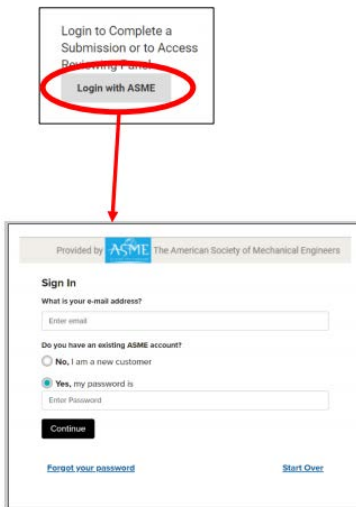


Contents

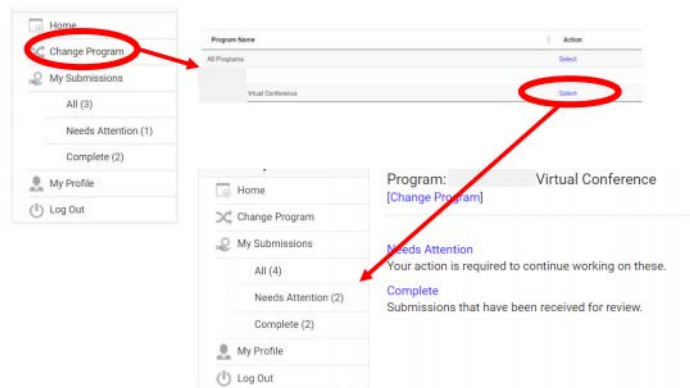
- Upload Speaker Release1
- How to submit Speaker Release Form.....3
- Virtual Speaker Release Form.....3

UPLOAD SPEAKER RELEASE

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



Click on Change Program and then click on the Needs Attention section. In this section is where any incomplete actions can be conducted, including the speaker release form submission.



After clicking on the Needs Attention or incomplete sections you will then select the paper you want to work on.

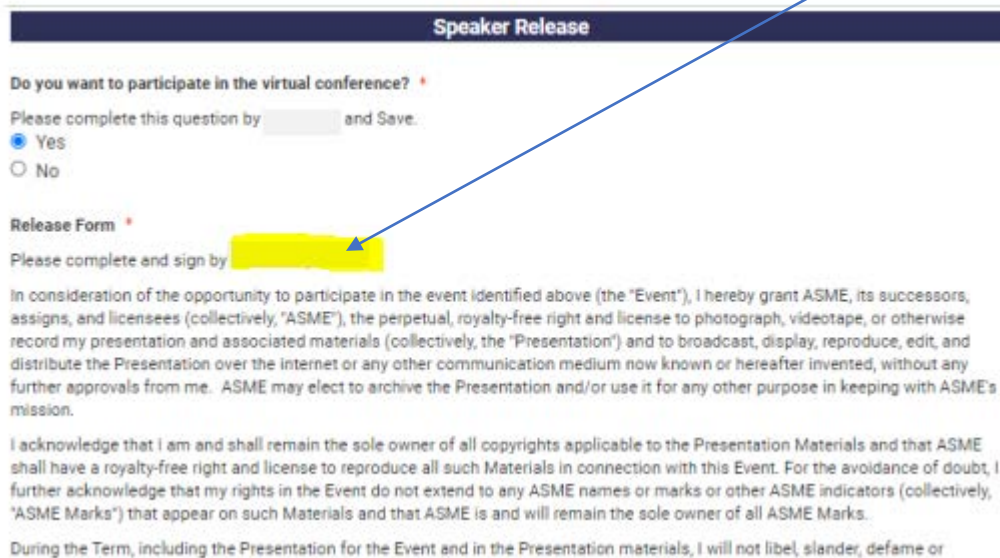


If you see the following screen, click “Yes”, Save and Finalize if you wish to continue submitting a video and speaker release.

Clicking ‘No’ will withdraw your paper from the conference.



If you choose to participate then you are required to sign the release form by the decision deadline (highlighted for reference) and then click 'Save & Finalize' at the bottom of the screen.



After signing the release, you will be able to walk through the video submission process. The video upload instructions are available on the site, reading them carefully will help avoid most common issues.

HOW TO SUBMIT SPEAKER RELEASE FORM

To sign your speaker release form, go to "Needs Attention" and select either US Federal Government form or the form for One/Joint/Designated non-US government authors. Then sign the appropriate form digitally and **click "save."**

VIRTUAL SPEAKER RELEASE FORM

This form is used for Presentation Only, Posters and Keynote videos. This is required for ASME virtual video submissions. A blank copy can be obtained by contacting the organizers.

VIRTUAL SPEAKER RELEASE FORM (Presentation Only/Posters/Keynotes)

(All-please complete below—and return)

Name

Address

Email

Company

City/State/Country

Presentation Title

Cell

Event Name

Paper Number

Event Dates

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