative Risk Transfer
- ○ Artificial Intelligence
- ○ Corporate Sustainability/ESG
- ○ DEI Studio
- ○ Industry
- ○ Insurance, Legal and Regulatory
- ○ Risk Modification/Mitigation and Loss Control
- ○ Strategic and Enterprise Risk Management
- ○ Thought Leader Stage

Complete all required information and click on CONTINUE or SAVE AND EDIT LATER until the deadline date.

Session Description: [REQUIRED]

Please click on the "Count" button to obtain a character count if you copied and pasted information from another source.

Characters remaining: 1200 [count]

Learning Objectives: [REQUIRED]

Provide three (3) bullet points on what attendees will learn from your submission. Objectives should be clearly measurable. You must complete this step in order to finalize your session.

Please click on the "Count" button to obtain a character count if you copied and pasted information from another source.

Characters remaining: 425 [count]

If you are submitting this session on behalf of a RIMS Canada Chapter, make your selection from the drop down list. Your submission MUST first be approved by the Chapter President.

NOTE: SELECT ONLY IF YOU RECEIVED APPROVAL FROM THE CHAPTER PRESIDENT OR MEMBER. This information will be verified by RIMS.

[⌄]

Has this topic been presented at RIMS Canada Conference or any other conferences in the past 3 years? [REQUIRED]

clear selection
- ○ Yes
- ○ No

Resources (White Papers, Articles, Tools)

You are encouraged to upload resources on the subject matter.

File types allowed for upload: PDF, DOC, PPT,

[Choose File] No file chosen

Do you have additional resources you would like to upload?

clear selection
- ○ Yes
- ○ No

Who owns the content of this submission? [REQUIRED]

clear selection
- ○ The content belongs to the submitter.
- ○ The content belongs to the company.

Are you submitting this topic on behalf of another company? [REQUIRED]

clear selection
- ○ Yes
- ○ No

our information will not be saved until you complete all of the required information. You can change your submission until the eadline: **Wednesday, April 16, 2025 at 11:59 pm (EDT)**. Please click the CONTINUE button.

[Back] [Save and Edit Later] [Continue]

YOUR SUBMISSION WILL NOT BE SAVED UNTIL YOU CLICK ON "SUBMIT". You MUST add at least one speaker before submitting.

<u>Note</u>: Once you click on Submit you will receive a confirmation email.

Your speakers will also receive an email letting them know they've been added to your submission.

Review Information - DON'T FORGET TO CLICK 'SUBMIT'

- Complete all required fields (marked in **bold**).

- Add your speakers, then click 'SUBMIT' to finalize. The 'SUBMIT' button will remain inactive until this step is complete.

- If speakers are unconfirmed, click 'SAVE and EDIT before the deadline': Wednesday, April 16, 2025 at 11:59 pm (EDT)

Speaker Requirements

- **60-Minute Sessions:** Three (3) speakers, including one risk professional. If you're a speaker, add yourself.

- **30-Minute Sessions:** One (1) speaker.

Important Deadlines

- Submissions can be edited until <u>Wednesday, April 16, at 11:59 PM (EDT)</u>.

- After the deadline, submissions are locked and cannot be accessed.

Additional Notes

- Incomplete submissions (missing speakers) will not be reviewed.

- Email confirmation will be sent for each completed submission.

- **Imperative: Add Speaker Details Before Submitting**
  Your submission won't be saved or eligible for review without speaker information. The status will remain 'Work in Progress' until completed. Upon successful submission, you'll receive confirmation with submission ID number.

LEGEND:

	Edit Primary Contact or Speaker		Edit Abstract Submission		Add Co-Speaker		Remove Abstract or Speaker

#	Submitter Contact Information	
1	Ms. Kamy Persaud Senior Event Program Manager	👤
#	**Submission Information**	
	Test	✏️ 🖼️
2	Mrs. Liz Sakellarides Director of Marketing and Digital Strategy (Speaker)	👤 🗑️

Print Preview

Save and Edit Later   Submit

You may add your speaker(s) if finalized.

After adding speaker the SUBMIT button will become active.

SPEAKER SEARCH

Note: A speaker may already have a profile in the RIMS database. If you cannot find your speaker, you will have the option to add their contact information.
Please do not ADD a speaker until you have exhausted the search. This creates duplicate records in the system.
Note: First name of a person in the database could be Richard and you are looking for Rick instead.

Add Speakers

Add an additional speaker/risk manager.

