Instructions for individual submission:

1. **If accepted**, an individual submission will be placed in a panel with other individual submissions. If you have a fully formed panel, see instructions for submitting a panel.

2. **All Academic Submission System**: Go to our submission page (icqi.org/home/submission) and click on the “Submit” button.

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

4. **Submission**: Click on the “Submit or Edit a Submission” link
5. On the next screen, click on “Create a new submission”

6. **Select Paper** 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.
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.

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.

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

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

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.