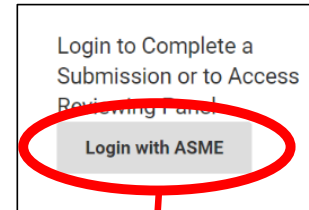


How to Submit your Speaker
Release Form and Video on the
OpenWater Platform for
Presentation Only or Technical
Presentation Submissions

Log into the submission Portal

- Open your conference site
- Click on Login on the top right of the webpage
- The Submission Portal will launch on the screen
- Click on Login with ASME



Provided by **ASME** The American Society of Mechanical Engineers

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](#)

- Click on Change Program and/or Needs Attention for Speaker Release Form submission page
 - If you have an accepted Presentation Only Submission or a completed and accepted Final Paper submission you will see either of these two options.
 - If you see Change Program and not Needs Attention please click on Change Program and select the Virtual Conference and now act on the Needs Attention forms.
 - If you do see Needs Attention, click on it, and proceed to the next step.

The screenshot displays a user interface with a left-hand navigation menu and a main content area. The navigation menu includes options for Home, Change Program, My Submissions, My Profile, and Log Out. The main content area features a table with columns for Program Name and Action. The table lists 'All Programs' and 'Virtual Conference', both with a 'Select' action button. A red circle highlights the 'Change Program' button in the navigation menu, with an arrow pointing to the 'Select' button in the table. Another red circle highlights the 'Select' button for 'Virtual Conference', with an arrow pointing to the 'Needs Attention' section below the table. The 'Needs Attention' section contains the text: 'Needs Attention [Change Program] Your action is required to continue working on these. Complete Submissions that have been received for review.'

Program Name	Action
All Programs	Select
Virtual Conference	Select

Program: Virtual Conference
[Change Program]

Needs Attention
Your action is required to continue working on these.
Complete
Submissions that have been received for review.

- Click on Needs Attention or Incomplete and select the paper you want to work on

The screenshot displays a user interface with a navigation menu on the left and a table titled "Needs Attention" on the right. The navigation menu includes options: Home, Change Program, My Submissions, Needs Attention (2), Complete (2), My Profile, and Log Out. The "Needs Attention (2)" option is circled in red. A red arrow points from this option to the table. The table has columns for #, Title, Program, and Action. It contains two rows of data, both with blue bars in the Title and Program columns. The "Open" link in the Action column of the second row is circled in red.

#	Title	Program	Action
26127	[Redacted]	[Redacted]	Open
26141	[Redacted]	[Redacted]	Open

- Speaker Release form is available
 - Select if you would like to participate by submitting a video by the highlighted deadline.

Speaker Release

Do you want to participate in the virtual conference? *

- Yes
- No

Prev

Save

Save and Finalize

- If you choose not to participate by submitting a video, decide regarding your submission and Save and Finalize
 - You can Register and have you paper published
 - You can withdraw your submission

Speaker Release

Do you want to participate in the virtual conference? *

Yes

No

Please select your preference *

I would like to withdraw my submission

Prev Save **Save and Finalize**

- If you choose to participate, you will need to sign the release form by the decision deadline highlighted and Save.

Speaker Release

Do you want to participate in the virtual conference? *

Please complete this question by and Save.

Yes

No

Release Form *

Please complete and sign by .

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[Clear](#)

- The video upload instructions are available on the site, please read them carefully.
 - Create and upload your video by the deadline.
 - Modify your bio and add Technical Keywords.

Video Submission *

Please follow these tips and guidelines prior to recording and uploading your video presentation. Video upload deadline is [redacted]
When you have uploaded your video, you can click Save and Finalize.

Choose File | No file chosen

Would you like to update your bio? *

Technical Keywords *
Start typing in your keywords and any matching words will start to appear. If your keyword is not in the database it will appear in red text and you will not be allowed to submit your draft paper.

Prev Save **Save and Finalize**