2025 NANS Call for Proposals Step-by-Step Submission Instructions

NANS is using a new online proposal system, Cadmium, to collect education proposals for the 2025 Annual Meeting. Individuals submitting proposals will be required to answer questions about the proposal, submit brief faculty contact information, and upload a session agenda. Please reference the instructions below to navigate the proposal system. If you have any questions then please contact Kim Stamp, Education Coordinator at kstamp@neuromodulation.org.

Creating a Login

- For all submission, you must login to the Cadmium module at **2025 Call for Proposals Submission Site.**
- If you are submitting a proposal or submitting on someone's behalf then you will be required. to create an account. Click the **"Create Account"** button under "New Users" to begin.
- Once you have an account, if you would like to submit more proposals or edit your proposal before the deadline, then you will login by **"Already a User".**
- If you forget your access key (password), please click on the **"Lost Access Key"** link under already a user.

Account Profile

- Next, to create an account you will need to enter your contact information.
- An * indicates a required field that must be completed.
- You are required to enter your first name, last name, email address, institution/organization

ACCOUNT PROFILE

Create Account

Please complete the information below and then press the 'Create Account' button.
You will be the contact person for all information that you submit using this account.

* indicates a required field

👤 Personal Details

Prefix

First Name *

Middle Initial

Last Name *

Suffix

🏠 Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State

-- Select State/Province --

📞 Contact Details

Office Phone

Cell Phone

Fax

Email *

Pronouns
- ☐ he/him/his
- ☐ she/her/hers
- ☐ they/them/theirs
- ☐ Self-describe:

Zip

Country

United States ⌄

📅 **Administrative Assistant** (they will be copied on all proposal emails)

Name

Telephone

Email

⭐ Professional Information

Professional Title

Institution / Organization *

Credentials

Access Key:

You will need to create an access key that you will use to access your submission information in the future.

The access key must:

- Be at least 8 characters long
- Contain a character from three of the following character sets
    - Uppercase letter
    - Lowercase letter
    - Number
    - Or non-alphanumeric character
- After you set up your access key then you will use your email and this access key to login to the system

After creating your access key, then please click on the **"Create Account"** button.

🔑 Access Key

Please type in an access key that you will use to access your submission information in the future.
The access key must be at least 8 characters long and contain a character from three of the following character sets: uppercase letter, lowercase letter, number, or non-alphanumeric character.

Create Access Key *

Show

Access Key Strength

Re-type Access Key *

Show

Create Account

- Please read the "Privacy Policy" and indicate consent at the bottom of the page to continue.

Starting a Proposal/Editing your Proposal

To start your proposal, please click on the **"Click here to begin a new proposal"** link.

PROPOSALS (You have 22 complete proposals, 0 incomplete proposals, and 1 withdrawn proposal)

➕ Click here to begin a new proposal

1 Breakfast Proposal Test 5
Status: Complete (Submitted 01/25/2024, 5:06 PM)

[Preview Proposal 1] [Resend Proposal 1 Confirmation Email]

A list of all proposals you create, including the status of each are displayed on this page.

2 Concurrent Test Proposal
Status: Complete (Submitted 02/01/2024, 4:39 PM)

[Preview Proposal 2] [Resend Proposal 2 Confirmation Email]

To edit a proposal: Click on the **"Preview Proposal #"** button

3 North American Neuromodulation Society 2025 Test Proposal
Status: Complete (Submitted 02/01/2024, 4:41 PM)

[Preview Proposal 3] [Resend Proposal 3 Confirmation Email]

- To contact NANS staff, click on the "**Contact Event Organizer"** link.

- To view or update your contact information click on the **"View/Edit Your Profile"** link.

- For any technical problems, click on the "**Technical Support**" link in the upper right corner.

NANS2025 ANNUAL MEETING
JANUARY 30 – FEBRUARY 1, 2025 | ORLANDO, FL

Home | Log Out   Conference Details | Technical Support

EVENT INFORMATION

2025 North American Neuromodulation Society Annual Meeting
January 30 - February 1, 2025 (Thursday – Saturday)
Walt Disney World Swan & Dolphin Resort
Orlando, Florida
United States

📞 Contact the Event Organizer

YOUR PROFILE

Amy Test, MPH
Institution / Organization: NA...
Logins: 40 Log Out
👤 View / Edit Your Profile

SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
💬 Feedback Form

Session Proposal

Next, you will answer some initial questions about your proposal.

