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

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

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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

Select Language Powered by Google Translate




EVENT INFORMATION

2025 ACBS World Conference
July 17 – 20, 2025 (Thursday – Sunday)
Sheraton New Orleans
New Orleans, Louisiana
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(You have 0 complete submissions, 6 incomplete submissions, and 0 withdrawn submissions)

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

1 [Ignite Example](#)
Status: **INCOMPLETE** (Last Edited 10/25/2024, 1:58 PM)
[Preview Submission 1](#)

How do I translate the submission form into another language?

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



The screenshot shows the top navigation bar of the ACBS World Conference website. The header includes the event title "New Orleans ACBS World Conference | July 17-20, 2025" and navigation links for "Home", "Log Out", "Conference Details", and "Technical Support". A "Select Language" dropdown menu is highlighted with a red circle and a red arrow pointing to it. Below the header, the navigation menu is divided into three sections: "EVENT INFORMATION", "YOUR PROFILE", and "SUBMIT FEEDBACK".

EVENT INFORMATION

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YOUR PROFILE

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SUBMIT FEEDBACK

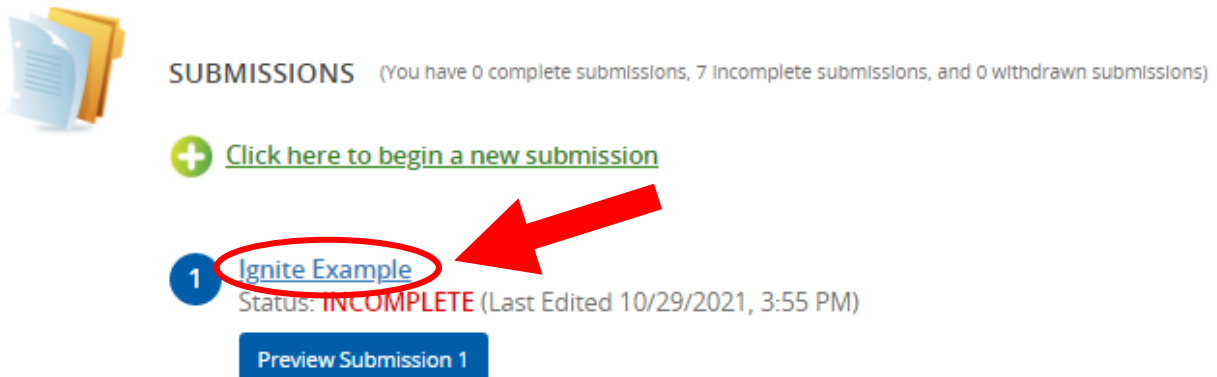
We always welcome feedback, and we want to hear what you like and what can be improved.
[Feedback Form](#)

SUBMISSIONS (You have 0 complete submissions, 6 incomplete submissions, and 0 withdrawn submissions)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



The screenshot shows the "SUBMISSIONS" section of the website. It displays a list of submissions with a red circle around the title "Ignite Example" and a red arrow pointing to it. Below the title, the status is shown as "INCOMPLETE" and the last edited time is "10/29/2021, 3:55 PM". A "Preview Submission 1" button is visible below the submission details.

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 breadcrumb: 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 large red arrow labeled '3' points to the 'Tasks' link in the breadcrumb. Another red arrow labeled '2' points to the 'Save Presenters' button. The main content area is a light blue box with instructions: 'To add a presenter:' (with a red arrow '3' pointing to the text), 'To complete a presenter's profile:', and 'To invite the other presenter(s) to complete their profiles themselves, please click "Invite [Presenter Name]"'. Below this is the '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' with a 'Profile incomplete' status. A red arrow labeled '1' points to the 'Invite Jane Smith' button, which is circled in red. The 'Remove Jane Smith' button is also visible.

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

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

3

2

1

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.

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.

* indicates a required field

Add New Presenter

First Name * Last Name * Email *

Add Presenter

Presenter List

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

1 Jane Smith
Profile incomplete ✖
Author Order: Presenter

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.

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

The screenshot shows the homepage of the ACBS World Conference website. At the top, there is a navigation bar with "Home | Log Out" on the left and "Conference Details | Technical Support" on the right. Below the navigation bar is a language selection dropdown menu labeled "Select Language" with a "Powered by Google Translate" note. The main content area is divided into three columns: "EVENT INFORMATION", "YOUR PROFILE", and "SUBMIT FEEDBACK".

EVENT INFORMATION: 2025 ACBS World Conference, July 17 - 20, 2025 (Thursday - Sunday), Sheraton New Orleans, New Orleans, Louisiana, United States. A "Contact the Event Organizer" link is provided.

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 "1" in the submission number. 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 "9" in the submission number. "Preview Submission 9" and "Resend Submission 9 Confirmation Email" buttons are visible.