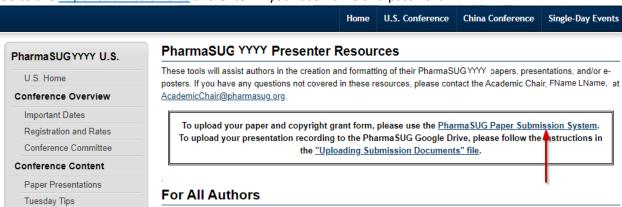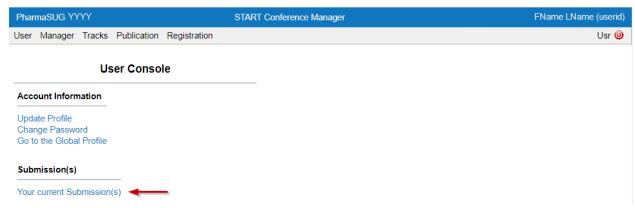# How to Upload PharmaSUG Submission Documentation

1. Go to the Paper Submission Site and enter in your username and password.
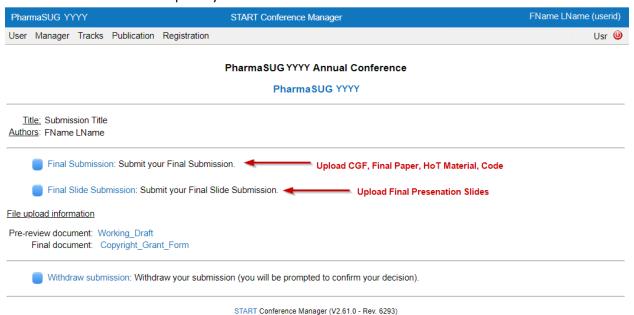

2. Go to "Your Current Submissions"

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

4. 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.

5. 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.

CGF

Enter final paper here: Choose File No file chosen

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.

Final Paper

Enter copyright grant form: Choose File No file chosen   (See Current Version)

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 which 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.

HoT Material or Code

Enter additional attachment here: Choose File No file chosen

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

Enter presenter(s) of abstract: FName LName

PharmaSUG-assigned paper number: XX-###

Save

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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.

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8.   You are done!