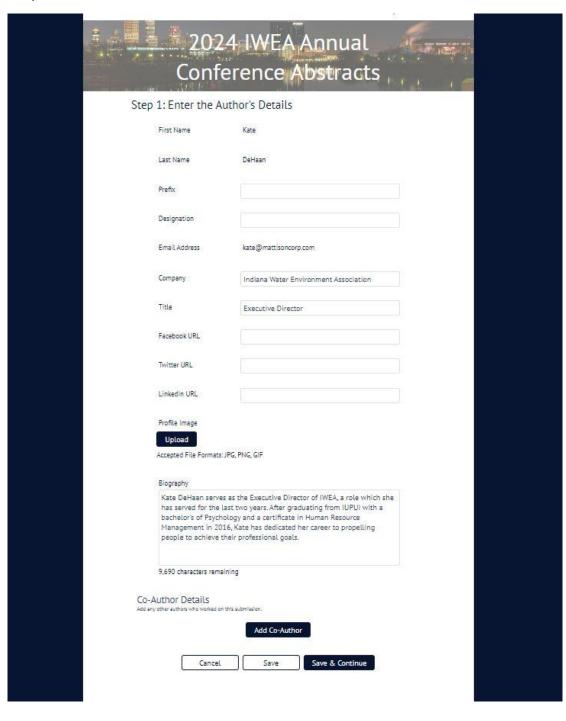
How to Submit an Abstract for the IWEA Annual Conference

STEP 1: About the Speakers

Complete the **Author Details** profile information with who will be the primary presenter. Not all fields are required. The biography sections just has to be a short paragraph or 3 to 4 sentences with your education/work background. This is to ensure your presentation is approved for CEUs or PDHs.

If anyone is co-presenting with you, select **Add Co-Author** at the bottom and input their profile information.

Be sure to **Save** if you'd like to come back and finish later.



STEP 2: About the Presentation

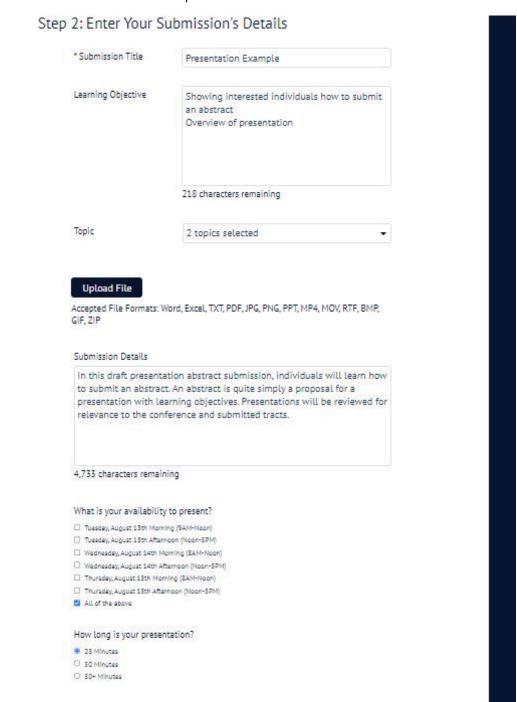
Enter the details of your presentation.

The Learning Objective just needs to be 1 to 2 sentences about the overall topic/goal of the presentation.

Select the **Topic** that applies to your presentation. This will determine which track your presentation will be featured on. You may choose more than one but know that overall, you will be selected for 1 track.

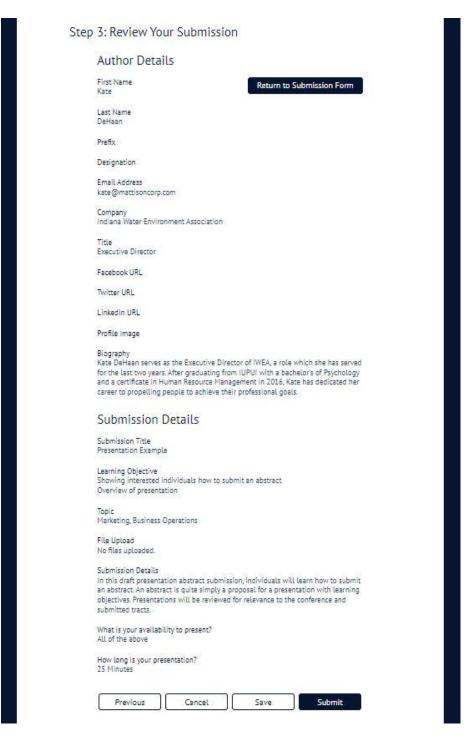
From here, you can upload a formal abstract or submit additional materials, but it is not required.

Your **Submission Details** should be 3 to 5 sentences summarizing the overall presentation. This will be used to get your presentation approved for CEUs or PDHs and will help determine our committee leaders where it best fits.



STEP 3: Review Your Submission

Review everything you have inputted before submitting. Once you click Submit, your presentation details will be sent to IWEA Staff.



And that's it! Congratulations! You've submitted your abstract to be considered for the IWEA Annual Conference. If you have any additional questions, feel free to reach out to the IWEA Staff. Staff will be in contact when abstract decisions are made.