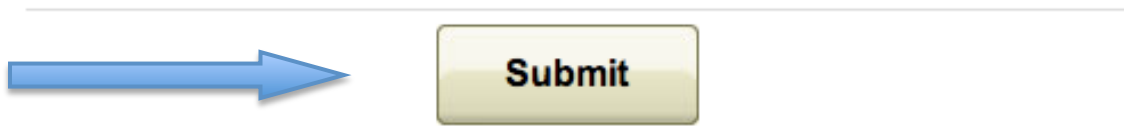


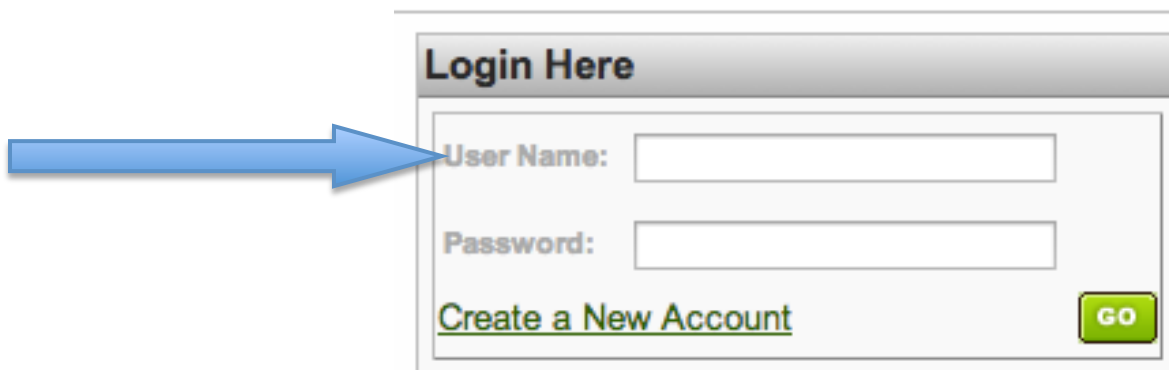
Instructions for submitting an individual poster

1. **If accepted**, a poster submission will be presented on Thursday May 21, 2015.
2. **All Academic Submission System:** Go to our submission page (icqi.org/home/submission) and click on the “Submit” button.

We are still accepting submissions

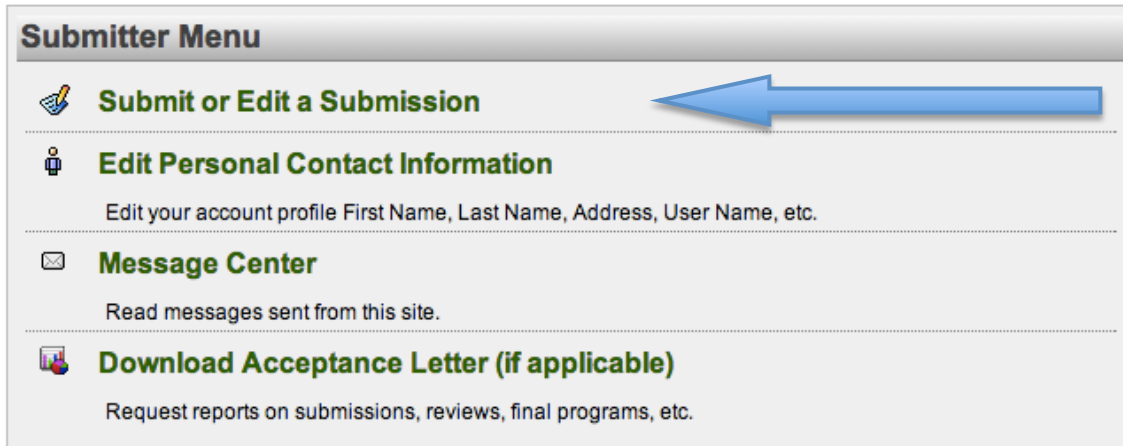


3. **Logging In:** enter your User Name and Password.

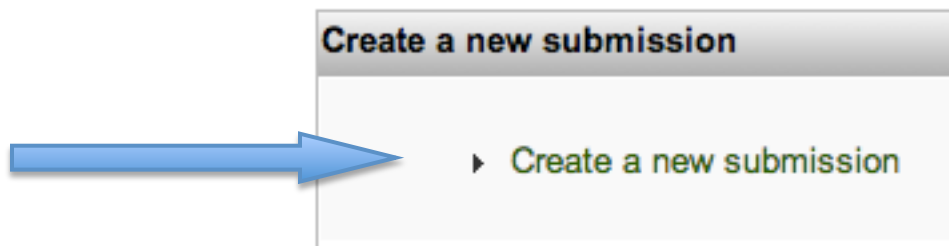


A blue arrow points from the left towards the 'User Name' input field.

