

Instructions for Submitting a Poster

Submission ID and Password:

- When you begin a poster submission, an e-mail message will be sent to you with your submission ID and password.
- Your ID and password will also be displayed on the left hand of the screen during the submission process.
- Once your submission has been started, you may exit the submitter and return at any time before the deadline using your submission ID and password.
- While you are submitting a poster submission, program organizers can see your work to provide assistance if you encounter any issues.

Steps:

Step 1 – Theme

- Select the theme that best fits your submission.

Step 2 – Title

- Enter your poster title in title case. Do not end titles with a period.
- Enter the submitter's e-mail address where correspondence should be sent regarding the submission.
- Confirm that the submitter understands that if their Poster is accepted for NHPC, they understand that they will need to register and pay the full registration rate for the conference. (Details on registration rates are available on the NHPC homepage.)

Step 3 – Author

- Type the presenter's last name or email in the provided box.
- If the author is already in the system, you can select their pre-populated information or update the information from previous years.
- If the author is not already in the system, you will be prompted to create a new record.
- You must include information for all fields with a star.
- You may enter co-author information if you want.

Step 4 – Submission Text

- Enter the text of your submission (maximum 500 words) providing a brief overview of the topic and describing how it meets the objectives listed on the submission homepage. Do not include authors' names or references.

Step 5 – Confirmation

- Review your submission.
- You may return to any step of the process by using the left hand navigation bar.
- You may print your submission at this point.

- Once your submission is complete, press the 'conclude submission button.'
- You may return to your submission to review or edit at any point before the September 27 deadline using your submission ID and password.