

How to Add or Remove Speakers in Pretalx

Add a Speaker

1. Go to: <https://pretalx.com/chla-absc-2026/me/submissions/>
2. Log in to Pretalx with your credentials (email and password)
3. Click on your proposal title

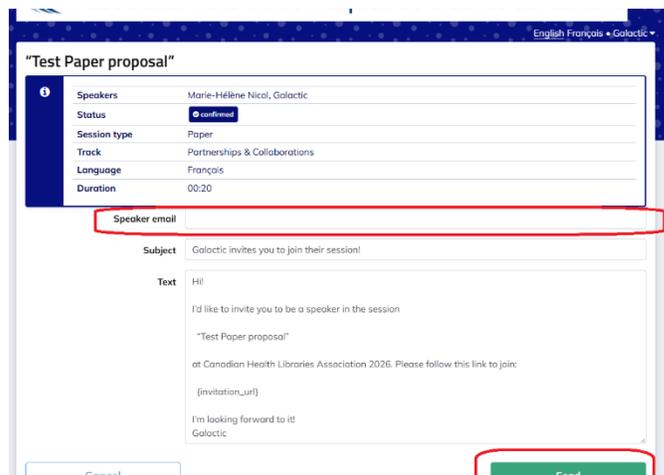


4. Click on the + green button to add a speaker, a *Speakers* field will appear



5. Enter the email address of the new speaker and click *Send*. An automated email from Pretalx will be sent to the new speaker (who should check their Trash and Spam folders if they do not receive this email).

6. The new speaker must follow the instructions email to access the proposal.



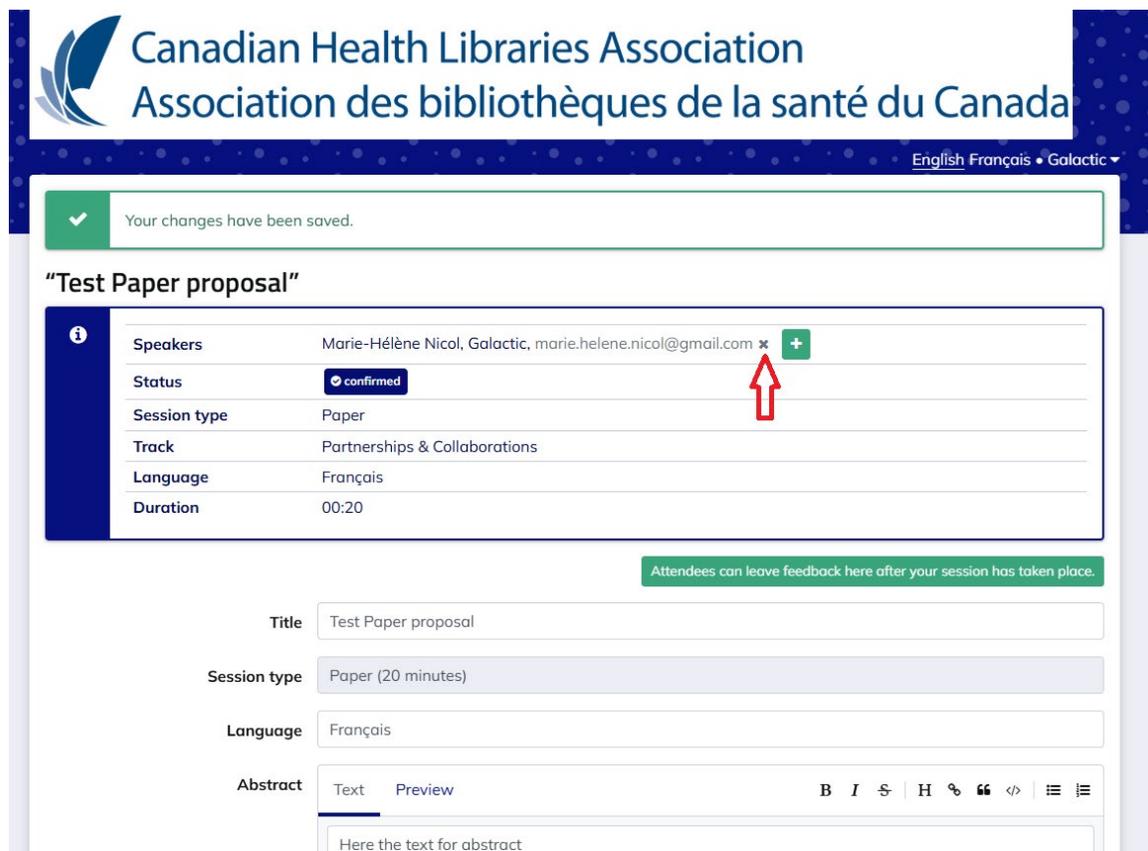
Remove a confirmed Speaker

Confirmed speaker(s) must be removed by the event organizers. Please contact Jackie Phinney (J.Phinney@Dal.Ca), Alla Iansavitchene (Alla.Iansavitchene@lhsc.on.ca), or Nigèle Langlois (nigele.langlois@uottawa.ca) to remove confirmed speaker(s).

Remove a pending Speaker

1. Click on the + sign next to the email address of the pending speaker you want to remove in the *Speakers* field.
2. Click the *Save* button at the bottom of the page.

Please note that removed speakers (non-speakers) will lose access to the proposal after this update. Please ensure all abstract updates and author bios are complete before finalizing your speaker list.



The screenshot shows the user interface for managing a proposal. At the top, the Canadian Health Libraries Association logo and name are displayed in both English and French. A green notification bar indicates that changes have been saved. The main content area is titled "Test Paper proposal" and contains a table of speaker information. The table has the following rows:

Speakers	Marie-Hélène Nicol, Galactic, marie.helene.nicol@gmail.com x +
Status	confirmed
Session type	Paper
Track	Partnerships & Collaborations
Language	Français
Duration	00:20

A red arrow points to the '+' icon next to the speaker's email address. Below the table, there is a green box with the text "Attendees can leave feedback here after your session has taken place." The form continues with fields for Title (Test Paper proposal), Session type (Paper (20 minutes)), and Language (Français). The Abstract section has a "Text" tab selected, showing a rich text editor with a toolbar containing icons for Bold, Italic, Underline, Link, Unlink, Quote, Code, and List. The text area contains the placeholder "Here the text for abstract".

requirements ? if yes, please advise.
Optional

Resources



Resources will be publicly visible unless marked as non-public. Please do not upload files larger than 10.0MB!

This proposal has no resources yet.

Add a link

Upload a file

Save

Share proposal

If you need a review from a colleague or a friend here's a link that you can send out for viewing your proposal: <https://pretalx.com/chla-absc-2026/talk/review/7PT8GBR3GT8MWG7J9B87XKZFGMK77MHB>

Cancel proposal

As your proposal has been accepted already, please contact the event's organising team to cancel it. The best way to reach out would be an answer to your acceptance mail.