

**Video Submission  
Round**

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**How to Submit your Video on  
the OpenWater Platform for  
Presentation Only or Technical  
Presentation Submissions**

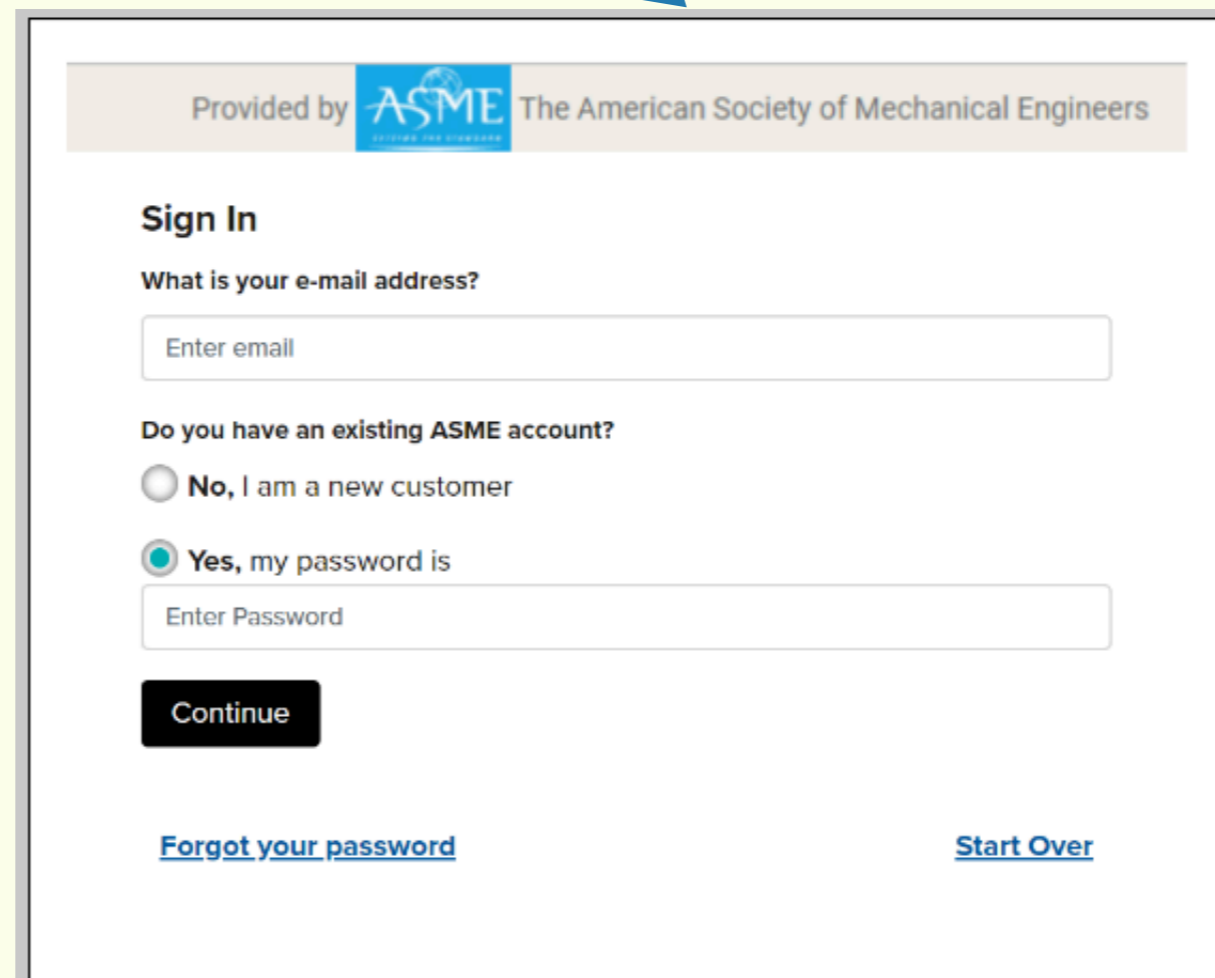
# Log into the Toolsite


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- 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

Login to Complete a Submission or to Access Reviewing Panel

Login with ASME



Provided by  The American Society of Mechanical Engineers

### Sign In

What is your e-mail address?

Do you have an existing ASME account?

No, I am a new customer

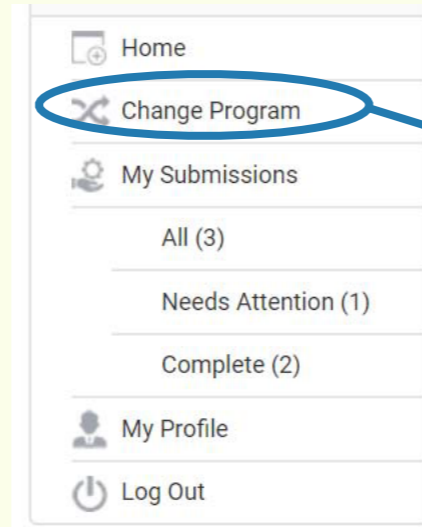
Yes, my password is

**Continue**

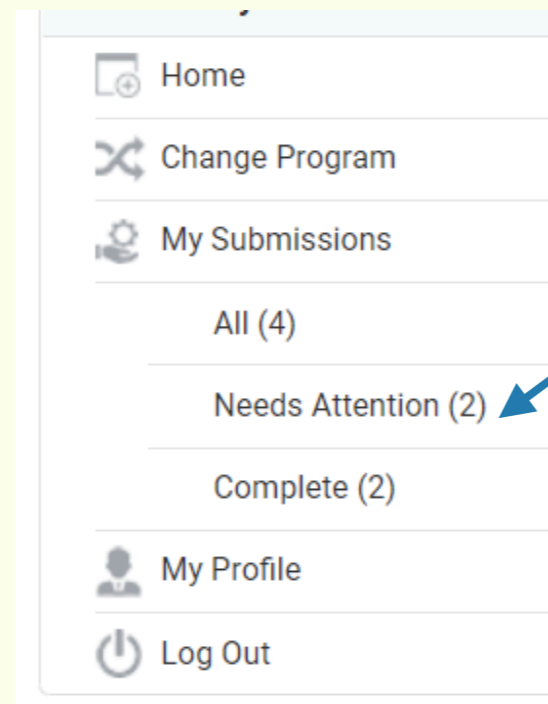
[Forgot your password](#) [Start Over](#)

