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

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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

2022 ACBS World Conference
June 14 - 19, 2022 (Tuesday - Sunday)
Hilton San Francisco Union Square
San Francisco, California
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SUBMISSIONS (You have 0 complete submissions, 7 incomplete submissions, and 0 withdrawn submissions)

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

1 [Ignite Example](#)
Status: **INCOMPLETE** (Last Edited 10/29/2021, 3:55 PM)

[Preview Submission 1](#)

How do I edit my submission?

On the homepage, click the title of the submission



SUBMISSIONS (You have 0 complete submissions, 7 incomplete submissions, and 0 withdrawn submissions)

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

1 [Ignite Example](#)
Status: **INCOMPLETE** (Last Edited 10/29/2021, 3:55 PM)

[Preview Submission 1](#)

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

1. Click "invite [presenter's name]", this will send an email to the address you entered when adding a new presenter, 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 Presenters"
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 blue navigation bar contains the links: Home / Submission / **Tasks** / Edit Presenter(s) Task for 'Poster Example'. Below this, a header area includes a group of three people icons, the title 'EDIT PRESENTER(S) TASK FOR 'POSTER EXAMPLE'', and a 'Save Presenters' button. A red arrow labeled '3' points to the 'Tasks' link in the navigation bar. Another red arrow labeled '2' points to the 'Save Presenters' button. The main content area contains instructions: 'To add a presenter:' (Type the presenter's first name, last name, and email address; Click 'Add Presenter'), 'To complete a presenter's profile:' (Click on the 'Edit [Presenter Name]'s Profile' button to complete the profile; A green check mark indicates a complete profile; Once the profile is complete, click 'Save Presenters' to complete the task), and 'To invite the other presenter(s) to complete their profiles themselves, please click "Invite [Presenter Name]"'. Below this is an 'Add New Presenter' form with fields for 'First Name *', 'Last Name *', and 'Email *', and an 'Add Presenter' button. The 'Presenter List' section shows a table with one entry for 'Jane Smith', whose profile is marked as 'Profile incomplete' with a red 'x' icon. Below the name are three buttons: 'Edit Jane Smith's Profile', 'Invite Jane Smith' (circled in red), and 'Remove Jane Smith'. A red arrow labeled '1' points to the 'Invite Jane Smith' button. A small asterisk note at the bottom right states '* indicates a required field'.

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.

- 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 World Conference San Francisco 2022 homepage. At the top, there is a navigation bar with "Home" and "Log Out" on the left, and "Conference Details" and "Technical Support" on the right. Below the navigation bar, there are three main sections: "EVENT INFORMATION", "YOUR PROFILE", and "SUBMIT FEEDBACK".

EVENT INFORMATION: 2022 ACBS World Conference, June 14 - 19, 2022 (Tuesday - Sunday), Hilton San Francisco Union Square, San Francisco, California, United States. A "Contact the Event Organizer" button is visible.

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). A link to "Click here to begin a new submission" is provided.

The submission list shows two items:

- 1 Poster Example:** Status: **INCOMPLETE** (Last Edited 11/14/2019, 3:07 PM). A red arrow labeled "a" points to the submission number "1". A "Preview Submission 1" button is visible.
- 9 IGNITE Example:** Status: **Complete** (Submitted 11/18/2019, 2:47 PM). A red arrow labeled "b" points to the submission number "9". "Preview Submission 9" and "Resend Submission 9 Confirmation Email" buttons are visible.