

HOW TO SUBMIT A SHORT COURSE PROPOSAL FOR PITTCON 2020

Dear Instructor:

Pittcon 2020 will be held at the McCormick Place in Chicago, Illinois from February 29 – March 5, 2020. Short Courses begin on Saturday, February 29, 2020, and will be scheduled through Thursday, March 5, 2020.

THERE WILL BE NO COURSES HELD ON THE AFTERNOON OF WEDNESDAY, MARCH 4, 2020. THIS TIME IS DESIGNATED FOR EXPOSITION ONLY.

The deadline for submitting your proposal is July 1, 2019. The 2020 Short Course Committee will review your submission and you will receive notification of the status of your proposal by approximately July 31, 2019.

To submit your Short Course Proposal for Pittcon 2020, please see the instructions below.

If you have any questions, please email shortcourses@pittcon.org

Regards,
Amit Ghosh
Pittcon 2020 Short Courses Committee Chair

SHORT COURSE TERMS AND CONDITIONS

- Every Instructor must submit a completed proposal by July 1, 2019
- As an instructor, you must present your course in order to receive an honorarium and to be reimbursed for expenses.
- Instructors must limit your schedule to no more than two selections in short courses, technical programs and networking sessions at Pittcon

ProTip: Create and save all proposal information in a word document FIRST, and then copy and paste the information into the submission form.

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(*screenshots coordinating with the numbered list are below)

LOGGING IN AND CREATING YOUR PROFILE & PROPOSAL TITLE

1. Go to: <https://s23.a2zinc.net/clients/pittcon/pit20/Public/Enter.aspx>
2. Click "Call for Short Course Proposals" on the menu bar
3. Read the instructions, then click Submit Your Short Course Proposal
4. If this is your first time logging in - Under "Log in Today to:", click "new account"
5. **Create your Profile** - Fill out all the required fields then click **Submit**
6. **Proposal Title** - Type in your Short Course Proposal Title, then click **Next**

ADDING THE INSTRUCTOR

You will be able to add a Co-Instructor after your proposal is accepted by the Short Course Committee

7. **Option 1** – To add the **LOGGED IN USER** as the INSTRUCTOR
(If the logged in user IS NOT the Instructor, skip to Option 2 or 3)
 - a. Double check the Instructor's contact details.
 - b. Enter in the Instructor's Biographical Sketch (720 Characters)
 - c. Click the Instructor checkbox in Presenter Type
 - d. Click **Save**
8. **Option 2** – Search for Instructors already in our database
 - a. Check to see if the Instructor already has an online profile in our database.
 - i. Type in the last name and click the search icon (magnifying glass)
 - ii. Click the select Contact drop down to see if the Instructor is in our database
 - iii. If the Instructor is listed in the dropdown, click on his/her name and click Add
9. **Option 3** - Adding an Instructor who is not in our database and is NOT the logged in user.
 - a. Type in the Instructor's contact details
 - b. Enter in the Instructor's Biographical Sketch (720 Characters)
 - c. Click the Instructor checkbox in Presenter Type
 - d. Click **Save**

**Check to make sure you have all the information entered in for your Instructor. A green check mark should show up for the status if the entry is complete. If a red exclamation point shows up, click the first icon (pencil) under Actions to correct any missing fields

PROPOSAL INFORMATION

10. **Proposal Information** –
 - a. Choose the **Course Level**: Beginner, Intermediate, or Advanced
 - b. Choose the main **Category** for your course
 - c. Provide a **Course Description** focused on benefits to attendees. (720 Character Limit)
 - d. **Course Outline** - Provide any other relevant information that will assist us in approving your presentation. (720 Character Limit)
 - e. **Short Course Notes** – Yes or No
 - f. **Desired Day of the Week** – this is not a guarantee
 - g. **Course Length** – ½ Day, 1 Day, 1 ½ Day, 2 Day
 - h. **Is this a new course?** – Yes or No
 - i. **Target Audience** – 360 characters
 - j. **Course Sub-Categories** – Pick up to 5 sub-categories

A/V FORM

The Pittsburgh Conference will supply all reasonable audio-visual equipment required for your course. Standard equipment includes an LCD projector, screen, lapel microphone and one flipchart package. Overhead projectors must be ordered separately. Other types of equipment, including video cassette players and television sets, etc., are available, but tend to be expensive. Please consider your course needs carefully and request only what you need.