START A NEW PROPOSAL

Submit

Session Proposal Title *
Provide a brief title, that is creative, yet descriptive for your session. Please use title case formatting.

0 characters (200 max)
0 words (25 max)

Proposal Category:

- Select which proposal category you would like your submission to be considered for from the dropdown list.

- A description of proposal categories is listed in the submission system and can be found in the submission guidelines.

Proposal Category *

The NANS 2025 Annual Meeting is accepting submissions to present pre-conference courses, breakfast sessions, concurrent sessions, and plenary sessions. Submitters are welcome to submit multiple proposals.

-- Select Proposal Category -- ⌄

Proposal Category Descriptions

Pre-Conference (Full Day) Course
These are are full-day courses that take place one day prior to the Annual Meeting approximately 8:00 AM – 5:00 PM (full-day). These courses encourage in-depth exploration of important topics related to neuromodulation.

Pre-Conference (Half-Day) Course
These are half-day courses that take place one day prior to the Annual Meeting approximately 8:00 AM – 12:00 PM (half-day). These courses encourage in-depth exploration of important topics related to neuromodulation.

Breakfast Session
These are 60-minute educational sessions with learning opportunities that may be focused on clinical care, basic science, and more! Sessions are typically from 7:00 AM – 8:00 AM during the meeting.

Concurrent Session
These are 90-minute educational sessions that may include a mixture of lectures, case vignettes, and round-table discussions on cutting-edge topics in the field of neuromodulation. Approximately 30-minutes of these concurrent sessions will feature presentations from the highest-ranked abstracts selected for oral presentation.

Plenary Session (90 Minutes)
The premier NANS educational sessions you do not want to miss! Plenaries feature the latest innovations, topics in neuromodulation, and keynote lectures. Morning plenaries are generally 90-minute sessions.

Plenary Session (120 Minutes)
The premier NANS educational sessions you do not want to miss! Plenaries feature the latest innovations, topics in neuromodulation, and keynote lectures. Afternoon plenaries are generally 120-minute sessions.

Topic:

- Select the topic of your proposal from the dropdown list.
- The list of all proposal topics is listed below the question and in the submission guidelines

Topic *

-- Select Topic -- ⌄

Topic Descriptions

Advanced Practice Provider Topics

Advocacy/Ethics

Basic Science

Brain

Peripheral Nerve

Neural Engineering

Spine

Ethical and Socioeconomic Considerations

Business of Medicine

Research and Academics

Save your Work:

- After you have answered these questions then click on the blue **"Submit"** button to save your work.

- There is a **"Submit"** button at the bottom of the screen or top of the screen.

- You may return to this page at any time to make updates until the 2025 Call for Proposals closes.
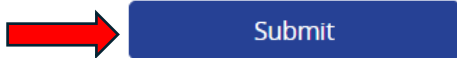
Submit

Task List:

- Each task will guide you through the information required to submit your proposal in the system.
- Please click on each task and enter the requested information.
- Once a task is completed, the task will have a large green check mark next to it.
- Tasks include:
  - **Task 1:** Faculty Members
  - **Task 2**: Session Information
  - **Task 3:** Learning Objectives
  - **Task 4**: Upload Session Agenda

TASK LIST

Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

This is a Test
Proposal ID: **1751532**
Proposal Category: **Concurrent Session**
Topic: **Spine**
Proposal Status: **Active**

New proposal was successfully added.

1. Faculty Members
Click here to add faculty members to this submission.

2. Session Information
Click here to provide information about your proposal.

3. Learning Objectives
Provide 3 learning objectives that are clear, measurable, and achievable.

4. Upload Session Agenda
Click here to upload your session agenda.

Save Submission

Task 1: Faculty Members

You will enter all the faculty on your proposal and assign them a role.

EDIT FACULTY MEMBERS TASK FOR 'THIS IS A TEST'

Save Faculty Members

Please create the list of faculty members for this submission.

