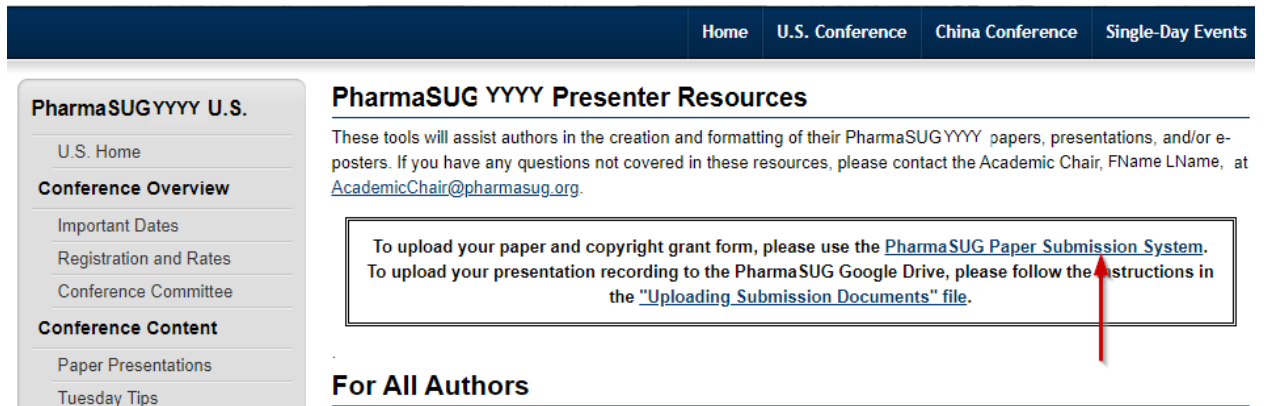


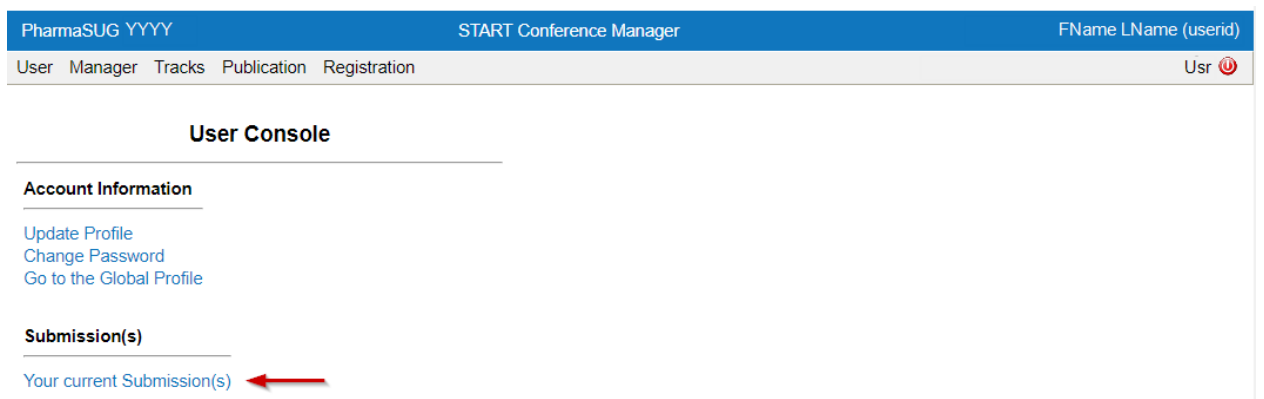
# How to Upload PharmaSUG Submission Documentation

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



The screenshot shows the PharmaSUG U.S. website. The top navigation bar includes links for Home, U.S. Conference, China Conference, and Single-Day Events. On the left is a sidebar with links for 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 YYYY Presenter Resources' and contains text about tools for authors and a contact email. A box highlights the 'PharmaSUG Paper Submission System' link, with a red arrow pointing to it. Below this is a section for 'For All Authors'.

2. Go to “Your Current Submissions”



The screenshot shows the 'User Console' section of the PharmaSUG U.S. website. The top navigation bar includes links for PharmaSUG YYYY, START Conference Manager, and FName LName (userid). Below this is a row of links: User, Manager, Tracks, Publication, Registration, and Ustr. The 'User Console' section is divided into two main areas: 'Account Information' and 'Submission(s)'. Under 'Account Information' are links for Update Profile, Change Password, and Go to the Global Profile. Under 'Submission(s)' is a link for 'Your current Submission(s)', which is highlighted with a red arrow.

- 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                  |

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**PharmaSUG YYYY Annual Conference - Your Submissions**

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**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                  |

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**PharmaSUG YYYY Annual Conference**

**PharmaSUG YYYY**

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Title: Submission Title  
Authors: FName LName

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- ☐ 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](#)

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

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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

Final Paper

[\(See Current Version\)](#)

**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 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-XXXXXXXXX

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](mailto:AcademicChair@PharmaSUG.org). Please be sure to include your *confirmation number* in all correspondence.

8. You are done!