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[How do I edit my submission?](#)

[How do I complete a co-author's profile if I don't know all the information?](#)

[How do I submit my session?](#)

[How do I know if my session was successfully submitted?](#)

How do I start a new submission?

On the homepage, click on “click here to begin a new submission”



EVENT INFORMATION

2020 ACBS World Conference
July 14 - 19, 2020
Sheraton New Orleans
New Orleans, Louisiana
[Contact the Event Organizer](#)



YOUR PROFILE

Abbie Lanning
Association for Contextual Beh...
Logins: 0 [Log Out](#)
[View / Edit Your Profile](#)



SUBMIT FEEDBACK

We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)



SUBMISSIONS (You have 6 complete submissions, 3 incomplete submissions, and 0 withdrawn submissions)

[+ Click here to begin a new submission](#)

1 [Poster Example](#)
Status: **INCOMPLETE** (Last Edited 11/14/2019, 3:07 PM)
[Preview Submission 1](#)

How do I edit my submission?

On the homepage, click the title of the submission



SUBMISSIONS (You have 6 complete submissions, 3 incomplete submissions, and 0 withdrawn submissions)

[+ Click here to begin a new submission](#)

1 [Poster Example](#)
Status: **INCOMPLETE** (Last Edited 11/14/2019, 2:45 PM)
[Preview Submission 1](#)

How do I complete a co-author's profile if I don't know all the information?

1. Click "invite [author's name]", this will send an email to the address you entered when adding a new author, and the person can complete their own profile.

This section will not be complete until all authors have finished their profiles.

2. To save the section click "Save Authors"
3. To go back to the previous page, click "Tasks" at the top

Home / Submission / **Tasks** / Edit Presenter(s) Task for 'Poster Example'

EDIT PRESENTER(S) TASK FOR 'POSTER EXAMPLE' Save Authors

3 * indicates required

Please create the list of authors for this submission.

To add an author:

- Type the author's first name, last name, and email address.
- Click 'Add Author.'

To complete an author's profile:

- Click on the 'Edit Author' button to complete the profile.
- A **green check mark** indicates a complete profile.

Once the profile is complete, click 'Save Authors' to complete the task.

To return to complete this page later, click "Tasks" above.

Add New Author

First Name * Last Name * Email *

Add Author

Author List

You must add at least 1 author and no more than 10.

1 Jane Smith
Profile incomplete ✖
Role(s): Author

Edit Jane Smith's Profile **Invite Jane Smith** Remove Jane Smith

↑
↓

How do I submit my session?

1. Make sure all the tasks are complete (they will be grey with a green check mark)
2. Click "Save Submission" either at the top right of the page or bottom left.



TASK LIST

Save Submission

Please click on each task below to enter the requested information.

Once completed, the task will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Submission".

Submission ID: 795982

[Edit IGNITE Example](#)

Submission Type: IGNITE

Submission Status: Active

Audio & Visual Needs task was successfully completed on Monday, November 18, 2019, 2:34 PM

1



1. Presenter(s)

Completed Monday, November 18, 2019, 2:34 PM

[Click here to add authors to this submission.](#)



2. Co-Authors NOT Presenting This Submission

Completed Monday, November 18, 2019, 2:34 PM

[Click here to add co-authors NOT presenting this submission.](#)



3. Abstract

Completed Monday, November 18, 2019, 2:34 PM

[Please click here to add your abstract information.](#)



4. Additional Submission Details

Completed Monday, November 18, 2019, 2:34 PM

[Please answer the following questions.](#)



5. Audio & Visual Needs

Completed Monday, November 18, 2019, 2:34 PM

[Please answer the following questions.](#)

Save Submission

2

3. Click "Submit" at the top right
4. After the session is submitted, you should receive a confirmation email from support@contextualscience.org with the subject "Completed Submission Details"

Home / Submission / Tasks / Submit



SUBMISSION SUMMARY

Submit

Submission ID: 795982
[Edit IGNITE Example](#)
Submission Type: IGNITE
Submission Status: Active

3

You have completed all the required tasks for this submission.
Use the "Submit" button to complete your submission.

- ✓ 1. [Presenter\(s\)](#)
Completed - Monday, November 18, 2019, 2:34 PM
- ✓ 2. [Co-Authors NOT Presenting This Submission](#)
Completed - Monday, November 18, 2019, 2:34 PM
- ✓ 3. [Abstract](#)
Completed - Monday, November 18, 2019, 2:34 PM
- ✓ 4. [Additional Submission Details](#)
Completed - Monday, November 18, 2019, 2:34 PM
- ✓ 5. [Audio & Visual Needs](#)
Completed - Monday, November 18, 2019, 2:34 PM

[Click here for a preview of your submission.](#)

How do I know if my session was successfully submitted?

A list of all your submissions is on the homepage.

- Submissions that are in progress and haven't been submitted yet are "Incomplete".
- Submissions that have been submitted are "Complete".



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a 1 [Poster Example](#)
Status: **INCOMPLETE** (Last Edited 11/14/2019, 3:07 PM)
[Preview Submission 1](#)

b 9 [IGNITE Example](#)
Status: **Complete** (Submitted 11/18/2019, 2:47 PM)
[Preview Submission 9](#) [Resend Submission 9 Confirmation Email](#)