

Research Data Alliance 23rd Plenary Meeting Session Submission Process

Once the form is submitted, a session submission webpage will be automatically generated. The RDA Secretariat will manually link your session submission webpage to your group's plenary tab webpage. Once linked, it will be visible to all group members.

Access to your submitted session

Session submitters can access their submitted session application by logging into their Member Portal as shown in the image below.

The screenshot shows the RDA Member Portal interface. At the top left is the RDA logo (Research Data Alliance). At the top right, the 'Member Portal' link is highlighted with a red box, and a 'Logout' link is visible next to it. Below the logo is a navigation menu with items: 'Who We Are', 'What We Do', 'What We Work On', 'Get Involved', 'Events', 'RDA Groups', and 'News & Media'. The main content area has a breadcrumb trail 'Home > Account Center' and a large heading 'Account Center'. Below this, there is a green box with the text 'Become an RDA Member' and a subtext 'Sign up for membership and get involved in the RDA community!', with a 'Become a Member' button. To the right of this is a sidebar titled 'Account Center' containing a list of options: 'Personal Information' (with a minus sign), 'Session Entries', 'Edit Personal Information', 'Manage Payment Settings', 'Manage Preferences', and 'Change Password'. Below these is 'Store Information' (with a plus sign). At the bottom left, there is a user profile section with a placeholder image and the text 'Welcome Irina Hope'.

Under Personal Information > Session Entries > Open your session as shown in the image below.

Account Center

Become an RDA Member

Sign up for membership and get involved in the RDA community!

[Become a Member](#)



Welcome
Irina Hope

Account Center

Personal Information

[Session Entries](#)

[Edit Personal Information](#)

[Manage Payment Settings](#)

[Manage Preferences](#)

[Change Password](#)

Store Information

+

Now you have an option to Edit or View your session as shown on the image below.



[Member Portal](#) [Logout](#)

[Who We Are](#) [What We Do](#) [What We Work On](#) [Get Involved](#) [Events](#) [RDA Groups](#) [News & Media](#)

Session Entries

Members Only

Joint Session Application

No entries found.

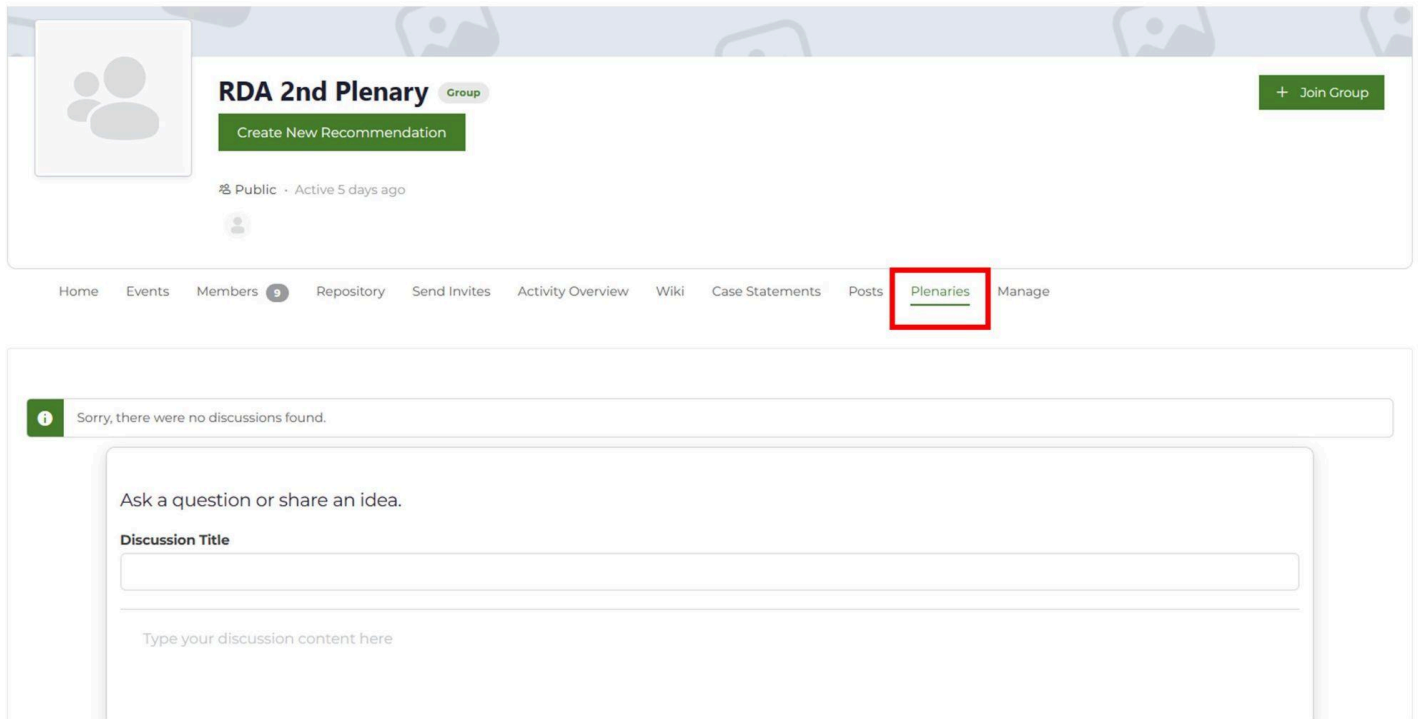
Group Session Applications

ID		
4	Edit	View

Birds of a Feather Application

No entries found.

Once the session is submitted, the RDA Secretariat will receive a copy of it. Your session will be linked to your group's web page under the 'Plenary' tab by the RDA Secretariat as shown in the image below. Please note, this is currently done manually.



A new post in your group web page will be created with a shared link to the submitted session as shown in the image below. Comments functionality is a new feature that will allow logged in group members to comment on

the submission.

The screenshot shows a group page for "DMARC test group 1 - CHANGED". The page includes a header with a group name, a "Group" label, and a "Join Group" button. Below the header is a navigation menu with items: Home, Members (7), Send Invites, Activity Overview, **Plenaries** (highlighted with a red box), Repository, Posts, Events, Wiki, Case Statements, and Manage. The main content area displays a message: "Sorry, there were no discussions found." Below this is a form titled "Ask a question or share an idea." with a "Discussion Title" field containing the text "Group Session Submission for the RDA P23" (highlighted with a red box) and a text area containing the placeholder text "<< link to the session submission will be displayed here >>" (highlighted with a red box).

Contact:

Questions or concerns related to the RDA P23 session submissions can be sent to secretariat@rda-foundation.org.