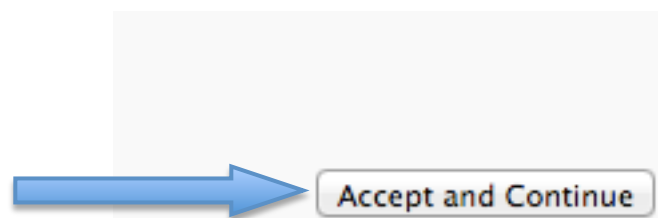
4. **Submission:** Click on the “Submit or Edit a Submission” link



5. On the next screen, click on “Create a new submission”



6. **Select Poster** under the Individual Submission box.
7. **Select a track:** If you are not part of a Special Interest Group (SIG), then submit under the General Congress.
8. **Word Limits** for title and abstracts are strictly enforced. Please select your topic area and any keywords you would like to include.
9. Click on “**Accept and Continue**” to proceed to the next page.



10. **Author(s):** If you are a single author, click on the “Accept and Continue” link to proceed. If you need a co-author, go to the next step.

# Person	Email Address	Affiliation	Role	Action
1 *Bryce Henson	<input type="text"/>	is, n	<input type="button" value="Non-Presenting Co-Author"/> <input checked="" type="button" value="Presenter"/>	<input type="button" value="Remove"/>

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, you will see an option to enter a new co-Author into the database.

Last Name:

Continue

Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

©2014 All Academic. Inc.

11. **Co-Authors:** search for their last name here. Search even if they are unlisted, which will permit you to add them in the next step.

# Person	Email Address	Affiliation	Role	Action
1 *Bryce Henson	<input type="text"/>	University of Illinois, Urbana-Champaign	<input type="button" value="Non-Presenting Co-Author"/> <input checked="" type="button" value="Presenter"/>	<input type="button" value="Remove"/>

Add/Search for Author by Last Name

To see if a co-Author is already in the conference database, enter his/her **last name** below. Matches will appear in the table below. You may then add him/her from that table. If he/she does not appear, you will see an option to enter a new co-Author into the database.

Last Name:

Continue


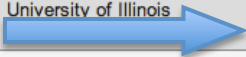
Click the "Accept and Continue" button to proceed after you have selected your submission's Authors.

©2014 All Academic. Inc.

If they are listed, add them as a “Presenter” if they will be attending the Congress or “Non-Presenting Co-Author” if they will not.

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name.

Person	Email Address	Affiliation	Action
Denzin, Norman		University of Illinois 	Add Non-Presenting Co-Author Add Presenter


Author not listed?
If you cannot find the Author, select the "Add Unlisted Author" link below. **IMPORTANT:** Before adding someone to the database, make sure s/he is not already in the system by performing a last name search above.

[Add Unlisted Author](#)


If they are unlisted, click on the “Add Unlisted Author” link:

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name.

Person	Email Address	Affiliation	Action
Denzin, Norman		University of Illinois	Add Non-Presenting Co-Author Add Presenter


Author not listed?
If you cannot find the Author, select the "Add Unlisted Author" link below. **IMPORTANT:** Before adding someone to the database, make sure s/he is not already in the system by performing a last name search above.

[Add Unlisted Author](#) 

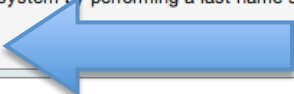
12. **Creating a Co-Author:** You may create an account for them. It is important that you input their information correctly. They will receive an email from the “allacademic.com” domain asking them to confirm their account and edit any necessary information. If a submission is accepted, whatever information is inputted will be put into the program. Therefore, be sure to input everything correctly.

Choose From List of Authors

The results from your search will appear below. To add someone, select "Add Author" in the "Action" field to the far right of the Author's name.


Person	Email Address	Affiliation	Action
Denzin, Norman		University of Illinois	Add Non-Presenting Co-Author Add Presenter

Author not listed?
If you cannot find the Author, select the "Add Unlisted Author" link below. **IMPORTANT:** Before adding someone to the database, make sure s/he is not already in the system by performing a last name search above.

[Add Unlisted Author](#) 

13. To change the order of co-authors, click on the “Up” or “Down” links to create the order of authorship.

# Person	Email Address	Affiliation	Role	Action
1	Bryce Henson	University of Illinois, Urbana-Champaign	Up 1 Down Non-Presenting Co-Author *Presenter	Remove
2	Norman Denzin	University of Illinois	Up 2 Down Non-Presenting Co-Author *Presenter	Remove



14. Click on the **“Accept and Continue”** button at the bottom of the page to save your author information.

15. **Review, Saving, and Submitting:** From the summary page, you can review and edit any information necessary. Once you click on the **“Accept and Continue”** button on this page, your information will be saved and submitted.