Enter – First Name, Last Name or Email

Click on Search

*First Name

*Last Name

*Email Kpersaud@rims.org

Search Cancel

Questions? Contact RIMSCanadaSpkr@RIMS.org

Individual Name	Organization	Member Status
○ Persaud, Kamy	RIMS	Yes
○ Persaud, Kamy	RIMS	No
○ Persaud, Kamy	RIMS	No

Continue   Search Again

Click the radio button to add.

If your speaker information cannot be found - Click on "Search Again"

Add Speakers

Add an additional speaker/risk manager.

*First Name [   ]

*Last Name [   ]

*Email [   ]

Search   Cancel

If your speaker information is not displayed, click on "New Registration" to create a record.

If you do not want to add your speaker information at this time, select the "CANCEL" button.

New Registration

Click on "New Registration" and complete the required contact fields if you cannot find your speaker in the RIMS database.

Questions? Contact RIMSCanadaSpkr@RIMS.org

Speaker / Risk Professional Contact Information

Speaker / Risk Professional [Speaker ▼]

Salutation [▼]

*First Name [   ]

*Last Name [   ]

Suffix [   ]

Credentials [   ]

Title [   ]

*Email [   ]

Work Phone [   ]

Phone Ext [   ]

Cell Phone [   ]

Organization [   ]

NOW THAT YOU HAVE ADDED YOUR SPEAKER(S) – YOU HAVE THE OPTION TO EDIT, REMOVE OR ADD ANOTHER SPEAKER, THEN <u>CLICK ON SUBMIT TO SAVE.</u>

LEGEND:

	Edit Primary Contact or Speaker		Edit Abstract Submission		Add Co-Speaker		Remove Abstract or Speaker

#	Submitter Contact Information	
1	Ms. Kamy Persaud Senior Event Program Manager	👤

#	Submission Information	
	TEST APRIL 15	✏️ 👤➕
4	Ms. Kamy Persaud Senior Event Program Manager (Speaker)	👤 🗑️
5	Ms. Kamy Persaud Senior Event Program Manager (Speaker)	👤 🗑️

Print Preview

Save and Edit Later   Submit

TO SAVE – Click on

"SUBMIT"

<u>Note</u>: This button will become active once your speaker(s) is added to the topic.

AFTER SUBMITTING, YOU WILL SEE THE SCREEN BELOW. YOU HAVE THE OPTION TO EDIT YOUR SUBMISSION OR START A NEW ONE.

Thank You!

Thank you for your session submission ID# 1001 titled: Test . to the RIMS Canada Conference 2025 in Calgary.

The Canada Conference Education Committee will review your submission, and you will be notified by early July on the final status of your submission.

Should you need to make any edits, plesae do so by the **deadline, Wednesday April 16, 2025 at 11:59 pm (EDT).** Visit the Session Submission Service Center: https://events.rims.org/canada/2025/abstract_service_center.cfm

To start another submission, click here.

We appreciate your dedication to the Canada Conference and to the advancement of the risk and insurance profession. If you have any questions, please contact RIMSCanadaSpkr@RIMS.org.

Thank you,
RIMS Canada

PRINT

EMAIL NOTIFICAITON TO SUBMITTER

Kamy Persaud,

Thank you for your session submission to the RIMS Canada conference 2024. Your submission is **SSF ID 1003, Titled: TEST APRIL 15.**

Please Note: This is NOT A CONFIRMED session. Your submission will be reviewed by the Canada Conference Education Committee and you will be notified early July on the final status of your submission.

You have until the **deadline, May 22 at 11:59 pm (EDT)** to edit the information you submitted. Visit the Session Submission Service Center: https://events.rims.org/annual/2024/abstract_edit.cfm.

To start another submission click here.

We appreciate your dedication to RIMS and to the advancement of risk and insurance professionals. If you have any questions, please contact RIMSCanadaSpkr@rims.org.

Thank You,
RIMS Canada

EMAIL NOTIFICATION TO SPEAKERS (WHEN ADDED)

Kamy Persaud,

Kamy Persaud submitted a session for the RIMS Canada Conference 2024 and has added you as a speaker for the following session titled: TEST APRIL 15, SSF ID #: 1003.

Please Note: This is **NOT A CONFIRMED** session.

Submission(s) will be reviewed by the Canada Conference Education Committee, and you will be notified by early July on the final status of your submission.

We appreciate your dedication to RIMS and to the advancement of risk and insurance professionals. If you have any questions, please contact RIMSCanadaSpkr@RIMS.org.

Thank You,
RIMS Canada