

**2021 OCP Global Summit  
FNVirtual Abstract Submission Directions**

OCP is excited to utilize the FNVirtual Platform for the 2021 OCP Global Summit 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.

Kate Hendle	<a href="mailto:kate@opencompute.org">kate@opencompute.org</a>
Archana Haylock	<a href="mailto:archna@opencompute.org">archna@opencompute.org</a>

**Create an FNid**

1. **Click on the [Call for Papers Page](#).** You can also get to this page from the [OCP Global Summit Page](#) under the Call for Papers Tab.
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 and Relevance Criteria - **It is important you understand this notice.**
  - a. **Check the “I Agree” box**
6. Enter the following information in the Summary Stage:
  - a. Title of the Proposed Presentation
  - b. Select the type of format you are proposing in your abstract:
    - i. Standard Presentation with 3 Speakers max

- ii. Keynote Presentation with 3 Speakers max
    - iii. Panel Presentation with 5 Speakers max and 1 Moderator
  - c. Select one of the tracks
  - d. Select the technical level of the presentation
  - e. Enter your Abstract (1000 characters max)
  - f. Enter the Social Summary (optional) - 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 (optional)
  - h. Select yes or no if you are open to discussing your presentation with media (optional)
  - i. Select the relevance criteria that applies to your abstract (mandatory)
  - j. Enter if you anticipate attending the Summit in person
  - k. Enter any supporting links for your Abstract (optional)
7. Click Save and Continue
  8. You will proceed to the Tags Stage (no action required). Save and Continue.
  9. 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, and select them from the dropdown that appears. If you do not see the speaker listed in the dropdown you will need to add them by entering their email, selecting "Add new speaker with email XXXX" in the dropdown menu. Then select a role (moderator or speaker) and click the "Add" button to add them to the presentation. 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.
    - c. Select a role for the presenter (moderator or speaker)
    - d. Click the "Add" button to add them to the presentation
  10. Click Save and Continue.
  11. Confirm ALL information. Click Confirm My Submission. You will receive a confirmation email that confirms your submission. All speakers that you add will also receive an email with details about the session.
  12. Click the Got It Button on the next screen.
  13. It will bring you back to the main Submission Screen. Your Submission should be visible in the "In Review" Status.
  14. You may come back anytime until the Deadline date and change/update your Submission and Speaker Details.
  15. As your Abstract is reviewed by OCP or the Project Leadership, this Status will change.
  16. If your Abstract is conditionally accepted, you will be notified. You will then be allowed to submit your draft presentation.
  17. If your Abstract is not accepted, you will also be notified.