To add a faculty member:
- Type the faculty's first name, last name, and email address.
- Click 'Add Faculty Member.'

To complete an faculty's profile:
- Click on the 'Edit Faculty Member' button to complete the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Faculty Members' to complete the task.

When selecting the faculty member's role, please note the following:

Submitter: This role should be selected if you are an individual submitting a proposal on behalf of the Primary Chair and Co-Chair. Please note: this role is not considered a part of the education session.

Primary Chair: The Primary Chair is the person who is the planner for the session and is the main point of contact with NANS staff. The Primary Chair is responsible for moderating the session with the Co-Chair.

Co-Chair: The Co-Chair is responsible for moderating the session with the Primary Chair.

Speaker: The speaker is the responsible for providing a presentation in the session and participating in any panel discussion or question and answer sessions as directed by the primary chair and co-chair.

Please do NOT put faculty names in ALL CAPS.

* indicates a required field

- When adding faculty member's to the proposal you will be required to provide their first name, last name, email address, and institution/organization.
- Please note all the faculty member descriptions listed in the submission system. Each proposal type has a specific number of faculty allowed.
- Faculty roles and responsibilities can be found in the submission guidelines.
- Faculty roles include:
    - Submitter
    - Primary Chair
    - Co-Chair
    - Speaker

- To add a faculty member, type their first name, last name, and email address.

Add New Faculty Member

First Name *   Last Name *   Email *

Roles *
Please select at least one Role

☐ Submitter
☐ Primary Chair
☐ Co-Chair
☐ Speaker

[Add Faculty Member]

- Select one or multiple roles for your faculty member (Submitter, Primary Chair, Co-Chair, or Speaker) and click on the **"Add Faculty Member"** button to save to the author list.
- *Please note, the Submitter role should only be selected if you are submitting a proposal on behalf of someone. This role is not considered part of the education session.*
- Note, the faculty member's Institution/Organization is a required field. If this is not listed then it will say "**profile incomplete"** . To complete a faculty member's profile, click on the **"Edit"** button.
- You may also invite an individual to edit their profile. Click on the "Invite name" button to do this.

1   Amy Kephart, MPH, CAE
Director of Education, NANS
Profile completed ✔
Role: Primary Chair
[Edit Amy Kephart's Profile] [Remove Amy Kephart]

2   Kim Stamp, BS
Education Coordinator, NANS
Profile completed ✔
Role: Co-Chair
[Edit Kim Stamp's Profile] [Invite Kim Stamp] [Remove Kim Stamp]

3   Maverick Test
Iowa
Profile completed ✔
Role: Speaker
[Edit Maverick Test's Profile] [Invite Maverick Test] [Remove Maverick Test]

4   Doug Test
MSU
Profile completed ✔
Role: Speaker
[Edit Doug Test's Profile] [Invite Doug Test] [Remove Doug Test]

5 Taylor test
Profile incomplete ✖
Role: Speaker

[Edit Taylor test's Profile] [Invite Taylor test] [Remove Taylor test]

↑
↓

[Save Faculty Members]

- You will be able to add their Institution/Organization in their profile. Click the "Continue" button when you are done.

Professional Information (as it will appear on conference materials)

Professional Title (max character 100)

Institution / Organization *

UCSF

Credentials

☐ Not Applicable

Role *
Select the faculty member's role.

Submitter: This role should be selected if you are an individual submitting a proposal on behalf of the Primary Chair and Co-Chair. Please note: this role is not considered a part of the education session.

Primary Chair: The Primary Chair is the person who is the planner for the session and is the main point of contact with NANS staff. The Primary Chair is responsible for moderating the session with the Co-Chair.

Co-Chair: The Co-Chair is responsible for moderating the session with the Primary Chair.

Speaker: The speaker is the responsible for providing a presentation in the session and participating in any panel discussion or question and answer sessions as directed by the primary chair and co-chair.

☐ Submitter
☐ Primary Chair
☐ Co-Chair
☑ Speaker

[Continue]

- A green check mark indicates a complete profile. Once you have entered all your faculty click on the **"Save Faculty Members"** button.

