



# QS Proposal Submission System (PSS)

User guide

# Logging in

Once you register, an email will be dispatched with a link to activate your account.

Follow the link and you will be directed to the login page as seen below in *Figure 1*

Note: Activation e-mail might be delivered to your spam e-mail box

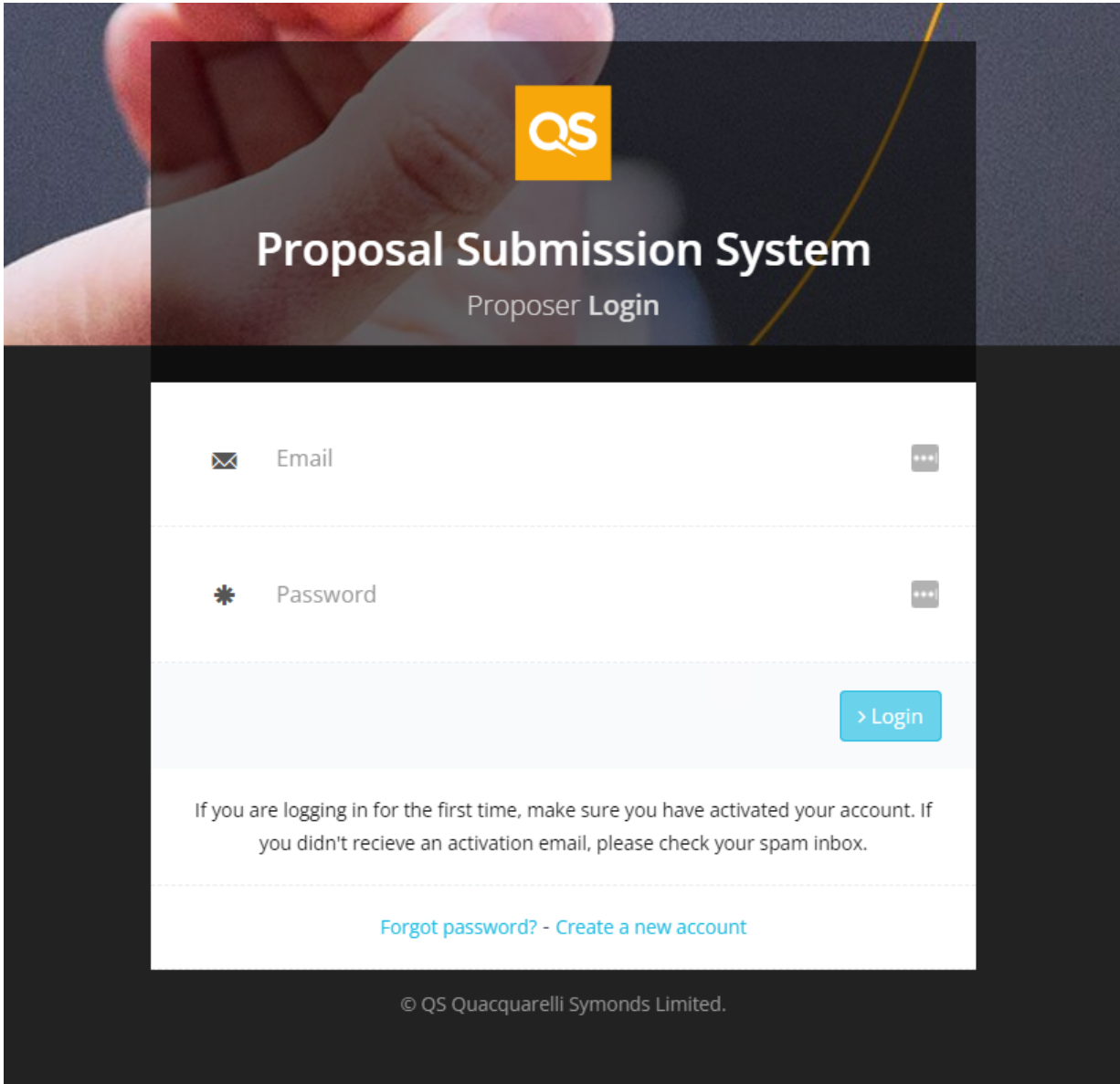


Figure 1

# Before you start

Once logged in you MUST complete these details to proceed (see *Figure 2*)