# Change Program (Conference)

- Click on Change Program and/or Needs Attention for Speaker Release Form\* submission page
- If you have an accepted or a completed and accepted Final Paper submission you will see either of these two options.
- If you see Change Program and not Needs Attention please click on Change Program and select the Virtual Conference and now act on the Needs Attention forms.
- If you do see Needs Attention, click on it, and proceed to the next step.



Program Name	Action
All Programs	Select
ICNMM2020	
ICNMM2020 Virtual Conference	Select (circled in blue)



Program: ICNMM2020 Virtual Conference  
[Change Program]

**Needs Attention**  
Your action is required to continue working on these.

**Complete**  
Submissions that have been received for review.

# My Submissions

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- Click on Needs Attention or Incomplete and select the paper you want to work on

The screenshot displays the 'My Submissions' interface. On the left is a sidebar menu with the following items: Home, Change Program, My Submissions, All (4), Needs Attention (2), Complete (2), My Profile, and Log Out. The 'Needs Attention (2)' item is circled in red, and a red arrow points from it to the 'Needs Attention' section of the main content area. This section contains a table with the following data:

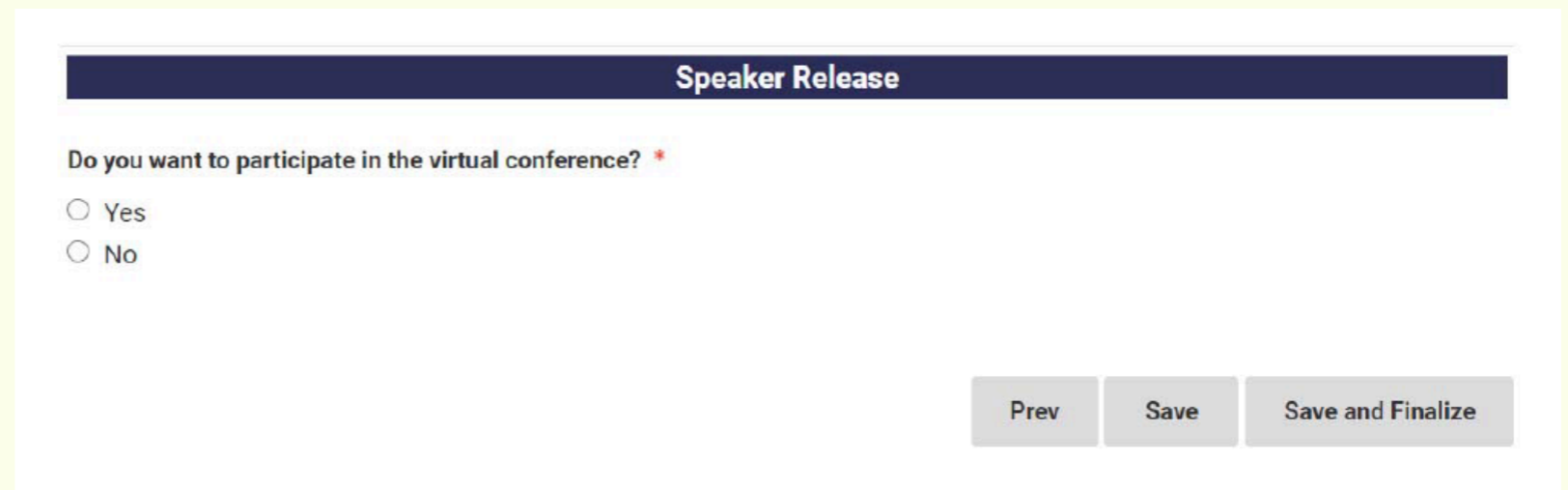
#	Title	Program	Action
26127	[Redacted]	[Redacted]	Open
26141	[Redacted]	[Redacted]	Open

The 'Open' link for the submission with ID 26141 is circled in red.

# Technical Presentation Only - Speaker Release Form

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- You might see a Speaker Release form which **MUST** be signed in order to submit a video. Save and Finalize.
- In order to participate in the conference you must select “Yes”.



Speaker Release

Do you want to participate in the virtual conference? \*

Yes

No

Prev Save Save and Finalize

\*\*If you submitted a Technical Publication you do not include this step. The copyright agreement that you sign will take the place of the speaker agreement.

# Video Upload

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- The video upload instructions are available on the Video Submission Form, please read them carefully
- Create and upload your video by the deadline.
- Save and Finalize.

Technical Presentation and Technical publication:  minutes max

Video file upload due

Name your presentation with this naming convention: PaperNumber.LastName.mp4.

When you have uploaded your video the primary submitting author can click **Save and Finalize**.

Please follow these [tips](#) and [guidelines](#) prior to recording and uploading your video presentation.

(Optional) Add closed captions or subtitles to media in [PowerPoint](#):

no file selected