1 Amy Kephart, MPH, CAE
Director of Education, NANS
Profile completed ✓
Role: Primary Chair

[Edit Amy Kephart's Profile] [Remove Amy Kephart]

2 Kim Stamp, BS
Education Coordinator, NANS
Profile completed ✓
Role: Co-Chair

[Edit Kim Stamp's Profile] [Invite Kim Stamp] [Remove Kim Stamp]

3 Maverick Test
Iowa
Profile completed ✓
Role: Speaker

[Edit Maverick Test's Profile] [Invite Maverick Test] [Remove Maverick Test]

4 Doug Test
MSU
Profile completed ✓
Role: Speaker

[Edit Doug Test's Profile] [Invite Doug Test] [Remove Doug Test]

5 Taylor test
UCSF
Profile completed ✓
Role: Speaker

[Edit Taylor test's Profile] [Invite Taylor test] [Remove Taylor test]

[Save Faculty Members]

This will take you back to your Task List.   You will see a green check mark next to the task that has been completed.

1. Faculty Members
Completed Friday, February 2, 2024, 12:50 PM
Click here to add faculty members to this submission.

2. Session Information
Click here to provide information about your proposal.

3. Learning Objectives
Provide 3 learning objectives that are clear, measurable, and achievable.

4. Upload Session Agenda
Click here to upload your session agenda.

Save Submission

Task 2: Session Information

- Next, you will answer the following questions about your proposal. Questions with an *** indicate a required field.**
- Please note that you will see the session proposal title you previously entered at the start of the submission.
- Depending on the session topic you had selected, you may be required to select a subtopic or subtopics. Please see the submission guidelines for more details about this.

Please answer the following questions.

* indicates a required field

Session Proposal Title *
Provide a brief title, that is creative, yet descriptive for your session. Please use title case formatting.

This is a Test

14 characters (Max 200 characters)
4 words (Max 25 words)

Please select your subtopic. *
Select all that apply.
- ☐ Ethics
- ☐ Pediatric
- ☐ Pain
- ☐ PNS Pain
- ☐ IDDS
- ☐ Neural engineering
- ☐ Visceral Pain/Function
- ☐ Spasticity
- ☐ New indication (PD)
- ☐ Restoration
- ☐ Other

- Select the audience(s) for your session.

Recommended Audience(s) for your session *
Select all that apply.

- [ ] Administrator
- [ ] Advanced Practice Provider
- [ ] Coordinator
- [ ] Director
- [ ] Educator
- [ ] Engineer
- [ ] Executive
- [ ] Fellow
- [ ] Medical student
- [ ] Neurosurgeon
- [ ] Neurologist
- [ ] Nurse/Nurse Practitioner
- [ ] Physician
- [ ] Physician's Assistant
- [ ] Pain Medicine Physician
- [ ] Physical Medicine and Rehab Physician
- [ ] Researcher
- [ ] Resident
- [ ] Scientist
- [ ] Trainee
- [ ] Other

Short Description *

Please provide a brief description for your session. This information will be shared with attendees and used for marketing pu

Rationale for Session *

Please explain the scientific, clinical, or engineering significance of why this session is important for the annual meeting. (200

Peer-reviewed Journal Articles or Studies

If there are specific peer-reviewed journal articles or studies that support the topic, please list them here with links to the sou

Short Description: Provide a brief description for your session.

- This information will be shared with attendees and in marketing materials for the meeting.
- Required question.
- **Max word count:** 300 words.

Rationale for Session: Explain the scientific, clinical, or engineering significance of why this session is important for the annual meeting.

- Required question.
- **Max word count:** 200 words

Peer-reviewed Journal Articles or Studies: If there are specific peer-reviewed journal articles or studies that support the topic, please list them here with links to the source.

- Not a required question.
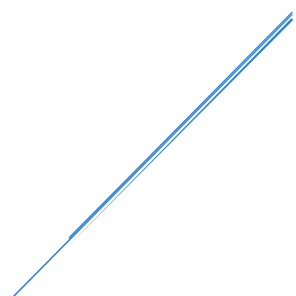
Remember to save your work! Click the **"Continue"** button on the page.

> Continue

- The system will take you back to the Task List and you can see your remaining tasks.
- If you do not want to finish your submission at this time you are able to save your work. To do this, click on the **"Save Submission"** button.

