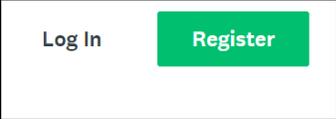
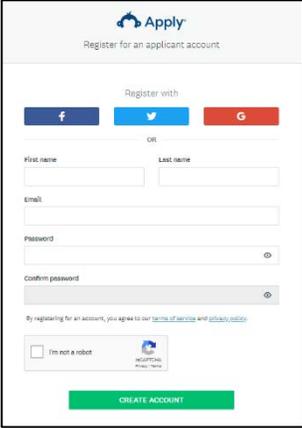
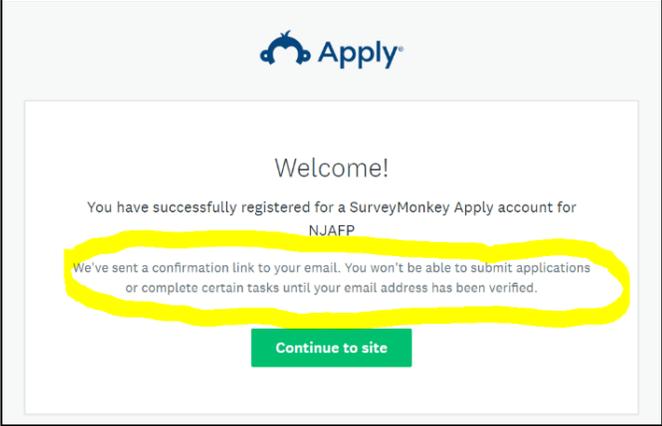
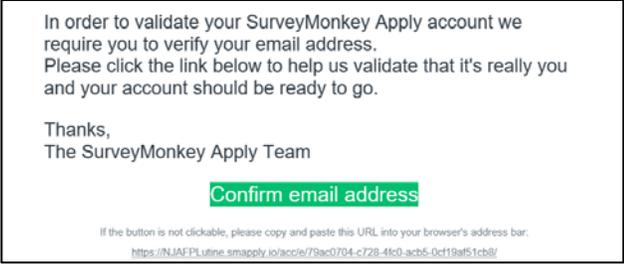
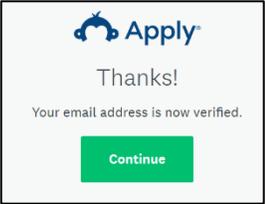
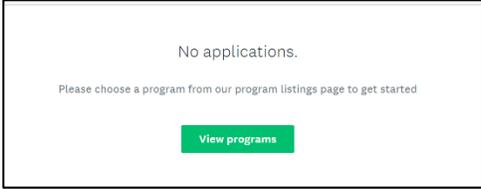
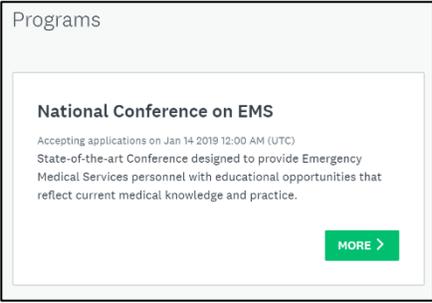
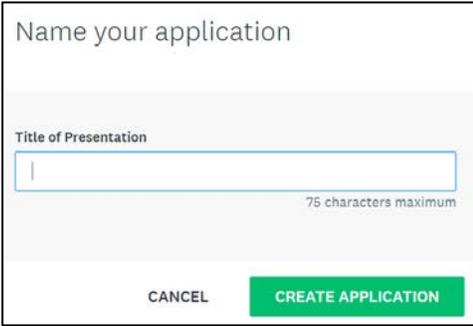
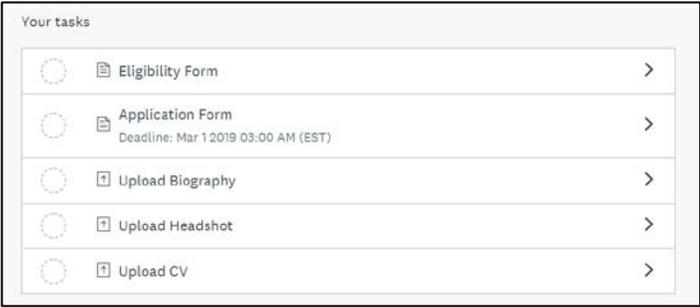


