This is a brief tutorial on how to submit a session for the 2022 Critical Care Congress.
First you will navigate to SCCM.org in your web browser. If you are not already logged in, please login in the upper right. If you have forgotten your username and/or password, please click on “Forgot username or password?” to reset.
Once logged in, click on the “MySCCM” in the orange ribbon.
Then click on “My Involvement” in the green ribbon. You will then see a section in the center that says “51st Critical Care Congress Session Submission”. Once you are ready to submit, click the “Submit your session now!” button.
Please read the text on this page as it is very important and useful. One you do, click on the “Login” button to begin your submission.
Upon logging into the session submission platform for the first time, you will be prompted to read and sign a Privacy Notice. The software platform (Cadmium) requires that SCCM users agree to the agreement above in order to access the system. Please review and electronically sign the agreement when prompted. If you do not agree to it, you will be unable to proceed. If you have any questions, please contact SCCM.
Click on the green “Click here to begin a new session proposal” link.
The system will guide you through the submission process. Be sure to read the instructional text in the blue boxes as you go as these will tell you everything you need to know.

Next enter your “Session Title”. Please note your session title should be creative, catchy, and attention grabbing.

Then select your “Presentation Format” from the dropdown menu. Your options will be: one-hour concurrent, two-hour concurrent, plenary, and half-day, full-day, or 2-day pre/post courses.

If you require more clarification on what each of these options entails, please click on the “View Presentation Format Descriptions” link for more details on each Presentation Format.

Once you have entered your title and selected your Presentation Format, click the orange “Submit” button.
You will now come to your “Task List” for your session. Again, please read the instructional text in the blue box and proceed down the page.
The six tasks you need to complete for your session are all listed here. Each task is straightforward and user-friendly.
The first task is the overall description task. Type your session description into the text box and click the “Continue” button once complete.
When entering faculty and moderators for your session, please use the “Member Lookup” by clicking on the “Member Lookup” button. This will ensure accuracy as this information pulls directly from our database which has the most up-to-date information.
Type in all or part of the name of the individual you would like to look up. And press “Search”.
Select a name from the listing that pops up in response and click the green plus sign.
Once you have successfully located the individual the information will auto populate in the first three required fields. You will need to select their role and then click on the “Add Moderator/Faculty Member” button. Continue to do this for everyone associated with this session.
If you do not know the name of the faculty member, enter TBD in the first and the last name fields. Use your own email address but tack on a number to the username. For the first TBD faculty member, select the role TBD Faculty 1. Continue to add faculty if necessary.

Once everyone has been added, click “Save Moderator/Faculty Member”.
If any of the faculty have the “Profile Incomplete” identifier under their name, this will need to be completed before you may proceed. To do this, click on the “Edit Profile” button for that individual.
Generally, the fields you will need to enter are “Professional Title(s)” and “Credentials”. If either of these is unknown to you, please mark “NA” as your response. Once you have completed, click on “Continue”.
You will need to do that for each individual's profile until the green “Profile completed” identifier appears for each.
Each time you complete one of the tasks, you will see a green checkmark appear and the icon will become grayed out. However, you can always go back and edit if you need to.
After you click on Task #3, you will be prompted to fill in the topic and the topic description. This is also where you should indicate alternate faculty. At minimum, please enter their name, institution, and email address. Any additional information you can provide would be very helpful, if you have it. Once you are done with that, click the orange “Continue” button.
Once you have done that for all the faculty associated with the session, you will see the green checkmark appear under each faculty member’s name. Then click on the “Complete Task” button.
Then you can move on to the Learning Objectives task. Please be sure to read the information provided in the blue boxes at the top. Here you are provided information on how to write good learning objectives. You can also download the Bloom’s Taxonomy table by clicking the link for additional guidance. You will be required to enter at least three learning objectives. Once you have completed entering your learning objective(s), click the “Continue” button.
Now you can move on the task #5. Here you will need to select your “General Classification”, Patient Type, Category, Secondary Category (if necessary), and select the “SCCM Data Tags” that apply. SCCM Data Tags are listed in alphabetical order and you can also search the page by using the search and find (Ctrl+F) function. Once you have made your selections, click the “Continue” button.
The final task is the Acknowledgement task. Please read and acknowledge the guidelines for submitting a session proposal, sign electronically, and then press "Save"
Once all your tasks have green checkmarks, select the “Save Submission” button.
Now you can select the “Click here for a preview of your session proposal” which will give you the opportunity to looks things over and print for your records. Once you are satisfied with your submission, click the “Submit” button.
Once you submit you will see the blue text graphic appear. Feel free to submit any feedback you may have. From here you can also begin another submission and edit your submission by clicking the link of your session title. If at any point you misplace your confirmation e-mail you can also have it resent to you by coming back and clicking the “Resend Session Proposal Confirmation Email” button.
Your confirmation email will look like this. It will contain all of the information you included in your submission.
If you have any questions or concerns, please feel free to contact SCCM Customer Service at +1 847.827.6888 or support@sccm.org.

Thank you!