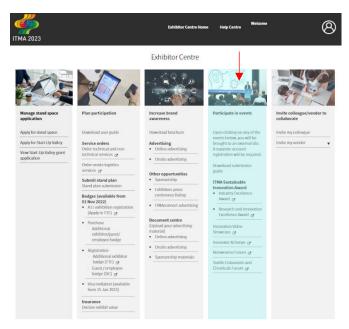
EVENTS SUBMISSION PLATFORM – SUBMISSION GUIDE

There are two ways you could access the events submission platform to submit the call-for-papers or make an award application.

- Submission on Exhibitor Centre
- Submission on ITMA 2023 Website

For both options, you will be redirected to the events submission platform. You are required to register for an account separately at the events submission platform. Only the nominated person incharge of events from the collaborator module in the Exhibitor Centre, <u>OR</u> the main corresponding person, will have access to the events submission platform. Please note that it could take up to 3 working days to activate your account from the date of your registration.

SUBMISSION ON EXHIBITOR CENTRE



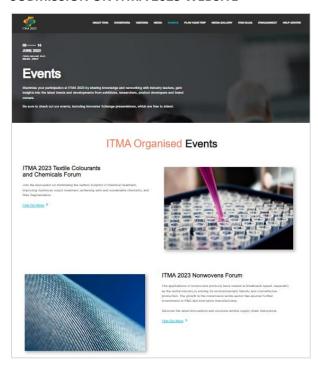
Step 1

Login to ITMA 2023 Exhibitor Centre.

Step 2

Select the event which you would like to submit a call-for-papers or make an award application.

SUBMISSION ON ITMA 2023 WEBSITE



Step 1:

Visit https://itma.com/events.

Step 2:

Click into the event or the award category you would like to participate.

Step 3:

Click "Submit Now" to start your submission.

1. REDIRECT TO EXTERNAL EVENTS SUBMISSION PLATFORM



Step 1

Upon selecting the event, you will be redirected to events submission platform.

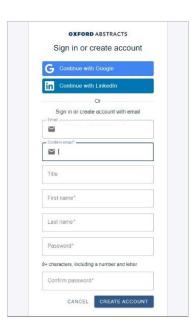
Step 2

You will be required to register for an account separately on this platform. It may take up to 3 working days to activate your account from the date of registration.

Reminder

Only the nominated person in-charge of events from the collaborator module in the Exhibitor Centre, **OR** the main corresponding person, will have access to the events submission platform. Please note that it could take up to 3 working days to activate your account from the date of your registration.

2. REGISTRATION ON EVENTS SUBMISSION PLATFORM

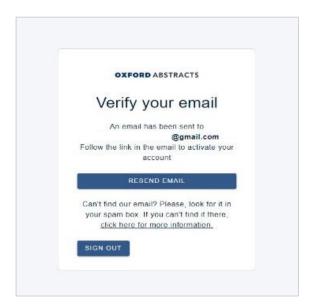


Step 3

Registration on events submission platform.

Please register using the email address that has been registered in the Exhibitor Centre.

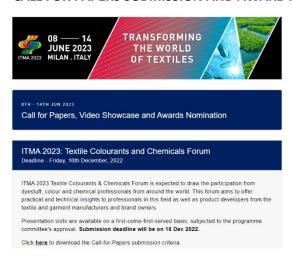
3. EMAIL VERFICATION



Step 4

Upon successfully registering your account on the events submission platform, an email verification will be sent to your registered email address.

4. CALL FOR PAPERS SUBMISSION AND AWARD APPLICATION



Step 5

After you have completed the email verification, please refresh the submission page link to start your submission(s).

For enquiries, please contact:

Ms Samantha Lim at events@itma.com or tel: +65 6849 9364