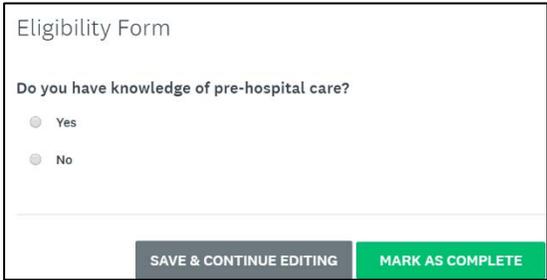
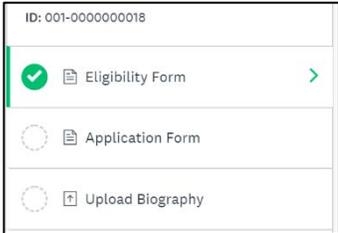
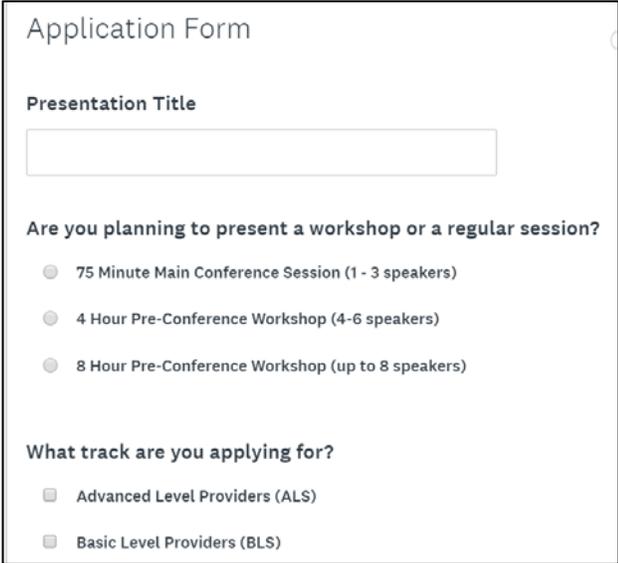
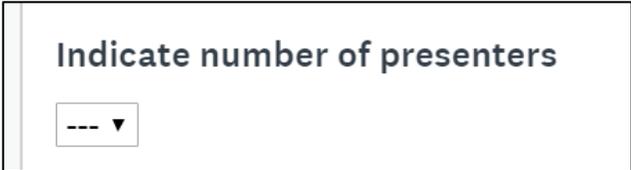
## How to Use the New Speaker Application Portal

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

Go to: [https://njafplutine.smapply.io/prog/national\\_conference\\_on\\_ems/](https://njafplutine.smapply.io/prog/national_conference_on_ems/)

<p>1. First time users go to green “register” button at the top right of the screen and complete the form</p>	
<p>2. NOTE: Applicant must remember user name and password to re-enter the application.</p> 	
<p>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.</p>	
<p>4. Select “Continue.”</p>	

<p>5. Choose “View Programs” to access the application site.</p>	 <p>No applications. Please choose a program from our program listings page to get started</p> <p><a href="#">View programs</a></p>
<p>6. Click “More”</p>	 <p>Programs</p> <p><b>National Conference on EMS</b> Accepting applications on Jan 14 2019 12:00 AM (UTC) State-of-the-art Conference designed to provide Emergency Medical Services personnel with educational opportunities that reflect current medical knowledge and practice.</p> <p><a href="#">MORE &gt;</a></p>
<p>7. Click “Apply”</p>	 <p>National Conference on EMS</p> <p>The National Conference on EMS is held every year in Atlantic City, NJ. Here you can learn about the most recent advances in safety and security, clinical care, and Agency operations all focused on improving your practice for the benefit of your patients. The conference creates a unique learning experience through hands-on demonstrations and simulation activities that put skills to the test and better prepare attendees to care for their patients.</p> <p><a href="#">APPLY</a> Opens Jan 14 2019 12:00 AM (UTC)</p>
<p>8. Enter the title of your presentation and click “Create Application”</p>	 <p>Name your application</p> <p>Title of Presentation</p> <p><input type="text"/></p> <p>75 characters maximum</p> <p><a href="#">CANCEL</a> <a href="#">CREATE APPLICATION</a></p>
<p>9. Complete each task. You will not be able to submit your application until all tasks are completed.</p>	 <p>Your tasks</p> <ul style="list-style-type: none"> <li><input type="radio"/> Eligibility Form &gt;</li> <li><input type="radio"/> Application Form Deadline: Mar 1 2019 03:00 AM (EST) &gt;</li> <li><input type="radio"/> Upload Biography &gt;</li> <li><input type="radio"/> Upload Headshot &gt;</li> <li><input type="radio"/> Upload CV &gt;</li> </ul>

<p>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.</p> <p>11. Once you have answered click “Mark as Complete”</p>	
<p>12. Once you have completed the Eligibility Form, move to the Application Form by clicking on the box.</p>	
<p>13. Re-enter the same presentation title you used to start the application. Complete the application in its entirety.</p>	
<p>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.</p> <p>75 Minute Main Conference Session (1 - 3 speakers)</p> <p>4 Hour Pre-Conference Workshop (4-6 speakers)</p> <p>8 Hour Pre-Conference Workshop (up to 8 speakers)</p>	

