

Submission FAQ

STFM Call for Papers

Where do I submit?

Visit submit.stfm.org to login and submit for your presentation.

What are the submission categories and requirements?

You can read the full call for papers, requirements and submission rules at stfm.org under Conferences > Annual Conference > Call for Presentations.

Help! I can't login!

Visit www.stfm.org, click My Account in the upper right corner and then Create an Account if you do not have one, or click Forgot Password to reset your password. After you have created an account or completed a password reset return to submit.stfm.org to login and create your submission.

What is this weird Salesforce screen and should I grant access?

Yes, this screen is safe. You will only be asked this one time. It is **required** because our submission system runs through a different program but uses your member account (which is in Salesforce) to link your login. This is not asking to access sensitive information on your computer, only information that we already have associated with your STFM account.



What fields are required for a submission to be complete?

Questions with a red * must be answered for the submission to be considered complete.

How do I add co-presenters/authors?

Participants can be added to the presentation once you complete payment for your submission. After payment is completed a link to share with other presenters/authors will be visible in the displayed blue box (see image). You will need to email this to your colleagues. *NOTE: Participants can be added anytime, even after the deadline.

Invite Presenter(s) to Submission

Copy the text in the blue box and email it to the presenter(s) that you want to include on this submission. This text contains all required information needed for the invitees to join the submission.

Please follow the link <https://submit.stfm.org/Presenter/AddParticipant?SubmissionId=###> to add yourself to the conference.

If you do not have an STFM account you will be prompted to create one. Once logged in you will be directed to select your role of "Presenter" or "Lead Presenter" and complete a disclosure if it is not up to date.

What is "Submission Completed: True/False"?

When "True" all fields necessary have been completed. When "False" is displayed a submission field is incomplete. Click "Edit" to complete the missing fields.

How do I know when my submission is complete and ready for review?

When a submission is complete it will display **Submission Completed: True** on the submission details page.