Contributed Paper/Poster Sessions: How to Submit

Here is a step-by-step guide on how to submit your CPS abstract in the ISI System:

1. Entering the System

Create a Conference Account if this is your first time: <u>Create Conference Account</u>. You can choose to create either

- a) an ISI Non-member account, or
- b) ISI and ISI Association Member's account if you are a member.

isi	MCE-612722 Greate Continence Account 61 Yeat Events	≡ Menu				
	Create Conference Account					
	«Back to previous page					
	Create a Conference Account for the first time. Once created, you can use your Conference Account to log in. Please ensure you have completed or updated your profile information before registering for the event(s).					
	Note for ISI and Association members: Use your ISI webshop email address to create the Conference Account.					
	ISI and ISI Associations' Member: Logging in for the first time Create New Conference Account Here					
	Non member Student Create Conference Account here					

If you ave an account from a previous WSC or ISI Event, please click on the yellow **Login** button: <u>https://www.isi-next.org/accounts/login/</u> and enter your username and password. Otherwise, complete the registration.

Please use an institutional e-mail, if possible. For address, only use work address or similar. No personal information will be needed from the country coordinator.

Finally, please note that the fields "billing address" or "reduced conference fee" do not apply. **The competition is free for all participants.**

isi							
	Login						
	Username:						
	Password:						
Not yet registered? Register here							
	Forgotten your password? Reset your password						

2. Submit your CPS Abstract or Poster

Once logged into the system, please access the following page: <u>https://www.isi-next.org/conferences/islp-2025/</u>.

When on the page, you can click on the button **Submit CPS Abstract or Poster** that can be found in the announcement or at the end of this page.



3. Create a submission

Once you are on this page, choose that you are submitting a CPS Poster ISLP 2025.

NOTE: You will need to create one submission per category. The process advised here is for uploading one poster. Please make sure to repeat this process enough times to submit the winner from each category from your country.

Create a submission	
Choose a format below.	
CPS Poster ISLP 2025	Please complete the fields below in order to upload your poster.
> Create new CPS Poster ISLP 2025	Submission structure
	1. Abstract

4. Title & Brief Description

Under Title, please write: Country, Elementary/Lower Secondary / Upper Secondary / University Winning Poster.

For example: Finland, Elementary School Winning Poster

Please note that you do not need to fill in a LinkedIn page. Once complete, click on Next.

ISLP Poster Competition 2025: New CPS Poster ISLP 2025	
Title*:	
Finland, Elementary School Winning Poster	
LinkedIn/University Webpage:	
Add a URL to your LinkedIn profile or university webpage.	

5. Details

Please re-fill the country and category, like you did in the previous page, such as "Finland, Elementary School Winning Poster". Please do not fill in a LinkedIn/University Webpage, or any keywords. Once ready, please click on Save.

Your CPS Poster ISLP 2025 submission	
Details → Content → Poster Image → Figures/Tables → Files/Uploads	
Fitle*:	
Finland, Elementary School Winning Poster	h
inkedIn/University Webpage:	
https://isi-web.org	
Add a URL to your LinkedIn profile or university webpage.	
Select a Keyword:	
Add a Keyword	
Choose from the list or add your own	
> Cancel > S	ave

6. Content / Abstract

Under Abstract, please fill the following information:

- School name, city and country
- Students' names
- Teacher's name and e-mail
- Country coordinator's name and e-mail

Abstract means: School, Students, Teacher and Coordinator Information

Your CPS Poster ISLP 2025 submission	
Details → Content → Poster Image → Figures/Tables → Files/Uploads	
Abstract*:	
Lorem ipsum dolor sit <u>amet, consectetur adipiscing</u> elit. Nunc malesuada <u>lectus</u> eget metus <u>ultrices</u> , vel <u>dignissim</u> quam <u>dignissim</u> . Nullam <u>posuere</u> eros sed arcu iaculis, <u>efficitur</u> venenatis quam fermentum. <u>Vivamus</u> non odio id <u>lacus tincidunt</u> aliquet sit <u>amet</u> ac <u>neque</u> . Ut <u>eleifend</u> cursus <u>sapien</u> eget finibus. <u>Proin efficitur</u> viverra interdum. Nunc vitae elementum orci, sit <u>amet</u> dictum tellus. Nunc <u>neque</u> metus, vestibulum sit <u>amet</u> nisi ac, <u>tristique convallis mauris</u> . <u>Duis</u> id <u>neque</u> eget <u>nisl</u> mollis semper. Vestibulum <u>hendrerit neque</u> non leo porta malesuada. Phasellus id	
Word count: 102/500	
> Cancel > Save	

7. Figures and Tables

Upload a photo of the students (.jpg or .png). You need permission from the students to upload the photo. Then, remember to click on **Save**. If you do not have any pictures to upload, click on **Skip**.

Note: If your country is one of the winning teams, a photo of the students will be needed.

Your CPS Poster ISLP 2025 submission						
Details → Content → Poster Image → Figures/Tables → Files/Uploads						
Figures and Tables						
+ Add an Image						
Maximum: 10						
> Cancel > Skip						

8. Files and Uploads

Upload your poster (.pdf). If a translation is included, please upload it as a separate (.pdf) file. Maximum: 10 files. Again, remember to click on **Save**.



9. Your Abstracts

Once your submission is complete, you will automatically be redirected to 'Your Abstracts' overview

	Profile Abstr	acts Agenda	Account			
Your Abstracts						
ISLP Poster Competition 2025						
TITLE	FORMAT	Level	DATE SUBMITTED	STATUS	OPTIONS	
Finland, Elementary School Winning Poster	CPS Poster ISLP 2025	CPS	01 April 2025	Editing	> Edit	
					> Submit	
					> View	
					> PDF	

10. Submit your Abstract / Poster

When you are ready to submit, please click on the Submit button.

You can check if your poster is submitted as the **status will change from Draft to Submitted**. The Submitted poster will be visible under **Abstracts**

ISLP Poster Competition 2025						
TITLE	FORMAT	Level	DATE SUBMITTED	STATUS	OPTIONS	
Finland, Elementary School Winning Poster	CPS Poster ISLP 2025	CPS	01 April 2025	Submitted	Edit	
					Submit	
					> View	
					> PDF	
					> PDF	

11. Inform ISLP Coordinator about your submission

When you are done, please send an e-mail to <u>islp.coordination@gmail.com</u> informing that you have submitted your poster.

If you have any issues during the poster submission process, please contact <u>islp.coordination@gmail.com</u>.