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## How do I start a new submission?

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




Home | Log Out Conference Details | Technical Support

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### EVENT INFORMATION

2024 ACBS World Conference  
July 25 - 28, 2024 (Thursday - Sunday)  
Buenos Aires  
Argentina  
[Contact the Event Organizer](#)




### YOUR PROFILE

Abbie Lanning  
Affiliation: Association for Con...  
Logins: 0 [Log Out](#)  
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### 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(You have 0 complete submissions, 5 incomplete submissions, and 0 withdrawn submissions)

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

1 [Ignite Example](#)  
Status: **INCOMPLETE** (Last Edited 10/30/2023, 9:26 AM)  
[Preview Submission 1](#)

## How do I translate the submission form into Spanish or Portuguese?

At the top of the page, click "Select Language". Once you select a language, the entire submission form will be translated automatically.

Home | Log Out

ACBS  
WORLD CONFERENCE  
BUENOS AIRES  
ARGENTINA  
25-28 JULY 2024

Conference Details | Technical Support

Select Language  
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**i** EVENT INFORMATION  
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**ID** YOUR PROFILE  
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**Feedback** SUBMIT FEEDBACK  
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**+** SUBMISSIONS (You have 0 complete submissions, 5 Incomplete submissions, and 0 withdrawn submissions)  
Click here to begin a new submission

## 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**+** SUBMISSIONS (You have 0 complete submissions, 7 Incomplete submissions, and 0 withdrawn submissions)  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 the navigation bar, there is a header area with a group of three people icon, 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 is a light blue box containing 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.

Below the instructions, there is a purple text block: "To invite the other presenter(s) to complete their profiles themselves, please click "Invite [Presenter Name]" To return to complete this page later, click "Tasks" above." A small note at the bottom right says "\* indicates a required field".

Under the heading "Add New Presenter", there are three input fields: "First Name \*", "Last Name \*", and "Email \*", followed by an "Add Presenter" button.

Below that is the "Presenter List" section, which states "You must add at least 1 presenter and no more than 10." It lists one presenter: "Jane Smith" with a status of "Profile incomplete" and a red 'x' icon. Below her name are three buttons: "Edit Jane Smith's Profile", "Invite Jane Smith" (circled in red with a red arrow labeled '1' pointing to it), and "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](mailto: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".


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### SUBMISSIONS

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

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

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

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