2021 OCP Future Technologies Symposium FNVirtual Abstract Submission Directions

OCP is excited to utilize the FNVirtual Platform for the OCP Future Technologies Symposium Abstract Submissions. Please follow the below steps in order to submit your Abstract successfully. If you have any questions, do not hesitate to contact us directly via email.

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Create an FNid

- Click on <u>Call for Papers Page</u>. You can also get to this page from the <u>OCP Future</u> <u>Technologies Symposium page</u>
- 2. Create an FNid, if it is your first time logging in. You must provide the following information:
 - a. Your First and Last Name
 - b. Your email address
 - c. Your country of residence
 - d. Create password
- 3. Fill out your **FNid Profile** as completely as possible
- 4. If it is not your first time, please log in with the FNid you previously created. You can update your Bio by clicking on "My Bio" in the left hand column.

Submitting an Abstract

- 1. Complete your Bio. You cannot proceed to the next stage without completing the Bio section. At a minimum, you must provide the following information:
 - a. Your First and Last Name (confirm this is the name you want displayed)
 - b. Company Name
 - c. Your Phone #
 - d. A few words in the Bio
 - e. Your picture (preferred)
- 2. Save your Bio
- 3. Click Submissions
- 4. Click Add New Presentation Button
- 5. Read the Disclaimer It is important you understand this notice.
- 6. Enter the following information in the Summary Stage:
 - a. Title of the Proposed Presentation
 - b. Select the format "Symposium"
 - c. Select one of the topics
 - d. Select the technical level of your Abstract content as N/A
 - e. Enter your Abstract (1000 characters max)
 - f. Enter the Social Summary a condensed description of your abstract that we can use on social media (100 characters max)

- g. Enter what the attendees can expect to learn from the Presentation (1000 characters max)
- h. Enter if you are open to discussing your presentation with media
- i. Enter any supporting links for your Abstract
- 7. Click Save and Continue
- 8. You will proceed to the Uploads tab
 - a. Upload your completed Abstract in the Conference Template, available in the side bar for download. Upload must be in PDF format.
- 9. You will proceed to the Tags Stage (no action required). Save and Continue.
- 10. You will proceed to the Speaker Stage.
 - a. **Important:** If you are the speaker, please add yourself as a speaker.
 - b. If you are not the speaker, add the name of the speaker(s) who will be presenting by entering their name first. If it doesn't populate, they are not currently in the system. In order to add them, please add their email, selecting "Add new speaker with email XXXX" in the dropdown menu. This will put you in the Speaker's Bio screen where you will have to enter all the required information in Step 1, but for the new speaker.
- 11. Click Save and Continue.
- 12. Confirm ALL information. Click Confirm My Submission. You will receive a confirmation email that confirms your submission.
- 13. Click the Got It Button on the next screen.
- 14. It will bring you back to the main Submission Screen. Your Submission should be visible in the "In Review" Status.
- 15. You may come back anytime until the Deadline date and change/update your Submission and Speaker Details.
- 16. As your Abstract is reviewed by OCP or the Program Committee, this Status will change.
- 17. If your Abstract is conditionally accepted, you will be notified. You will then be allowed to submit your poster and/or presentation.
- 18. If your Abstract is not accepted, you will also be notified.