

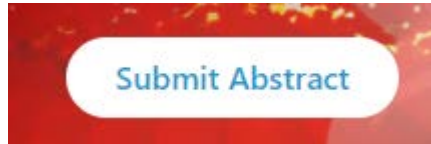
## Contents

Submit Abstract .....	1
Paper Submission Types .....	4
Update Paper Type .....	5

### SUBMIT ABSTRACT

When abstracts are being accepted for a conference, you can follow the instructions for finding a conference website.

Then click on “Submit Abstract”



Use the link that says “Login with ASME” in the upper left corner to login and submit your abstract or access the reviewing panel.

Login to Complete a  
Submission or to Access  
Reviewing Panel

Login with ASME

Or you can select the “Submit an Abstract” button at the bottom of the page

Submit an Abstract

Both will bring you to the login page for the conference you’ve selected.

## Sign In

What is your e-mail address?

Do you have an existing ASME account?

No, I am a new customer

Yes, my password is

Continue

[Forgot your password](#)

[Start Over](#)

Use the “forgot your password” link if you need assistance with your password.

Selecting “continue” will log you into the system site for accessing your paper. If abstracts are not yet being accepted, you will be taken to a screen that identifies exactly when the abstract submission pages will be opened.

If abstracts are being accepted, you will see more details about the conference such as due dates and the conference chair, towards the bottom of the screen is a link to “Submit an Abstract”

Clicking on “Submit an Abstract”

**Submit an Abstract**

Follow each step as indicated by the site and click “Save” if you wish to come back later or “Save and Next” if you are ready to move on to the next action step.

Save

Save and Next

Be prepared to answer the following questions when submitting an abstract:



Track (use dropdown menu)



Paper Type (use dropdown menu)  
\*see “paper submission types” for more information



Title of your paper



Abstract between 200 and 650 words



Contact information for presenting author



Presenting author bio



Headshot for Presenting Author



All contact information for every author listed on your paper

## PAPER SUBMISSION TYPES

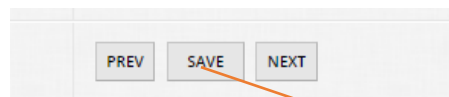
For each conference we have slightly different paper types. Published papers have the earliest deadlines and tend to be far less flexible about late submissions due to the timeline required for processing conference sites.

When conferences do have presentation only options, the presentation submissions are typically due little later and have fewer requirements for conference participation. Most decisions about submissions to conferences are conference specific, so it will change from one ASME conference to another.

This chart provides a general description of most common paper types.

Paper Type	Is a signed copyright required?	Is paper published?
Presentation Only	No, but a speaker agreement will be required	No presentation only papers are published in the digital collection
Tutorial	No (if a video is presented then a speaker agreement is required)	Not usually, but this is a conference specific decision
Poster	No (if a video is presented then a speaker agreement is required)	No posters are published in the digital collection
Technical Paper Publication	Yes	Yes
Student Paper Publication	Yes	Usually, but this is a conference specific decision
Student Presentation	No (if a video is presented then a speaker agreement is required)	No presentation only papers are published in the digital collection

If you are unsure what type of paper you want to submit or when the deadlines for submissions are for the conference you are interested in, then feel free to contact [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org) for more information about specific conference deadlines and participation requirements.



After you've made the needed updates, click "save"

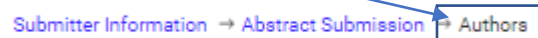
## Update Paper Type

If you notice the paper type needs to be changed then it is best to contact [toolboxhelp@asme.org](mailto:toolboxhelp@asme.org) to ask them to change the paper type for you in the system.

If the system was opened for you, then you may make the paper type adjustment yourself. Only the author who entered the submission will be able to make these types of edits. The lead author will need to log in using the link provided when the link is opened.

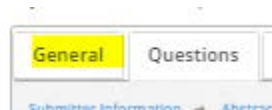
Go to your completed submission and click “edit”.

Go to “Authors” link at the top of the page.



[Submitter Information](#) → [Abstract Submission](#) → **Authors**

If it is not selected already select the “General” tab.



Scroll down and select the appropriate option from the drop-down menu “Select a Paper Type”.

Export	<a href="#">PDF As Author</a>   <a href="#">PDF As Reviewer</a>   <a href="#">HTML As Author</a>   <a href="#">HTML As Reviewer</a>   <a href="#">Generate Zip of All Files</a>
Abstract Submission	
Select a Paper Type *	<p>If you do not know your paper type, choose the option Technical Publication</p> <p>Technical Presentation</p> <p>A Technical Presentation is a Non-Publication Presentation of a full-length paper that is accepted and scheduled for presentation at a technical session; it is not published in the conference proceedings. Requires an abstract upon submittal for consideration.</p>