FAQs

Q1. Do I have to be a CSWE member to submit a proposal?
A. No, you do not have to be a CSWE member to submit a proposal.

Q2. How do I submit a proposal through the submission site?
A. To submit a proposal, go to https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=GZQNBXGX.
If you are a new user, create an account by selecting "Join Now." If you have submitted via Cadmium in the past, you may use the same log in credentials by typing in your email or access key. To submit a non–peer-reviewed proposal, select the proposal type (e.g., Hot Topic) under the dropdown list. Make sure to save your work and press "submit" to complete your submission.

Q3. There is no track related to my proposal topic, or I do not know where my proposal fits best. What should I do?
A. Proposals must be submitted to one of the 2023 APM Tracks or non–peer-reviewed proposals. We recommend thoroughly reviewing the track descriptions to see whether your proposal could be a good fit; you may need to review more than one track. If you still are not sure, you may contact the track chairs listed above each track description for their feedback prior to drafting your proposal.

Q4. I could not submit my proposal by the deadline/I had technical problems when I tried to submit my proposal on the day of the deadline. May I have an extension?
A. If you experience technical problems with the proposal submission system, email Support@cadmiumcd.com or call (410) 638-9239/toll-free (877) 426-6323. If you have specific questions about the content of your proposal or our proposal submission policies, please email APMProposals@cswe.org. For all other APM-related inquiries, contact APM@cswe.org.

We do not allow extensions for proposal submissions. For this reason, we encourage you to submit your proposal as soon as possible to avoid technical or other issues.

Q5. I need help with my proposal. Whom should I contact?

A. If you experience technical problems with the proposal submission system, email Support@cadmiumcd.com or call (410) 638-9239/toll-free (877) 426-6323. If you have specific questions about the content of your proposal or our proposal submission policies, please email APMProposals@cswe.org. For all other APM-related inquiries, contact APM@cswe.org.

Q6. Does being listed as a presenter in a proposal for Hot Topics/Partnerships/other non–peer-reviewed presentations count toward the limit restrictions?

A. Yes, being listed as a presenter for any session format counts toward the limit restrictions. It is the responsibility of presenters to ensure that they do not exceed the limit. You can be listed as a presenter on a maximum of two (2) proposals. This includes all types and formats for peer-reviewed and non–peer-reviewed proposals. View the 2023 APM Presenter Agreement for more information.

Q7. Why must my proposal be anonymous? Can I really be disqualified for including identifying information?
A. Including any identifying information such as names, affiliations, or geographic locations in the title, overview, references, or objectives of a proposal submission can disqualify your proposal. Each proposal undergoes an initial anonymous review, so including self-identifying details can compromise the integrity of the review process. Please pay careful attention to this before submitting your proposal and enter self-identifying

information only when it is specifically requested.

Q8. Can I change the presenters included in my proposal?
A. You may make changes to your proposal until the deadline for submission on February 10, 2023, 11:59 PM (ET). After that time, no changes are allowed. Please coordinate with all presenters prior to completing your submission.

Q9. My proposal was accepted in a different format than the original format submitted. Is this intentional?

A. Yes, this is intentional. During Phase 2 of the reviewing process, reviewers may recommend a different format for your proposal. **The format stated in your acceptance letter is correct**.

Q10. Where can I see the comments regarding the submission?
A. Reviewers are required to submit comments. If there are no comments, please contact
APMProposals@cswe.org.

Q11. I didn't get a confirmation email. How do I get one?
A. Please make sure you check your junk or spam folder! If you still haven't received an email, reach out to
APMProposals@cswe.org.

Back to Top