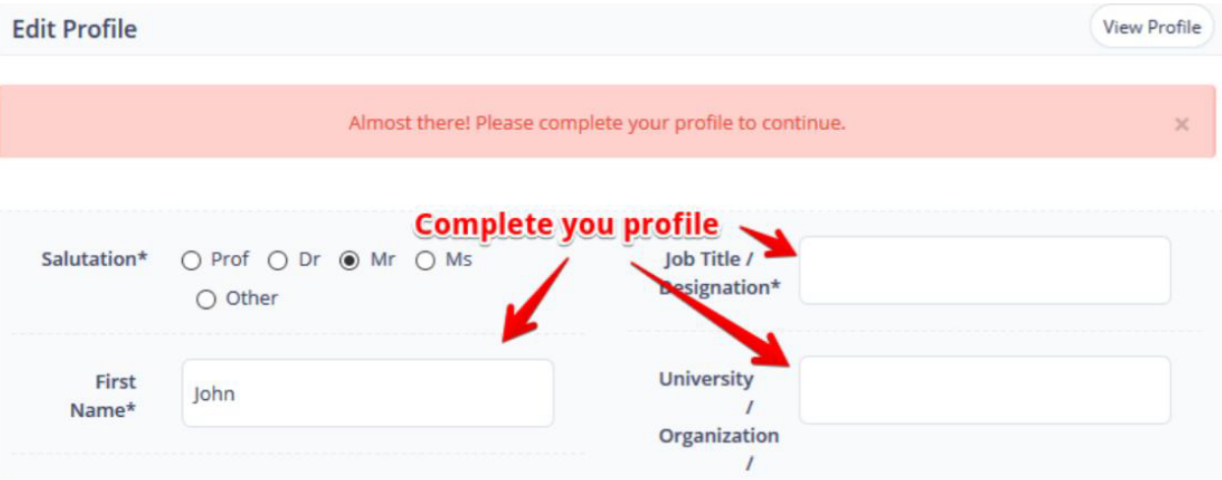


Figure 2

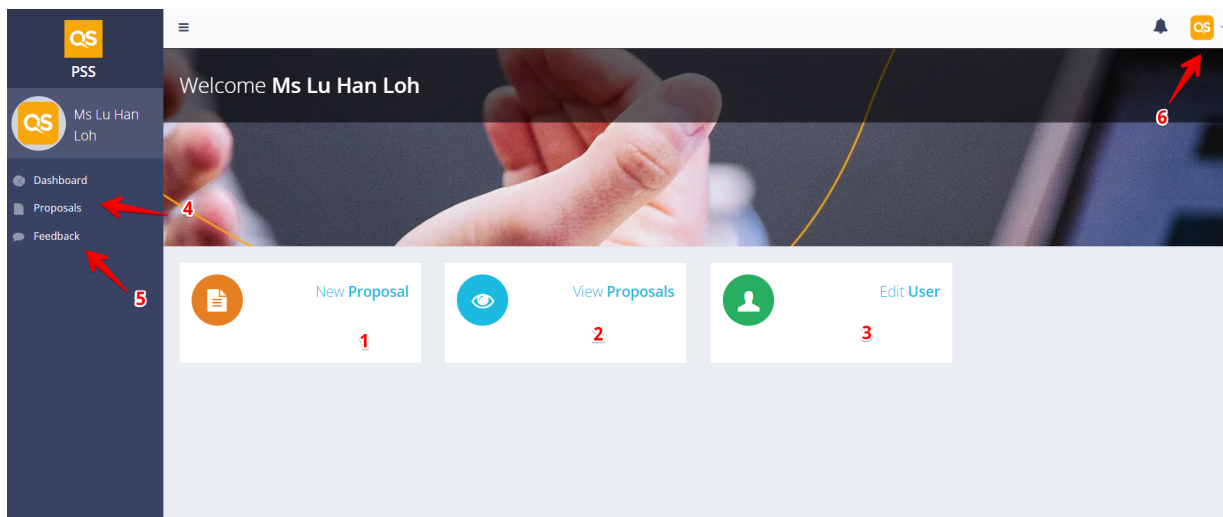


Figure 3

## Dashboard

With all important details filled in now your profile is completed and you will be directed to your own dashboard (see *Figure 3*)

1. Click here to submit a new proposal to listed QS events
2. Click here to view/edit all the proposals you have submitted
3. Edit/update your personal information
4. Click here to view/edit all the proposals you have submitted
5. Send us feedback about the system
6. View your profile / Logout

## Submitting a new proposal

Figure 4

Click “New Proposal” or “Add Proposal” button and you will be directed to the form to be filled for a new proposal (see *Figure 4*), select the event, key in the details of your proposal and fill in the details.

Figure 4a

1. Indicate whether you'd like QS to share your presentation on the official website.
2. You must include a 1 minute video of yourself presenting your topic, you can record the video on your phone or webcam and upload to a video sharing platform such as YouTube or Vimeo once completed, extract the video link and paste here.

