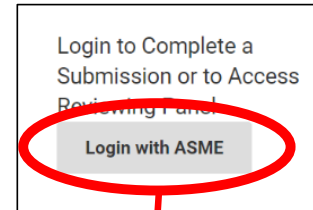


How to Submit your Speaker  
Release Form and Video on the  
OpenWater Platform for  
Presentation Only or Technical  
Presentation Submissions

## 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



Provided by **ASME** 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](#)

- **Click on Change Program and/or Needs Attention for Speaker Release Form submission page**

- If you have an accepted Presentation Only Submission 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.

The screenshot displays a user interface with a top navigation menu and a main content area. The top menu includes 'Home', 'Change Program', 'My Submissions', 'My Profile', and 'Log Out'. The 'Change Program' button is circled in red. Below the menu, a table titled 'All Programs' lists 'Virtual Conference' with a 'Select' button circled in red. A red arrow points from the 'Change Program' button to the 'Needs Attention' section below. The 'Needs Attention' section shows 'Program: Virtual Conference' with a '[Change Program]' link. Below this, it states 'Needs Attention' and 'Your action is required to continue working on these.' followed by a 'Complete' link and the text 'Submissions that have been received for review.'

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

The screenshot displays a user interface with a navigation menu on the left and a table titled "Needs Attention" on the right. The navigation menu includes options: Home, Change Program, My Submissions, Needs Attention (2), Complete (2), My Profile, and Log Out. The "Needs Attention (2)" option is circled in red. A red arrow points from this option to the "Needs Attention" table. The table has columns for #, Title, Program, and Action. It contains two rows of data, both with blue bars in the Title and Program columns. The "Open" button in the Action column of the second row is circled in red.

#	Title	Program	Action
26127	[Redacted]	[Redacted]	<a href="#">Open</a>
26141	[Redacted]	[Redacted]	<a href="#">Open</a>

- Speaker Release form is available
  - Select if you would like to participate by clicking 'Yes'.

**Speaker Release**

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

Yes

No

[Prev](#) [Save](#) [Save and Finalize](#)

- If you choose not to participate by submitting a video, click 'No' then Save and Finalize
  - This will withdraw your submission

**Speaker Release**

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

Yes

No

---

Prev Save **Save and Finalize**

- If you choose to participate, you will need to sign the release form by the decision deadline highlighted and click 'Save & Finalize'.

**Speaker Release**

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

Please complete this question by  and Save.

Yes

No

**Release Form \***

Please complete and sign by .

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The Presentation is my own work for which I have the authority to grant the rights set forth in this Release.

[Clear](#)

- The video upload instructions are available on the site, please read them carefully.
  - Create and upload your video by the deadline.

**Video Submission \***

Please follow these tips and guidelines prior to recording and uploading your video presentation. Video upload deadline is [REDACTED].  
When you have uploaded your video, you can click Save and Finalize.

**Choose File** | No file chosen

**Would you like to update your bio? \***

**Technical Keywords \***

Start typing in your keywords and any matching words will start to appear. If your keyword is not in the database it will appear in red text and you will not be allowed to submit your draft paper.

Prev Save **Save and Finalize**