



Submitting a Session to DAC Using the Conference Session Builder (CSB)

Getting Started

About the CSB

The Conference Session Builder (CSB) is used to collect DAC submissions for Special Sessions, Panels, Tutorials, Workshops, and Colocated Conferences. Before creating a session, please reference the Call for Contributions for your session type to ensure you have all the required information, such as:

- Title and abstract
- All session participants (speakers, panelists, session chairs, etc. as applicable)
 - Full name, affiliation, email address, city, state, and country for all participants
- Presentation/paper titles and order, if applicable

Accessing the CSB

Access the login to the CSB [here](#). Enter your login credentials, which are the same as for any MP Associates, Inc. site that you may have used in the past. If you do not have an account, select the option to “Create New User Account.”

Using the CSB

Create a Session

To submit a session to DAC, follow the below steps. Please understand that all of these steps may not apply to your specific event type. The CSB will display the fields you need to complete for your individual submission.

- Use the drop down menu provided to select your session type, and click “Create a New Session.”
- Enter your event title and abstract, and answer any supplemental questions (these will vary based on event type).
- Click “Continue” to move to the next phase of the submission.
- In the “Event Contributors” section:
 - Click the appropriate blue buttons to add session participants.
 - Please be sure to use the “Participant Order” field to list all contributors in the order they should appear in publication.
 - **Note:** *If you are creating a session with papers and/or presentations, authors and speakers will be added in the subsequent “Presentation Details” field.*
- In the “Presentation Details” field:
 - Click “Add Presentation” to enter each presentation in the session.
 - Please be sure to use the “Presentation Order” field to identify the order in which presentations should be listed in publication.
 - If applicable for your event type, use the radio buttons to indicate for **each** presentation whether that presentation will submit a paper for the proceedings.
 - After creating your presentation/paper, click the blue button to add authors to that presentation.
 - List **all** authors for each presentation/paper in the order in which they should be listed in publication.
 - Use radio button in the author details section to indicate which author will be the speaker for the presentation—one speaker is required per presentation.
 - **Note:** *The speaker designated here will be the primary contact for the presentation and will be responsible for completing all subsequent requirements before conference (confirmation forms, copyright forms, etc.).*
- Click “Save Event” to save progress, and when complete click “Save & Submit for Review” to send the session to the Chair for review. **You must click “Submit for Review” to complete your submission.**

Edit a Session

- To make edits, or if the Chair requests edits to your session, log into the CSB and click “Edit” next to the appropriate event title.
- After completing your edits, be sure to click “Submit for Review,” or the Chair will not receive the update.