See here on how to upload video to [YouTube](#) or [Vimeo](#)

Tags

internationalization x

university rankings x

add a tag

Target Audience

deans x

directors x

professors x

add a tag

Figure 5

Proposals

Add Proposal

Proposal submitted successfully




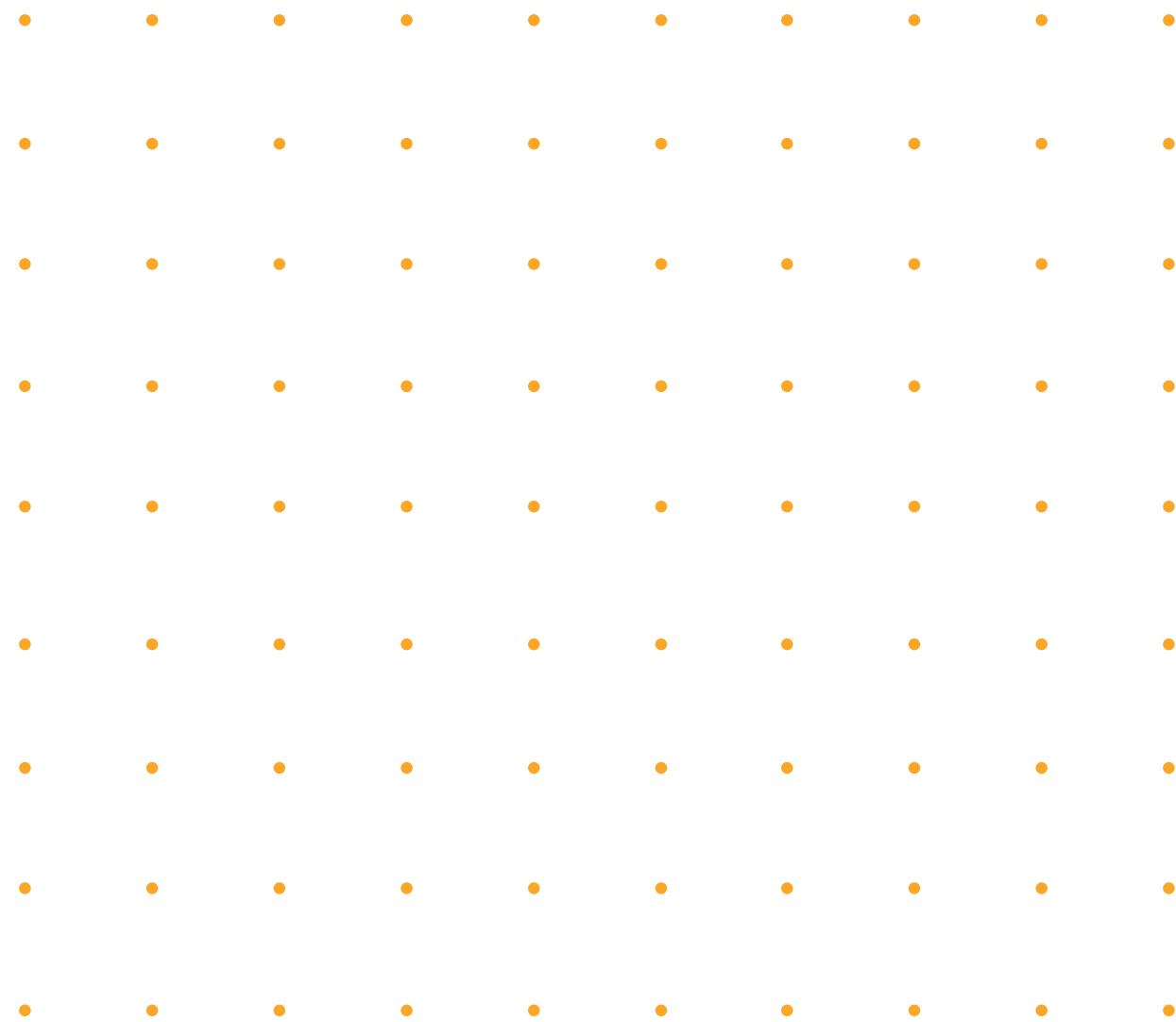
Event Name	Proposal Title	Session Format	Session Focus	Actions
QS HES: APAC 2023	Proposal ABC	In-person	Focus 1	  


Figure 6

3. To add tags and the type of target audience that your presentation is suitable for, key them in the respective text fields followed by a comma and the system will automatically convert it into a tag. (see *figure 5*).

4. All the submitted proposals will be listed in “Proposals” section (see *Figure 6*).



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