Visit the ISTR Conference website and click on ‘Submit an Abstract’.

*Please note, you must be logged in on the ISTR website in order to submit. Anonymous submissions are not accepted. If you are having difficulty with your login, please contact Secretariat@istr.org*

After clicking ‘Submit and Abstract’, you will be transferred to our online submission system. Click on ‘Submit or Edit a Proposal’, which is the first sub-item in the Submitter Menu.
Click on ‘Submit A New Proposal’
Choose the theme that best defines your abstract.
Click on the submission type (paper, panel, roundtable) that you are submitting.

<table>
<thead>
<tr>
<th>Individual Presentation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Research Paper</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panel</td>
<td>A panel submission is a proposal for a coordinated set of papers (a maximum of four in number) all dealing with a particular topic. An abstract identifying and justifying the theme of the panel as well as a full abstract for each panel paper. Panel proposals that are inadequate in content for each paper will not be considered. The person submitting the panel proposal must be willing to act as the panel coordinator and attend the conference.</td>
</tr>
<tr>
<td>Roundtable Discussion</td>
<td>Roundtables encourage discussion and interaction among delegates. The roundtable format offers short (max. 10 minute) present discussion. Proposals should include details on the theme or topic of discussion and its relevance, along with the names of the organizers and more than 5 initial participants. Please describe what each participant is expected to contribute to the discussion.</td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR PAPER SUBMISSIONS

For Papers, complete the fields found in the screen below. The first box on this page is the Title field (Type title as it should appear in the Program. Your title should NOT be all capitals or all lower-case). The second box is the Abstract text field. (Please provide a brief description or abstract. Your abstract should be no more than 500 words. You may copy and paste from your word processing program.) Both the Title and Abstract boxes must be completed. The third box is for Additional Information. References may be posted here. When you are finished, and click ‘Accept and Continue’, located at the bottom right hand corner of the screen.
Select Author(s) For: Paper Title

The person submitting will be automatically added as an author to the paper and will be listed in the table as shown in the screenshot below. If you want to remove your name (usually because you are submitting on behalf of someone else), you must add at least one additional Author before removing yourself from the Author table.

To add an Author, use the search box below the words "Search for Additional Authors by Last Name." Authors not in the database may be added if their name is not found.

Indicate the role of each author: The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.

Change the Author order by clicking "Up" or "Down" in the "Display Order" field. The authors should be listed in the order they will appear in the final program.

To remove an author, click "Remove" in the "Action" column.

Once you have completed the process of adding authors click "Accept and Continue."

Verify that the author information is correct. When you are finished with the author information, click "Accept and Continue", located at the bottom right hand corner of the screen.
Review your submission information and click ‘Accept and Continue’, located at the bottom right-hand side of the screen.

Your submission confirmation will appear on the screen. You will also receive an email confirmation of your submission.
INSTRUCTIONS FOR PANEL SUBMISSIONS

For Panels, complete the fields found in the screen below. The first box on this page is the Title field (Type title as it should appear in the Program. Your title should NOT be all capitals or all lower-case). The second box is the Abstract text field. (Please provide a brief description or abstract of the panel. Your abstract should be no more than 500 words excluding references. You may copy and paste from your word processing program.) Both the Title and Abstract boxes must be completed. The third box is for Additional Information. References may be posted here. When you are finished, and click ‘Accept and Continue”, located at the bottom right hand corner of the screen.
Session Participants: On this screen you will need to add the additional panel papers (no more than four) by clicking on ‘Step 1. Add a Paper’. Click ‘Accept and Continue’ (right hand side of screen) after the first panel paper abstract has been added.

Select Author for Paper 1

The person submitting will be automatically added as an author to the paper and will be listed in the table as shown in the author table. If you want to remove your name (usually because you are submitting on behalf of someone else), you must add at least one additional Author before removing yourself from the Author table.

To add an Author, use the search box below the words "Search for Additional Authors by Last Name." Authors not in the database may be added if their name is not found.
Indicate the role of each author: The role for each Author listed is indicated in bold text in the "Role" column. Please indicate which authors are presenting, and which authors are not presenting by clicking on the corresponding role. The selected role will appear in bold black text.

Change the Author order by clicking "Up" or "Down" in the "Display Order" field. The authors should be listed in the order they will appear in the final program.

To remove an author, click "Remove" in the "Action" column.

Once you have completed the process of adding authors click "Accept and Continue."

Verify that the author information is correct. When you are finished with the author information, click 'Accept and Continue”, located at the bottom right hand corner of the screen.

**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.

**Continue**

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

**Last Name**

Search for Author

Accept and Continue

Continue to add panel paper abstracts and author information until completed. You will also need to add a panel chair:

**Step 2. Add a Chair**

Use the search box to the right to type in a last name, and search the database for the person you wish to add as a Chair. When finished, go to step 3.

**Step 3. Accept and continue.**

When your session is fully populated click "Accept and Continue."
You will now need to review your panel submission. Click ‘Accept and Continue’ once reviewed.
Your online submission confirmation will appear on the screen. Print this for your records. You will also receive an email submission confirmation notification.

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Dear ISTR Secretariat,

Thank you for your submission to ISTR, entitled Title. Your reference number for this submission is 1560920.

This will serve as confirmation of our receipt of your ISTR 2020 presentation proposal. A review panel will review your proposal, and notification of acceptance or rejection will be sent to you via email in January 2020. Please keep a copy of this confirmation for your records.

To become an ISTR Member, or to get more information on becoming an ISTR Member, please visit the ISTR website at www.istr.org.

Thank you for your submission.

Sincerely,

John Mohan, Conference Co-Chair, ISTR Conference Committee
Patricia Mendonca, Conference Co-Chair, ISTR Conference Committee
INSTRUCTIONS FOR ROUNDTABLE SUBMISSIONS

For Roundtables, complete the fields found in the screen below. The first box on this page is the Title field (Type title as it should appear in the Program. Your title should NOT be all capitals or all lower-case). The second box is the Abstract text field. (Please provide a brief description or abstract. Your abstract should be no more than 500 words excluding references. You may copy and paste from your word processing program.) Both the Title and Abstract boxes must be completed. The third box is for Additional Information. References may be posted here. When you are finished, and click ‘Accept and Continue”, located at the bottom right hand corner of the screen.
In the following screen, add any supporting papers (Step 1. Add Papers). To add a paper title and author(s) to the session listing above click the “Add a Paper” button) and assign a Roundtable Chair (Step 2. Add a Chair Use the search box to the right to type in a last name, and search the database for the person you wish to add as a Chair). Once completed, click on Step 3. Accept and continue. When your session is fully populated click “Accept and Continue.”

<table>
<thead>
<tr>
<th>Current Session Participants: Title of Roundtable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chosen &quot;Roles&quot; are designated by the *</td>
</tr>
<tr>
<td># Person/Individual Submission</td>
</tr>
<tr>
<td><a href="mailto:Secretariat@istr.org">Secretariat@istr.org</a></td>
</tr>
<tr>
<td>Role/Individual Submission Type</td>
</tr>
<tr>
<td>Action</td>
</tr>
<tr>
<td>Remove</td>
</tr>
</tbody>
</table>

Step 1. Add Papers.
To add a paper title and author(s) to the session listing above click the “Add a Paper” button.

Step 2. Add a Chair
Use the search box to the right to type in a last name, and search the database for the person you wish to add as a Chair.

Step 3. Accept and continue.
When your session is fully populated click “Accept and Continue.”
You will now need to review your roundtable submission. Click ‘Accept and Continue’ once reviewed.

Your online submission confirmation will appear on the screen. Print this for your records. You will also receive an email submission confirmation.