11. **A/V Needs** –
 - a. **Overhead Projector** – Yes or No
 - b. **LCD Projector** – Yes or No
 - c. **6x6 Screen with Skirt** – Yes or No
 - d. **Flipchart with Markers** – Yes or No
 - e. **Computer for each student** – Yes or No
 - f. **Computer Utilization Description** – Describe how the computer will be used
 - g. **Internet for each student?** – Yes or No
 - h. **Additional Equipment Description** – Describe any additional equipment that will be needed

SAVING AND/OR SUBMITTING

- a. **Read & Agree** to the Data Usage and Privacy Policy by checking the box.
 - b. **Read & Agree** to the Terms & Conditions by checking the box.
 - c. **Saving and/or Submitting**
 - i. **!!!Please read the difference between "Save as Draft" and "Save and Proceed" before clicking!!!**
 1. Click **Save as Draft**, if you want to come back later to add or edit to your Proposal.
 1. To Edit your proposal, log back in and click the pencil icon (2nd icon) under Actions
 2. To delete/withdraw your Short Course Proposal, click the garbage can icon (3rd) icon under Actions
 - ii. Click **Save and Proceed** to SUBMIT your Proposal for review by the Short Course Committee.
 - iii. **ONCE YOU SUBMIT YOUR PROPOSAL, YOU CAN NOT EDIT IT!**
 - ii. Click **Save and Proceed** to SUBMIT your Proposal for review by the Short Course Committee.
 - iii. **ONCE YOU SUBMIT YOUR PROPOSAL, YOU CAN NOT EDIT IT!**
 - d. **Confirmation Page:** Print your Proposal or Start a New Proposal
12. **Check the Status** of your Short Course Proposal Submission
- a. Click Call for Short Course Proposals on the menu bar to go back to your main page.
 - iv. In-Progress = Proposal is not submitted for Committee Review. You may still edit your Proposal
 - v. Submitted = Proposal has been submitted for Committee Review. You can no longer edit this Proposal.
 - vi. Withdrawn = You can withdraw your Proposal by clicking the Garbage Can icon under the Actions column

The screenshot shows a web browser window with the URL <https://s23.a2zinc.net/clients/pittcon/pit20cfp/Public/MyBriefcase.aspx?From=CallForPapers>. The page header includes the Pittcon 2020 logo and event details: March 1 - 5, 2020, McCormick Place, Chicago, Illinois, USA. A navigation bar contains 'Home' and 'Call For Short Course Proposals'. Below this, there are two main sections: 'Log in today to:' and 'User Login'. The 'Log in today to:' section lists three steps: 1. Initiate a proposal submission, 2. Associate presenters, 3. Provide proposal details and special requirements. It also includes a link to 'Create a new account.' with a red arrow pointing to it. The 'User Login' section has fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot your password?' link with the text 'No worries. We can retrieve your password.' A red arrow points to the 'Call For Short Course Proposals' menu item. At the bottom, there is a copyright notice for 2019, a2z, Inc. and a logo for 'Powered by a2z'.

Pittcon 2020: My Briefcase x +


https://s23.a2zinc.net/clients/pittcon/pit20/Public/MyBriefcase.aspx?From=CallForPapers

If you have not yet created your login, please use the form below. This will provide you access to various resources within this site.
Please note that fields with * are required fields.

Create your profile

Prefix	Dr.
First Name*	Pete
Last Name*	Conn
Email*	conn@pittcon.org
Phone*	412-825-3220
Fax	
Address Line 1	300 Penn Center Blvd
Address Line 2	Ste 332
Country	United States
State/Province *	Pennsylvania
City	Pittsburgh
Zip/Postal Code	15235
Password*

By checking this box, you accept and agree to our [Data Usage and Privacy Policy](#)





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5.

Pittcon 2020 (Calls Short Course x +)


https://s23.a2zinc.net/clients/pittcon/pit20cfp/Public/CallForPapers.aspx

Log Out

 **PITTCON** 2020
CONFERENCE & EXPO

March 1 - 5, 2020
McCormick Place
Chicago, Illinois, USA

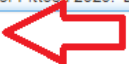


[Home](#) [Call For Short Course Proposals](#)

Submit a New Proposal:

We are now accepting Short Course Proposals for Pittcon 2020 to be held in Chicago, IL, USA March 1-5, 2020. Anyone is welcome to submit - the deadline for submissions is July 1, 2019.

Short Course Proposal Title
You may now submit a Short Course proposal for Pittcon 2020. Deadline for proposals is July 1, 2019.

Dr. Pete's Test Short Course Proposal  **6.**

You have 88 characters remaining.

[Next](#)

Pittcon 2020 (Calls Short Course x +)

https://s23.a2zinc.net/clients/pittcon/pit20cfp/Public/CallForPapers.aspx?ProposalID=188

Option 1: Add logged in user as the Instructor

7.

