## **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
  - a. Create a Conference Account if this is your first time: <u>Create Conference Account</u>. ISI and Association members (individual and institutional/corporate) must use the e-mail address registered in the ISI webshop in order to receive the reduced registration fee when WSC registration opens.

isi	MOT-18 204.   Deale Contensor Account   B Nest Evers							
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).  Mote 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         Create Conference Account here							

b. If you have 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.

S		
	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, 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.

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

Once complete, click on Next. You do not need to fill in any keywords, click on Skip.

Your CPS Poster ISLP 2025 submission
Details → Content → Poster Image → Figures/Tables → Files/Uploads
Title*:
Finland, Elementary School Winning Poster
LinkedIn/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 > Save

## 5. 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



# 6. Figures and Tables

Upload a photo of the students (.jpg or .png). You need permission from the students to upload the photo. Then 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					

## 7. Files and Uploads

Upload your poster (.pdf). If a translation is included, please upload it as a separate (.pdf) file. Maximum: 2 files. Then click on **Save**.

Your CPS Abstract - WSC 2025 submission						
Details → Co	ontent → Figures/Tables → F	Files/Uploads				
Files and Uploads						
×	+ Upload a file					
Katie-Pdf						
Maximum: 2						
> Cancel		> Save				

## 8. Your Abstracts

Once your submission is complete, you will automatically be redirected to 'Your Abstracts' overview. You can enter at any time to **Edit** your abstract/poster.

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

## 9. 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 SView SPDF		

## 10. Inform ISLP Coordinator about your submission

When you are done, please send an e-mail to islp.coordination@gmail.com and the ISI Contact Person informing that you have submitted your poster.

If you have any issues during the poster submission process, please contact islp.coordination@gmail.com and the ISI Contact Person.