

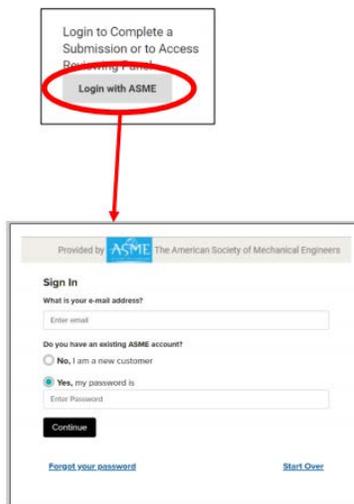
# Contents

How to withdraw my paper .....1  
Reinstating A Paper .....2

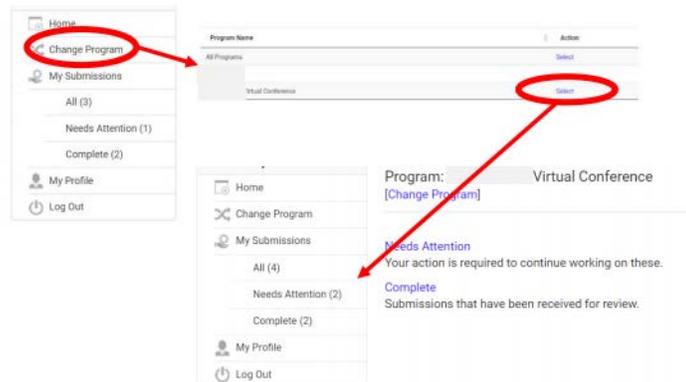
## HOW TO WITHDRAW MY PAPER

If you would like to withdraw from a conference, first login to the OpenWater portal.

Click on Login with ASME



Click on Change Program and then click on the Needs Attention section. In this section is where any incomplete actions can be conducted, including the speaker release form submission.



After clicking on the Needs Attention or incomplete sections you will then select the paper you want to withdraw.

The screenshot shows a navigation menu on the left with the following items: Home, Change Program, My Submissions, All (4), Needs Attention (2) (circled in red), Complete (2), My Profile, and Log Out. An arrow points from the circled 'Needs Attention (2)' item to a table titled 'Needs Attention'. The table has columns for '#', 'Title', 'Program', and 'Action'. It contains two rows, each with a blue bar in the 'Title' column and a circled 'Open' button in the 'Action' column.

Clicking 'No' and then selecting "Save and Finalize" will withdraw your paper from the conference.

The screenshot shows a 'Speaker Release' form. The question is 'Do you want to participate in the virtual conference? \*'. There are two radio buttons: 'Yes' and 'No'. The 'No' button is selected. At the bottom of the form, there are three buttons: 'Prev', 'Save', and 'Save and Finalize'. The 'Save and Finalize' button is circled in red, and a blue arrow points to it from the text above.

## REINSTATING A PAPER

Requests for reinstating a paper will be handled on a case-by-case basis and is at the sole discretion of ASME staff.

We will do our best to help, but as conference processing progresses it becomes more difficult and often will incur charges for a removed submission to be reinstated. Often publication requirements and deadlines are not within our direct ability to adjust so usually we are simply unable to accommodate requests for paper reinstatement.