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.

3. **Logging In**: enter your User Name and Password.
4. **Submission**: Click on the “Submit or Edit a Submission” link

```
Submitter Menu

Submit or Edit a Submission

Edit Personal Contact Information
Edit your account profile First Name, Last Name, Address, User Name, etc.

Message Center
Read messages sent from this site.

Download Acceptance Letter (if applicable)
Request reports on submissions, reviews, final programs, etc.
```

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

```
Create a new submission

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.

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.