<p>15. Select all the degrees that you hold by clicking the appropriate box. For each degree held, you will be asked to provide:</p> <ul style="list-style-type: none"> <li>- Institution</li> <li>- Institution City/State</li> <li>- Field of Study</li> <li>- Degree Conferred</li> <li>- Year of Graduation</li> </ul> <p>Each presenters will be required to complete this information.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>What degree(s) do you hold? Check all that apply.</b></p> <p><input type="checkbox"/> Diploma</p> <p><input type="checkbox"/> Associate's Degree</p> <p><input type="checkbox"/> Bachelor's Degree</p> <p><input type="checkbox"/> Master's Degree</p> <p><input type="checkbox"/> Medical Degree (MD/DO)</p> <p><input type="checkbox"/> Doctoral Degree</p> <p><input type="checkbox"/> Other (please specify, e.g., NRP) <input style="width: 100px;" type="text"/></p> </div>
<p>16. Click Additional Degree to add more degrees. Repeat the process until you have entered all the information related to your degree.</p>	<div style="border: 1px solid black; padding: 5px;"> <p>Year <input style="width: 100px;" type="text" value="2019"/></p> <p>Additional Degree? <input type="checkbox"/></p> </div>
<p>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.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Disclosures: Presenter 1</b></p> <p><b>Unlabeled and Unapproved use of Products: Do you intend to discuss either non-FDA approved or investigational use of any product/device?</b></p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><b>Disclosure of Financial Conflict of Interest: RELATIVE TO THIS ACTIVITY, instructors, planners, content reviewers and managers who affect the content of a CE activity are required to disclose financial relationships they have with commercial interests (i.e., any entity producing, marketing, re-selling, or distributing health care goods or services consumed by, or used on, patients).</b></p> <p><b>Within the past 12 months, have you and/or your spouse or life partner received support from, or had a relationship with, a commercial interest?</b></p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes. I or my spouse/life partner have at present and/or have had within the past 12 months a relevant financial relationship with a commercial interest.</p> </div>
<p>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.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: right; color: yellow;"><a href="#">← Back to application</a></p> <p>National Conference on EMS</p> <p>This is a Test </p> <p>ID: 001-0000000018</p> <p><input checked="" type="checkbox"/> Eligibility Form</p> <p><input checked="" type="checkbox"/> Application Form <span style="float: right;">&gt;</span></p> </div> <div style="width: 50%;"> <p>Application Form</p> <p>Deadline: March 01, 2019 03:00 EST</p> <p> Task inst</p> <p>If you have any questions regarding the Conference on EMS office at (609) 362-info@nationalconferenceonems.com.</p> <p><b>Conference Dates &amp; Location</b></p> <p>Pre-Conference - Wednesday, November</p> </div> </div> </div>

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).

**Learning Objective 1**

At the conclusion of this activity the learner should be able to:

Provide an outline of the content for objective 1

Length of time devoted to objective 1

Describe the teaching methods, strategies, materials & resources for objective 1

20. After entering your learning objectives, you will enter your evidence-based references. Click agree and next.

**Add learning objective?**

Yes

No

Clear

**Proceed to Evidenced-Based References**

Agree

Clear

**PREVIOUS** **SAVE & CONTINUE EDITING** **NEXT**

Application Form 90%

**Evidence-Based References**

Please list the evidenced-based references that support the learning objectives.