1. Faculty Members
Completed Friday, February 2, 2024, 12:50 PM
Click here to add faculty members to this submission.

2. Session Information
Completed Friday, February 2, 2024, 3:11 PM
Click here to provide information about your proposal.

3. Learning Objectives
Provide 3 learning objectives that are clear, measurable, and achievable.

4. Upload Session Agenda
Click here to upload your session agenda.

> Save Submission

Task 3: Learning Objectives

- Provide at least two learning objectives. Learning objectives should be clear, measurable, and achievable for your session.
- Learning objectives should describe in measurable terms what you expect participants to take away from your session.
- The following verbs **should be avoided** because it is difficult to measure whether they have been achieved: know, learn, understand, appreciate, believe, realize.
- Use action words for your objectives such as list, describe, demonstrate, conduct, etc. For examples of learning objectives please see the following resource on Bloom's Taxonomy.
- Each learning objective has a maximum of 30 words.
- Click the "Continue" button to proceed to the next task.

Provide at least two learning objectives. Learning objectives should describe in measurable terms what you expect participants to take away from your session. The following verbs should be avoided because it is difficult to measure whether they have been achieved: know, learn, understand, appreciate, believe, realize.

Use action words for your objectives such as list, describe, demonstrate, conduct, etc. For examples of learning objectives please see the following **resource on Bloom's Taxonomy.**

* indicates a required field

1 Answer the following questions for Learning Objective 1

Learning Objective 1 *
Complete this sentence when submitting your objectives:
Following participation in this session, learners will be able to.....

> Following participation in this session, learners will be able to.....

0 words (Max 30 words)

2 Answer the following questions for Learning Objective 2

Learning Objective 2 *
Complete this sentence when submitting your objectives:
Following participation in this session, learners will be able to.....

> Following participation in this session, learners will be able to.....

0 words (Max 30 words)

3 Answer the following questions for Learning Objective 3

Learning Objective 3
Complete this sentence when submitting your objectives:
Following participation in this session, learners will be able to.....

> Following participation in this session, learners will be able to.....

0 words (Max 30 words)

Continue

Task 4: Upload Session Agenda

- For this task you will need to download a copy of the session agenda. You are able to download the agenda, work offline, and upload it at a later time.
- The session agenda is based on the proposal type you selected. More details about this can be found in the submission guidelines.

Link to download the agenda.

Please download the Concurrent Session Agenda Template by clicking **here**.

Next, complete the agenda for your Concurrent Session proposal. **The number of presentations, presentation times, and length can be changed but the session must not exceed 60 minutes. Please do not remove the 30 minutes allocated for oral abstract presentations from the highest- ranked abstracts.**

Then, upload your completed Concurrent Session Agenda Template in the proposal system below.

* indicates a required field

Session Agenda *

Drop your file here to upload or click within to browse the files on your computer.

Uploaded File

No file has been uploaded yet

Continue

- When you download the session agenda template, you will see a description for the session and instructions for how to complete the agenda.

This is an example of a session agenda template.

- You will complete the agenda for your session. The number of presentations, presentation times, and length can be changed but must not exceed the session time.
- Please note, the concurrent session, used in this example, have time allocated for oral abstracts. Please **do not remove** the time allocated for the oral abstracts.

CONCURRENT SESSION AGENDA TEMPLATE

Session Description

Concurrent Sessions: These are 90-minute educational sessions that may include a mixture of lectures, case vignettes, and round-table discussions on cutting-edge topics in the field of neuromodulation. Concurrent sessions are generally held from 10:30 AM – 12:00 PM and afternoon concurrent sessions are generally held from 4:00 PM – 5:30 PM.

The Scientific Program Committee will assign selected sessions to their session time. Approximately 30-minutes of these concurrent sessions will feature oral abstract presentations from the highest-ranked abstracts. These oral abstract presentations will be selected during NANS Call for Abstracts.

Total faculty members: Maximum of six faculty members (*this includes the Primary Chair, Co-Chair, and up to four speakers*).

