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## How do I start a new submission?

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



### EVENT INFORMATION

2021 ACBS World Conference  
June 24 – 27, 2021 (Thursday – Sunday)  
United States  
 Contact the Event Organizer




### YOUR PROFILE

Abbie Lanning  
Affiliation: Association for Con...  
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### SUBMISSIONS (You have 6 complete submissions, 3 incomplete submissions, and 0 withdrawn submissions)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### SUBMISSIONS (You have 6 complete submissions, 3 incomplete submissions, and 0 withdrawn submissions)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

The screenshot shows the 'Edit Presenter(s) Task for 'Poster Example'' page. At the top, a breadcrumb trail reads 'Home / Submission / Tasks / Edit Presenter(s) Task for 'Poster Example''. Below this is a header with a group of three people icons, the title 'EDIT PRESENTER(S) TASK FOR 'POSTER EXAMPLE'', and a 'Save Authors' button. A red arrow labeled '3' points to the 'Tasks' link in the breadcrumb. Another red arrow labeled '2' points to the 'Save Authors' button. Below the header is a light blue instruction box with the text: '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.' Below the instruction box is the 'Add New Author' section with input fields for 'First Name \*', 'Last Name \*', and 'Email \*', and an 'Add Author' button. Below that is the 'Author List' section with the text 'You must add at least 1 author and no more than 10.' and a list of authors. The first author is 'Jane Smith' with a 'Profile incomplete' status and a red 'x' icon. A red arrow labeled '1' points to the 'Invite Jane Smith' button, which is circled in red. Other buttons for 'Jane Smith' are 'Edit Jane Smith's Profile' and 'Remove Jane Smith'. On the right side of the author list, there are up and down arrow buttons.

## 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

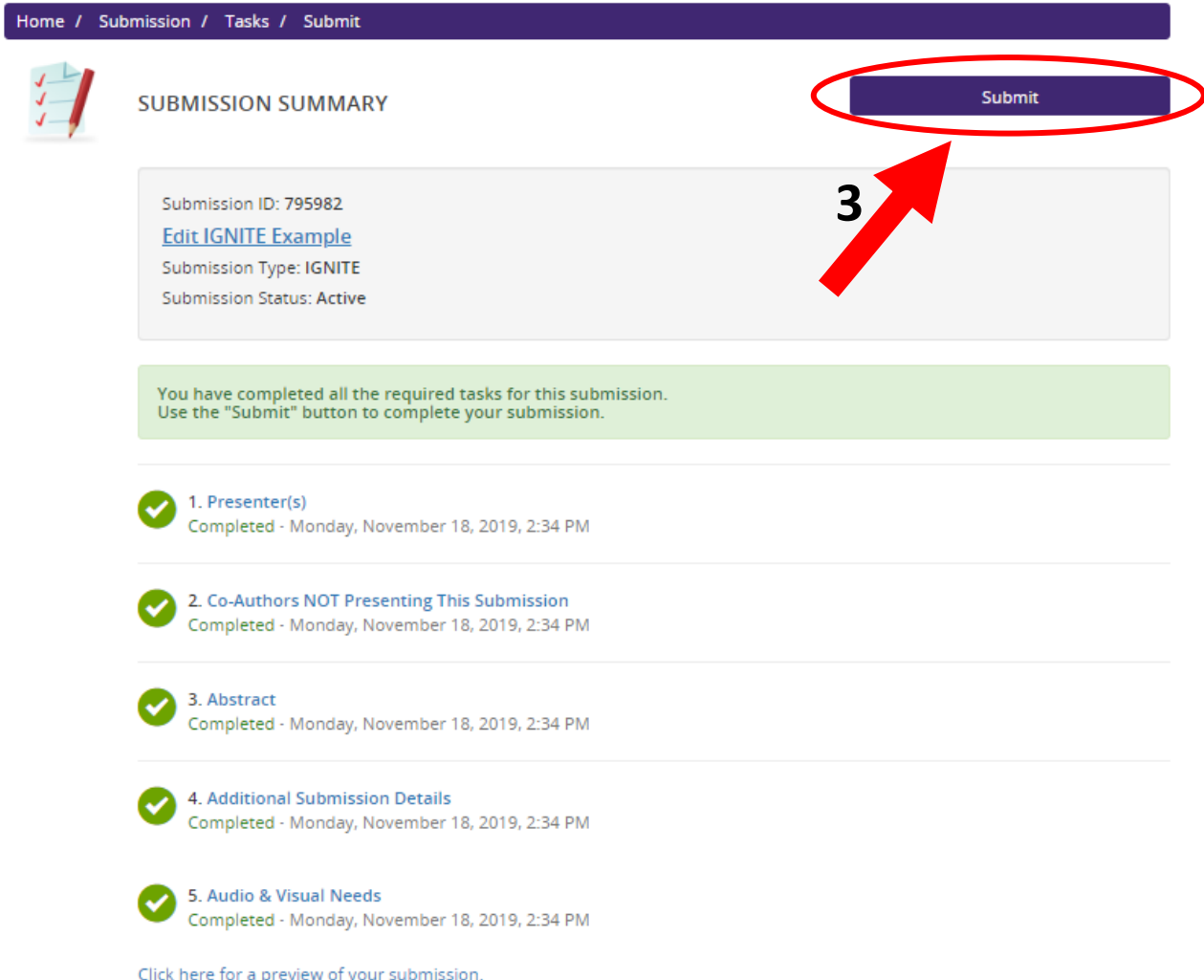
[Please answer the following questions.](#)

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](mailto:support@contextualscience.org) with the subject "Completed Submission Details"

Home / Submission / Tasks / Submit



The image shows a web interface for a submission summary. At the top, there is a dark purple navigation bar with the text "Home / Submission / Tasks / Submit". Below this, on the left, is an icon of a notepad with a pencil. To the right of the icon is the heading "SUBMISSION SUMMARY". In the top right corner, a dark purple button labeled "Submit" is circled in red. A large red arrow points from the bottom left towards the "Submit" button, with the number "3" written in black next to the arrow's shaft. Below the heading, there is a light gray box containing submission details: "Submission ID: 795982", a blue link "Edit IGNITE Example", "Submission Type: IGNITE", and "Submission Status: Active". Below this is a green box with the text: "You have completed all the required tasks for this submission. Use the 'Submit' button to complete your submission." Underneath, there is a list of five completed tasks, each with a green checkmark icon, a blue link, and a completion timestamp: "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", and "5. Audio & Visual Needs Completed - Monday, November 18, 2019, 2:34 PM". At the bottom, there is a link: "Click here for a preview of your submission."

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

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.

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

The screenshot shows the ACBS Virtual World Conference 2021 homepage. The header includes the conference logo and dates (24-27 June, 2021). The navigation bar contains links for Home, Log Out, Conference Details, and Technical Support. The main content area is divided into three sections: Event Information, Your Profile, and Submit Feedback. The Submissions section is highlighted, showing a list of submissions. Two submissions are shown: 'Poster Example' (Status: INCOMPLETE) and 'IGNITE Example' (Status: Complete). Red arrows labeled 'a' and 'b' point to the submission status indicators.

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