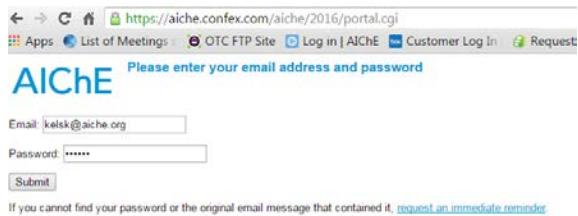


## Instructions for uploading a paper/presentation for inclusion in the 2016 Annual Meeting Proceedings

1. Go to <https://aiche.confex.com/aiche/2016/portal.cgi> and enter your email and password. Click submit.



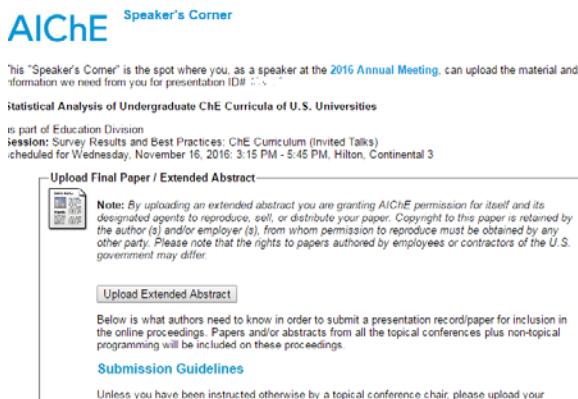
The screenshot shows the AICHE login page at https://aiche.confex.com/aiche/2016/portal.cgi. The page has a header with the AICHE logo and navigation links for Apps, List of Meetings, OTC FTP Site, Log in | AICHE, Customer Log In, and Request. Below the header, a message says "Please enter your email address and password". There are input fields for "Email" (containing "keisk@aiche.org") and "Password" (containing "\*\*\*\*\*"). A "Submit" button is present. At the bottom, a link says "If you cannot find your password or the original email message that contained it, [request an immediate reminder](#)".

2. Once you are in your speaker portal, click on the “Extended Abstract Upload” link underneath the paper for which you would like to upload.



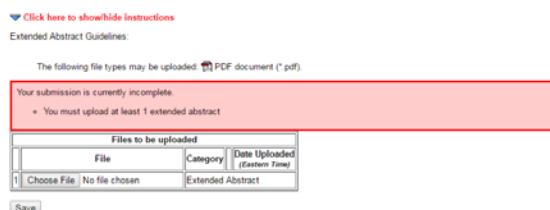
The screenshot shows the "Extended Abstract Upload" page for a specific paper. The paper title is "Statistical Analysis of Undergraduate ChE Curricula of U.S. Universities". The abstract ID is "ID# 1-1000" and the password is "\*\*\*\*\*". The submission is to the "EDUCATION DIVISION". The authors listed are Roman Voronov, Sagnik Basuay, Gordana Obusovic, Laurent Simon, Robert B. Barat and Ecevit Bilgili, Otto H. York Department of Chemical Biological and Pharmaceutical Engineering, New Jersey Institute of Technology, Newark, NJ. A link "Extended Abstract Upload" is shown.

3. On the next page, click the “Upload Extended Abstract” button.



The screenshot shows the "Upload Final Paper / Extended Abstract" page. It includes a note about granting AICHE permission to reproduce, sell, or distribute the paper. A "Upload Extended Abstract" button is visible. Below the button, a note states: "Below is what authors need to know in order to submit a presentation record/paper for inclusion in the online proceedings. Papers and/or abstracts from all the topical conferences plus non-topical programming will be included on these proceedings." A "Submission Guidelines" link is present, with a note: "Unless you have been instructed otherwise by a topical conference chair, please upload your".

4. Choose a file (note: must be a PDF document) and click “Save”.



The screenshot shows the file upload interface. It says "The following file types may be uploaded: PDF document (\*.pdf)". A red box highlights an error message: "Your submission is currently incomplete." with a sub-item "You must upload at least 1 extended abstract". Below this is a table titled "Files to be uploaded" with columns "File", "Category", and "Date Uploaded (Eastern Time)". A single row is shown: "1 Choose File No file chosen Extended Abstract". A "Save" button is at the bottom.