

SUBMISSION PORTAL GUIDELINES

Step 1: Click the 'Begin submission' button on the website.

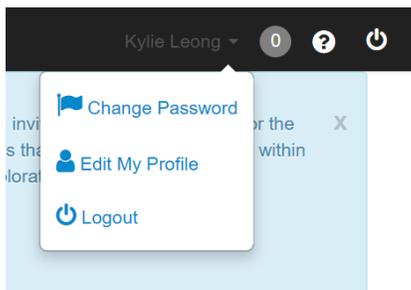
Step 2: You will be directed to the Speaker Authentication page to verify your ISME membership. Submissions are open to ISME members and it is a requirement for all presenters and co-presenters to be a member of ISME at time of submission and at the Conference. You will be redirected to the submission portal once you are verified as a member. If you need to join or renew your ISME membership, please [click here](#).

Please contact [ISME admin](#) if you have any questions regarding membership.

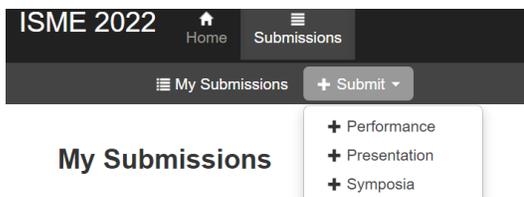
Step 3: Once redirected to the submission portal, enter your email address and elect a password to create an author account. Please verify the account by clicking on the link provided via the account verification email sent to your nominated email address. Please check your 'junk folder' if not received.

Step 3: Log in to your account after it has been verified using your email address as username, and your nominated password.

Step 4: Please complete your user profile by selecting 'Edit My Profile' prior to beginning a new submission. Please include a short 100 words biography and a headshot image in JPEG or PNG format that is no more than 2MB in file size. Do note that your photo and biography will be displayed in the Conference program and Conference mobile app if selected for presentation. Complete all other fields marked in red asterisk and click 'Save'.



Step 5: Click on the 'Submissions' tab next to home to reveal the '+ Submit' button with drop down selections to submit presentation (abstract, full paper and workshop) or performance or symposia.



Alternatively, you can click on the dashboards 'Submit Presentation' or 'Submit Performance' or 'Submit Symposia' button to begin submitting your submission, taking care in selecting the correct presentation type. Please refer to the [Call for Papers](#) for more information on types of submissions available.

My Submissions

[Submit Presentation](#)[Submit Performance](#)[Submit Symposia](#)

Paper ID	Paper Type	Paper Title
You have no submissions		

To submit an abstract, full paper, poster or workshop proposal, please select on the 'Submit Presentation'.

To submit a performance for consideration, please select 'Submit Performance'.

For symposia submissions, please select 'Submit Symposia'.

Preparing your presentation submission

1. **Requested Presentation Type:** Select your requested presentation type. Please refer to pages 10-17 of the [Call for Papers](#) document for presentation types/session formats available.
2. **Paper Title:** Type the title of your paper in the 'Paper Title' field. Titles are limited to 15 words or fewer.
3. **Paper Text:** Upload presentation text body as a file in .doc. or .docx format. Abstracts and workshops have a limit of 400 words. Full papers have a limit of 400 words for abstract and 3000 words for full paper. References, tables and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included.
4. **Review Panel:** All submissions must be submitted to a [Review Panel](#). Please select one most relevant to your submission.
5. Complete all other fields, noting those labelled with a (*) symbol must be filled.

Preparing your performance submission

1. **Requested Presentation Type:** Select 'Performance' as your requested presentation type.
2. **Paper Title:** In the paper title field, enter the name of your group.
3. **Performance File:** Upload your CV as a file in .doc. or .docx format.
4. Please disregard the co-author section.
5. Complete all other fields, noting those labelled with a (*) symbol must be filled.

Preparing your symposium submission

1. **Paper Title:** Type the title of your Symposium in the 'Paper Title' field. Titles are limited to 15 words or fewer.
2. **Paper Text:** Upload your overall symposium session summary as a file in .doc. or .docx format. Session summaries have a limit of 400 words.. References, tables and figures should be added to the end of the document and are not included in the word count. No more than a total of two (2) tables and/or figures may be included.
3. **Speakers:** List all symposium participant details in the speakers section. There must be a minimum of three participants with a maximum of six. Each participant will then receive a notification to submit the 300 word abstract for their presentation once the symposia is submitted.
4. **Review Panel:** All submissions must be submitted to a [Review Panel](#). Please select one most relevant to your submission.
5. Complete all other fields, noting those labelled with a (*) symbol must be filled.

Questions?

Please direct any questions to ISME 2022 Conference Managers on program@worldconference.org

