

How to Upload PharmaSUG Submission Documentation

1. Go to the [Paper Submission Site](#) and enter in your username and password.

The screenshot shows the PharmaSUG YYYYY U.S. website. At the top, there is a dark blue navigation bar with tabs for Home, U.S. Conference, China Conference, and Single-Day Events. On the left, a sidebar menu lists various options under 'PharmaSUG YYYYY U.S.', including 'U.S. Home', 'Conference Overview', 'Important Dates', 'Registration and Rates', 'Conference Committee', 'Conference Content', 'Paper Presentations', and 'Tuesday Tips'. The main content area is titled 'PharmaSUG YYYYY Presenter Resources' and contains text about tools for authors and contact information for the Academic Chair. A red arrow points to the word 'instructions' in a highlighted box that says: 'To upload your paper and copyright grant form, please use the PharmaSUG Paper Submission System. To upload your presentation recording to the PharmaSUG Google Drive, please follow the instructions in the "Uploading Submission Documents" file.' Below this, there is a section titled 'For All Authors'.

2. Go to "Your Current Submissions"

The screenshot shows the PharmaSUG YYYYY START Conference Manager user console. The top navigation bar includes 'PharmaSUG YYYYY', 'START Conference Manager', and 'FName LName (userid)'. Below this, there are links for 'User Manager', 'Tracks', 'Publication', and 'Registration', along with a 'Usr' icon. The main content area is titled 'User Console' and is divided into two sections: 'Account Information' and 'Submission(s)'. Under 'Account Information', there are links for 'Update Profile', 'Change Password', and 'Go to the Global Profile'. Under 'Submission(s)', there is a link for 'Your current Submission(s)' with a red arrow pointing to it.

- Click on the paper that needs the CGF, Final Paper, presentation slides, HoT material and/or programming code that you wish to upload.

PharmaSUG YYYY	START Conference Manager	FName LName (userid)
User Manager Tracks Publication Registration		Usr

PharmaSUG YYYY Annual Conference - Your Submissions

Your submissions

- Paper ##: Submission Title
- Paper ##: Submission Title - Additional Submission

Access to submissions using the passcode

If you want, you can access your submission using a passcode which can be entered below.

If you lost the passcode for your submission, click [HERE](#).

- Click on “Final Submission” to upload your CGF, Final Paper, HoT Material or Code. Click on “Final Slide Submission” to upload your Final Presentation Slides.

PharmaSUG YYYY	START Conference Manager	FName LName (userid)
User Manager Tracks Publication Registration		Usr

PharmaSUG YYYY Annual Conference

PharmaSUG YYYY

Title: Submission Title
Authors: FName LName

- Final Submission: Submit your Final Submission. Upload CGF, Final Paper, HoT Material, Code
- Final Slide Submission: Submit your Final Slide Submission. Upload Final Presentation Slides

File upload information

Pre-review document: [Working_Draft](#)
 Final document: [Copyright_Grant_Form](#)

- Withdraw submission: Withdraw your submission (you will be prompted to confirm your decision).

START Conference Manager (V2.61.0 - Rev. 6293)

- Click “Choose File” under the appropriate section, select your file from your computer, and confirm upload. After you have uploaded the appropriate file(s), click “Save”. Repeat this process for “Final Slide Submission”.

[View Presenter Resources](#) (opens in separate window or tab)

Note: You may revise your final submission as often as you like up until the deadline. New file uploads will simply overwrite previous file uploads.

Final Paper: (due Mon. D, YYYY)

Please upload your final paper in PDF format. Be sure your paper conforms to the Submission Guidelines found in the Presenter Resources section of the PharmaSUG website. Final papers are due Mon. D, YYYY.

Enter final paper here: No file chosen

CGF

Copyright Grant: (due Mon. D, YYYY)

Please upload your signed Copyright Grant Form. The form must be signed by all authors. Completed forms are due Mon. D, YYYY. We cannot include a paper in the conference proceedings without a completed copyright grant form. If you cannot upload a signed Copyright Grant Form by Mon. D, YYYY, please submit a Copyright Grant Delay Form by Mon. D, YYYY. The Copyright Grant Delay Form is intended for those that need to put their copyright grant form through an approval process and cannot return the form prior to Mon. D, YYYY. It will automatically allow a week extension and will be due by Mon. D, YYYY.

Enter copyright grant form: No file chosen [\(See Current Version\)](#)

Final Paper

Additional Attachment:

If you have additional files you would like to make available to attendees (programming code, for example), please upload them here. We will make them available online with the conference proceedings. We reserve the right to refuse files which are excessive in size. Do not include marketing materials.

If there are multiple files that you wish to include, please package as a zipped file and upload here.

Hands-on Training: Please package all necessary material for the hands-on training as a zipped file and upload here.

For all other sections, uploading additional files is optional. It is not a requirement to upload programming code as a separate file.

Enter additional attachment here: No file chosen

HoT Material or Code

6. Enter name of the person presenting and PharmaSUG-assigned paper number and click "Save".

Enter presenter(s) of abstract:

PharmaSUG-assigned paper number:

START Conference Manager (V2.61.0 - Rev. 6293)

7. When you are finished, you will get a confirmation page like below.

Final Submission Confirmation

Confirmation Number: ##
Submission Passcode: ##X-XXXXXXXXXX

The following file is currently in the system:

Copyright_Grant_Form [\[View Current Version\]](#)

If you need to update your submission, you can do so at any time up until the deadline. Just revisit the final submission page, and enter your revised file. Or, you can [CLICK HERE](#), and you will be taken directly to your submission information.

If you have any questions or problems, please contact AcademicChair@PharmaSUG.org. Please be sure to include your *confirmation number* in all correspondence.

8. You are done!