

# Eventact

## **Agenda – Submission Form**

“**Topics**” are found under the Agenda Menu on the left-hand navigation bar.

They are added one by one using the “**+ Add Topic**” button.

Keep in mind there is an option to add a Sub-Topic within any or all Topics.

Submitters choose the most appropriate for their submission.

Reviewers are then assigned based on Topics or Sub-Topics, either automatically or one by one.