Instructions

Please download the Concurrent Session Agenda Template. Next, complete the agenda for your Concurrent Proposal. **The number of presentations, presentation times, and length can be changed but the session must not exceed 60 minutes.**

Please do not remove the 30 minutes allocated for oral abstract presentations from the highest- ranked abstracts. Please upload your completed Concurrent Session Agenda Template in the proposal system.

Update the agenda with your faculty and their presentation titles.

Presentation Length (min.)	Presentation Titles	Moderators/Speakers
5	Welcome	ADD NAME OF PRIMARY CHAIR & CO-CHAIR HERE
15	ADD PRESENTATION 1 TITLE HERE	ADD NAME OF SPEAKER 1 HERE
15	ADD PRESENTATION 2 TITLE HERE	ADD NAME OF SPEAKER 2 HERE
15	ADD PRESENTATION 3 TITLE HERE	ADD NAME OF SPEAKER 3 HERE
30	Best Abstracts Related to Topic	PLEASE DO NOT REMOVE. THE ORAL ABSTRACT PRESENTATIONS WILL BE SELECTED FROM THE NANS CALL FOR ABSTRACTS.
10	Closing Discussion	ADD NAMES OF PRIMARY CHAIR & CO-CHAIR HERE

Session Agenda *

Drop your file here to upload or click within to browse the files on your computer.

Uploaded File

ConcurrentSessionAgendaTemplate NANS 2025.docx
February 2, 2024 at 4:48 PM
23.5 KB

Remove File

Continue

Upload your completed agenda.

You will be able to see the uploaded file.

Click the **"Continue"** button to complete the task.

Steps to Submitting your Proposals

- Once all tasks have been completed, click on the **"Save Submission"** button.

1. Faculty Members
Completed Friday, February 2, 2024, 12:50 PM
Click here to add faculty members to this submission.

2. Session Information
Completed Friday, February 2, 2024, 3:11 PM
Click here to provide information about your proposal.

3. Learning Objectives
Completed Friday, February 2, 2024, 3:34 PM
Provide 3 learning objectives that are clear, measurable, and achievable.

4. Upload Session Agenda
Completed Friday, February 2, 2024, 5:08 PM
Click here to upload your session agenda.

Save Submission

PROPOSAL SUMMARY

Submit

This is a Test
Proposal ID: **1751532**
Proposal Category: **Concurrent Session**
Topic: **Spine**
Proposal Status: **Active**

You have completed all the required tasks for this proposal.
Use the "Submit" button to complete your proposal.

✓ 1. Faculty Members
Completed - Friday, February 2, 2024, 12:50 PM

✓ 2. Session Information
Completed - Friday, February 2, 2024, 3:11 PM

✓ 3. Learning Objectives
Completed - Friday, February 2, 2024, 3:34 PM

✓ 4. Upload Session Agenda
Completed - Friday, February 2, 2024, 5:08 PM

Click here for a preview of your proposal.

- To preview your proposal, click on the link, **"Click here for a preview of your proposal".** This will take you to a screen to print a copy of your proposal.
- Click on the **"Submit"** button to submit your proposal.

- An email to confirm your submission will be sent to you immediately from the proposal system. Please check your spam folder if you do not see the confirmation email in your inbox. An example of the email is below.

Call for Proposals --- Submission Details

noreply@goCadmium.com
To Amy Kephart

You don't often get email from noreply@gocadmium.com. Learn why this is important

NANS2025 ANNUAL MEETING
JANUARY 30 – FEBRUARY 1, 2025 | ORLANDO, FL

Thank you for submitting a proposal for the 2025 NANS Annual Meeting.

Call for Proposals: 2025 North American Neuromodulation Society Annual Meeting

You can access your Proposal at any time by clicking here.

Proposal Category
Concurrent Session

Topic:
Spine

Proposal Status:
Complete

Proposal ID:
1750638

Proposal Title:
Concurrent Test Proposal

Faculty Member(s)

Editing Your Submission

- You will be able to edit your submission until the site closes on **Tuesday, April 2, 2024, at 1:00 PM CDT.** To edit your submission, login to the **2025 Call for Proposals Submission Site** and click on the proposal you would like to edit.

Questions? Contact Kim Stamp, Education Coordinator at kstamp@neuromodulation.org