

How to Add or Remove Speakers in Pretalx

Add a Speaker

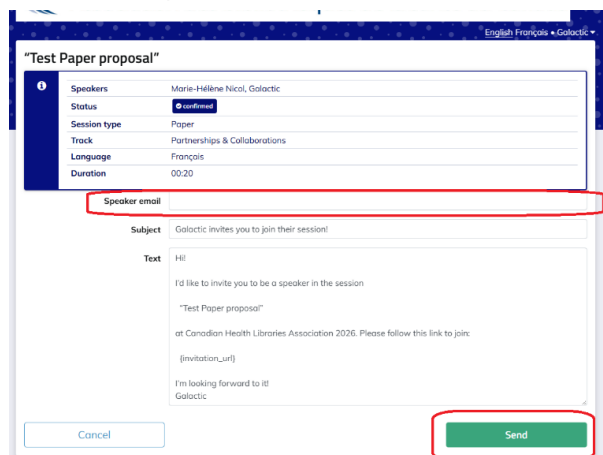
1. Go to: <https://pretalx.com/chla-absc-2027/me/submissions/>
2. Log in to Pretalx with your credentials (email and password)
3. Click on your proposal title



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

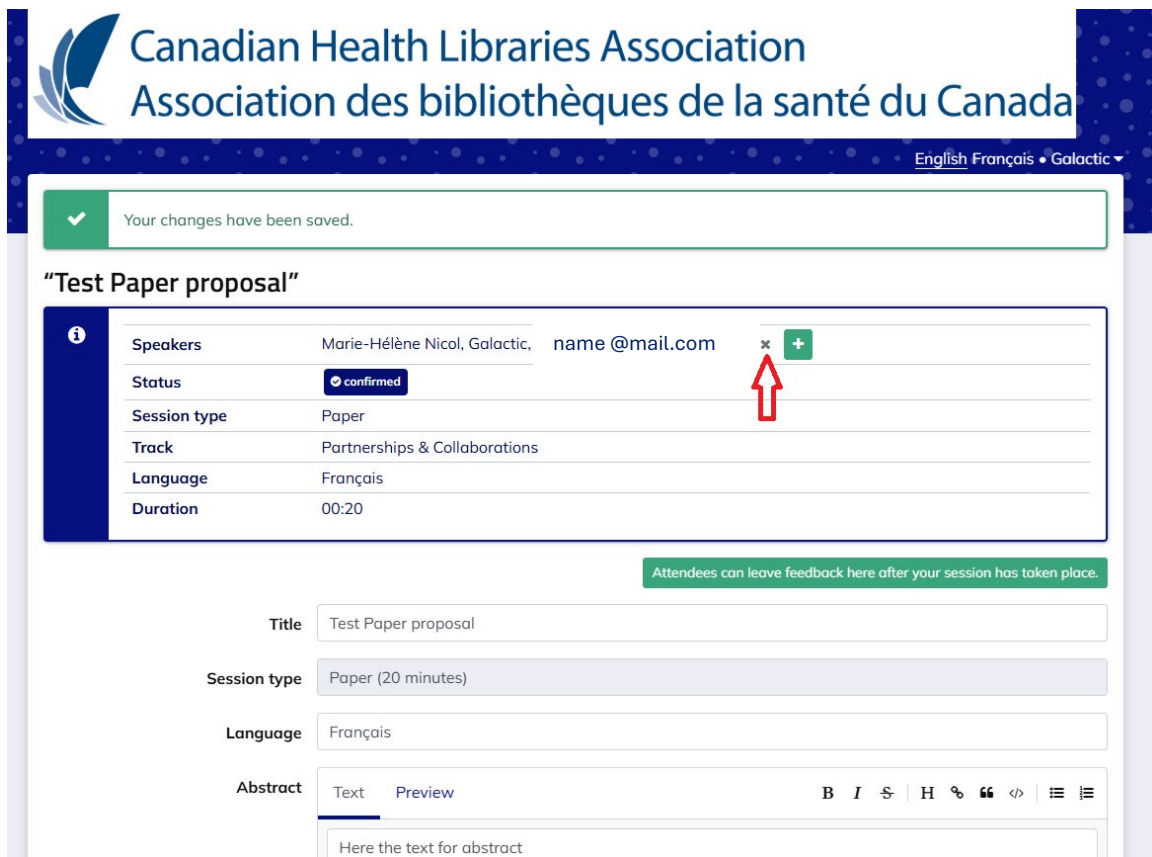
Confirmed speaker(s) must be removed by the event organizers. Please contact Alla lansavitchene (Alla.lansavitchene@lhsc.on.ca) to remove confirmed speaker(s).

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.

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.



Canadian Health Libraries Association
Association des bibliothèques de la santé du Canada

English Français • Galactic

✓ Your changes have been saved.

"Test Paper proposal"

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

Attendees can leave feedback here after your session has taken place.

Title Test Paper proposal

Session type Paper (20 minutes)

Language Français

Abstract Text Preview

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.