**PREVIOUS** **SAVE & CONTINUE EDITING** **NEXT**

<p>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.</p> <p>You will also be able to provide additional comments in this section.</p>	<div data-bbox="711 216 1419 646"> <p><b>AV and Comments</b></p> <p>All presenters are expected to provide their own laptops for presentations. MAC users, please ensure that you can connect to a VGA or HDMI projector.</p> <p>Rooms will be equipped with a screen, power and a projector (with VGA and HDMI input). If you have additional AV requirements, please describe below.</p> <div data-bbox="716 411 1344 537" style="border: 1px solid #ccc; height: 60px;"></div> <p>Please describe any special set-up requirements. If none enter NA.</p> <div data-bbox="716 604 1344 642" style="border: 1px solid #ccc; height: 18px;"></div> </div>
<p>22. When you are finished entering all information, mark the application as complete.</p>	<div data-bbox="711 716 1419 1024"> <p>If you have any additional comments or needs regarding your presentation, please provide them below.</p> <div data-bbox="727 789 1360 915" style="border: 1px solid #ccc; height: 60px;"></div> <div data-bbox="802 982 1382 1020" style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>PREVIOUS</span> <span>SAVE &amp; CONTINUE EDITING</span> <span>MARK AS COMPLETE</span> </div> </div>
<p>23. The final three steps to complete the application are to include biographies for each speaker, as well as a headshot, and CV/resume.</p>	<div data-bbox="862 1108 1195 1409"> <ul style="list-style-type: none"> <li><input type="checkbox"/> Upload Biography</li> <li><input type="checkbox"/> Upload Headshot</li> <li><input type="checkbox"/> Upload CV</li> </ul> <p style="text-align: center;">2 of 5 tasks complete</p> <div data-bbox="883 1335 1174 1352" style="border: 1px solid #ccc; width: 100%; height: 10px; background-color: #e0e0e0; position: relative;"> <div style="background-color: #00a0e0; width: 40%;"></div> </div> <p style="text-align: center; font-size: small;">Last edited: Jan 19 2019 12:47 PM (EST)</p> </div>
<p>24. Once your co-speakers have completed all their requirements, the primary presenter must log back in and submit the application.</p>	<div data-bbox="711 1451 1419 1835"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div data-bbox="716 1465 935 1577" style="width: 45%;"> <p>5 of 5 tasks complete</p> <p style="font-size: x-small;">Last edited: Jan 19 2019 12:56 PM (EST)</p> <p style="text-align: center; background-color: #00a0e0; color: white; padding: 5px; border-radius: 4px;">REVIEW &amp; SUBMIT</p> </div> <div data-bbox="971 1465 1414 1570" style="width: 50%;"> <p>National Conference on EMS <span style="float: right;">Preview <span style="font-size: x-small;">⋮</span></span></p> <p><b>This is a Test</b></p> <p style="font-size: x-small;">ID: 001-000000018</p> <p style="text-align: right; font-size: x-small;">APPLICATION   ACTIVITY</p> </div> </div> <div data-bbox="716 1625 935 1808" style="margin-top: 10px;"> <p><b>Collaborators</b> <span style="float: right; background-color: #00a0e0; color: white; padding: 2px 8px; border-radius: 4px;">Add</span></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: x-small;">BT   Barnett, Theresa (Owner)</p> <p style="font-size: x-small;">theresa@atprj.org</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="font-size: x-small;">TB   TJ Barrett</p> <p style="font-size: x-small;">tbarrett@ctaco.org</p> <p style="font-size: x-small;">View &amp; edit <span style="float: right; font-size: x-small;">⋮</span></p> </div> </div> <div data-bbox="971 1591 1414 1835" style="margin-top: 10px;"> <p style="font-size: x-small;">Your tasks</p> <ul style="list-style-type: none"> <li style="margin-bottom: 5px;"><span style="color: green; font-weight: bold;">✔</span> <span style="font-size: x-small;">Eligibility Form</span> <span style="font-size: x-small;">Completed on: Jan 19 2019 11:56 AM (EST)</span></li> <li style="margin-bottom: 5px;"><span style="color: green; font-weight: bold;">✔</span> <span style="font-size: x-small;">Application Form</span> <span style="font-size: x-small;">Completed on: Jan 19 2019 12:47 PM (EST)   TJ Barrett</span></li> <li style="margin-bottom: 5px;"><span style="color: green; font-weight: bold;">✔</span> <span style="font-size: x-small;">Upload Biography</span> <span style="font-size: x-small;">Completed on: Jan 19 2019 12:53 PM (EST)   TJ Barrett</span></li> <li style="margin-bottom: 5px;"><span style="color: green; font-weight: bold;">✔</span> <span style="font-size: x-small;">Upload Headshot</span> <span style="font-size: x-small;">Completed on: Jan 19 2019 12:52 PM (EST)   TJ Barrett</span></li> <li style="margin-bottom: 5px;"><span style="color: green; font-weight: bold;">✔</span> <span style="font-size: x-small;">Upload CV</span> <span style="font-size: x-small;">Completed on: Jan 19 2019 12:52 PM (EST)   TJ Barrett</span></li> </ul> </div> </div>

25. Submit the application by clicking the green “submit your application” button.

National Conference on EMS [Download](#)

**This is a Test**

ID: 001-0000000013 Last edited: Jan 19 2019 10:56 PM (EST)

**BT** Barrett, Theresa (Owner) [Download](#)

**BT** T.J. Barrett [Download](#) [View & edit](#)

Your tasks

Application Stage 100.0% complete  
Last edited: Jan 19 2019 12:12 PM (EST)

**SUBMIT YOUR APPLICATION**

26. You will receive notification your application has been submitted.

**Application Submitted!**

Thank you for submitting your application.

**Go to My Applications**

OR

**View more Programs**

