

Why can't an author submit a presentation – it just says 'save as draft'?

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HOW-TO:

- ① An author (presenter/guest speaker) may get this message if they've forgotten to complete some information. If so, they should be prompted to fill in the blanks, but you can ask them to check this first.

Be sure to check your settings in the Presenter Portal under both Settings and Content. For example, if a field under "Additional Information" is checked as mandatory in the Content section, you must also include the "Additional Information" section when creating the Settings for the portal. If you don't, the presenter will get an error message when they try to submit.

Another possible cause is that they're trying to submit for a second (or third, etc) time. There is a setting designed to prevent too many submissions from the one author: *Maximum number of papers an individual can submit*. When it's set to 1, each author can only submit one Abstract via the Presentation Portal. However, it's easy to increase the limit if you need to. Before changing this setting, please check any relevant business rules within your organization.

Online Panel

1. App store, *Presentation Portal*
2. Settings tab
3. Scroll down to *Maximum number of papers an individual can submit*
4. Increase number
5. Save



You may also want to check the close of submission dates — see separate FAQ "Why can't I submit my presentation (or abstract) in the presentation portal?"