↑

First Name* Shelley

Last Name* Simpson-Forget

Suffix

Affiliation* (200 characters) Pittcon

Biographical Sketch* (720 characters) Type in your Biographical Sketch here

Email* Simpson@pittcon.org

Address 1:* 300 Penn Center Blvd

Address 2: Ste 332

City :* Pittsburgh

State/Province* Pennsylvania

Zip/Postal Code:* 15235

Country :* United States

Phone* 412-825-3220

Fax

Presenter Types** Instructor

Save Cancel

Submit a New Proposal:

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Short Course Proposal Title

You may now submit a Short Course proposal for Pittcon 2020. Deadline for proposals is July 1, 2019.

Dr. Pete's Test Short Course Proposal

8.

Add the Instructor


There are three ways you can add an Instructor for this proposal.

Option 1: Add logged in user as the Instructor ▼

Option 2: Search existing contacts in our database. ▼ **Choose their Type: Instructor, then click Add**

simpson-forget Shelley Simpson-Forget (Pittcon) ▼ Instructor ▼

Option 3: Add/Edit Instructor (logged in user is not the Instructor) ▼

Search Button  **If the person is in our database, they will show up in the dropdown. Select the name.**

Pittcon 2020 (Calls Short Course x +)

https://s23.a2zinc.net/clients/pittcon/pit20cfp/Public/CallForPapers.aspx?ProposalID=188

Option 2: Search existing contacts in our database. ▾

Option 3: Add/Edit Instructor (If logged in user is not the Instructor) ▾

9.

First Name* Valarie

Last Name* Cassidy

Suffix

Affiliation* Pittcon
(200 characters)

Biographical Sketch* Type in your Biographical Sketch
(720 characters)

Email* shortcourses@pittcon.org

Address 1:* 300 Penn Center Blvd

Address 2: Ste 332

City :* Pittsburgh

State/Province* Pennsylvania ▾

Zip/Postal Code:* 15235

Country :* United States ▾

Phone* 412-925-3220

Fax

Presenter Types** Instructor

Save Cancel

Pittcon 2020 (Calls Short Course x +)

https://s23.a2zinc.net/clients/pittcon/pit20cfp/Public/CallForPapers.aspx?ProposalID=188

Proposal Info

Proposal Instructions

10.

Course Level* 2. Intermediate

Primary Course Category: * Flow Injection Analysis

Course Description:*
(720 characters) Type in Course Description here

Course Outline:*
(720 characters) Type in Course Outline here

Custom Proposal Info

Do you have short course notes for this course? * Yes No

Desired Day of Week * 2/29/2020 Saturday 3/1/2020 Sunday 3/2/2020 Monday 3/3/2020 Tuesday 3/4/2020 Wednesday 3/5/2020 Thursday

Course Length * 1/2 Day Course 1 Day Course 1 1/2 Day Course

Pittcon 2020 (Calls Short Course x +)

https://s23.a2zinc.net/clients/pittcon/pit20cfp/Public/CallForPapers.aspx?ProposalID=188

A/V Equipment Form

Instructions: Please complete the information below. The equipment listed will be standard set-up in the rooms. Please help us keep our costs down by indicating what you will need or not need for your Short Course. Contact the Short Course Office (800-825-3221 ext 208), well in advance if you are considering any type of demonstration involving chemicals or samples.

11.

Ovehead Projector * Yes
 No

LCD Projector * Yes
 No

6x6 Screen With Skirt * Yes
 No


Flipchart with Markers * Yes
 No

Computer for each student * Yes
 No

Computer Utilization Description
 (Please describe how the computer will be used)(1000 Characters)


Internet for Each student * Yes
 No

Additional Equipment Description
 (Please describe any additional equipment that will be needed)(1000 Characters)


 By checking this box, you accept and agree to our [Data Usage and Privacy Policy](#)

TERMS AND CONDITIONS

- Every Instructor must submit a completed proposal by July 1, 2019
- As an instructor, you must present your course in order to receive an honorarium and to be reimbursed for expenses.
- Instructors must limit your schedule to no more than two selections in short courses, technical programs and networking sessions at Pittcon.

 I agree with the Terms and Conditions


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Pittcon 2020 (Calls Short Course x +)


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Log Out f 🐦 ✉ 🖨


PITTCON²⁰²⁰
 CONFERENCE & EXPO




March 1 - 5, 2020
McCormick Place
Chicago, Illinois, USA

12.



Home **Call For Short Course Proposals**

Proposal Added/Edited Successfully

Short Course Proposal Title	Status	Actions
Dr. Pete's Test Short Course Proposal	In-Progress	  
Shelley's Test Short Course Proposal 1	In-Progress	