Click on the “Submissions” card and then clicking “login” will open the below pop-up window.

After logging in*, click "Access My Dashboard" below to begin!

*If you are an MNRS Member, an account has already been created for you using your login email for membership.

If you do not know your password, please click "Forgot your Password? Reset Password" and a new password will be emailed.
Select “Start a New Scientific Submission” to create a new symposium submission for your RIIG.

These are your current submissions. You can access the submission by click the title.

If you were added to a symposia by someone else, that submission would appear here.

*All deadlines are 5:00 PM Eastern*
Select the Submission type.

An individual can ONLY be listed as the first author for a maximum of one (1) abstract for the conference. An individual may be listed as co-author for an unlimited number of presentations. If your abstract is accepted for presentation, you cannot submit another abstract.
After entering the title, the system will autocorrect to title case. This is for the Program Book and Abstract listing. Please review the title after the correction.

Select the category that best describes your submission.
Search for a user by typing a full name or email.

These icons can be used to check the status of your participants.

You can click the mail icon to send a reminder email.
Please complete the symposium details for the overall submission. Each presenter will be asked to upload their own abstract later in the process. These questions are for the symposium on a whole.
As Chair, you can edit each individual participant submission. Click back into the “Participants” Screen.

Click the pencil icon next to each participant to enter their abstract.
Enter the submission information, then click “Next Participant”.

1. Enter Title
   Abstract Submission: The title must be brief and clearly indicate the nature of the proposal.

2. Abstract or Contribution
   350 of 350 words remaining

3. Co-Authors
   Please search for any co-authors by using the search box. If you cannot find a co-author in this database, you may type them into the grid below. Please use the arrows to move authorship into the correct order. This is the order that will be printed in appropriate program materials.

Search for co-authors to be added. If co-author is not found, then enter directly in the table below.
All presenters and chairs MUST complete the following fields to submit their disclosure. Please note that each presenter will need to login and complete this step even if you enter their abstract information for the submission.

This process takes time to complete – PLEASE allow yourself enough time to notify your presenters of this step before the deadline.
When all presenters have completed their respective tasks the “Finalize Submission” button will change to gold. Click “Finalize Submission” to submit your proposal.

Still have questions?

Contact the MNRS Executive Office at info@mnrs.org or 615.432.0098.