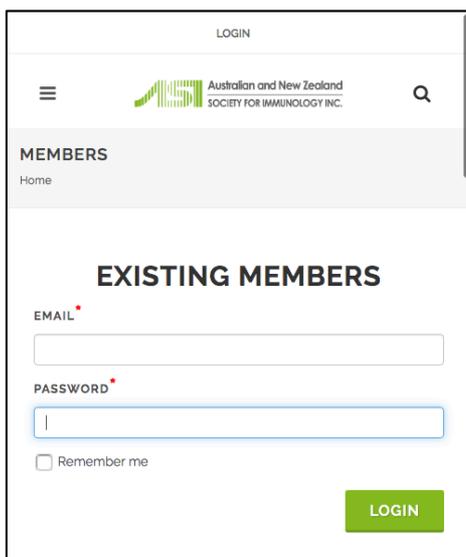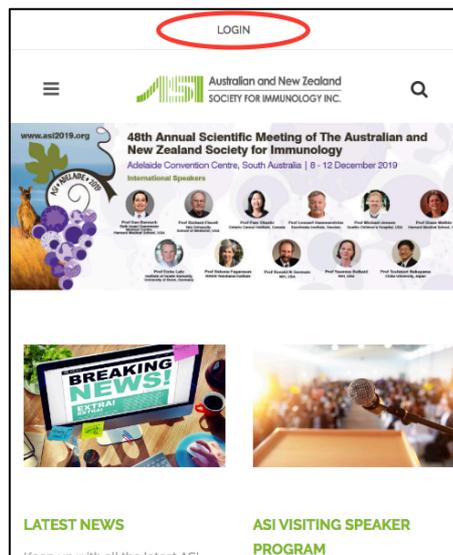# How To Fill In Your Profile For The ASI Women Speakers Database

Step 1:

Before you start, you need:
- Your ASI login details
- Links to your institutional, Google Scholar, ORCID, LinkedIn and/or ResearchGate profiles
- Headshot (<5MB)
- Biography (1000 characters)

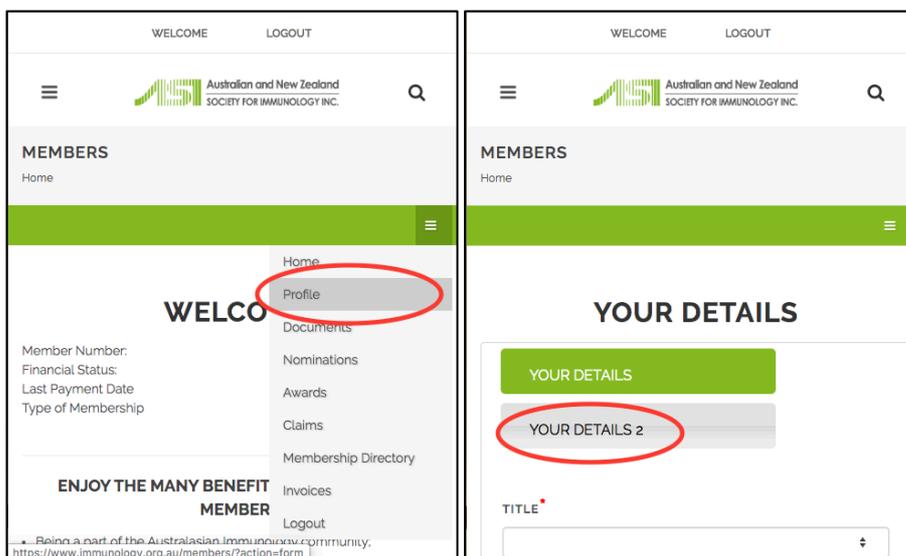Click 'Login' in the top right corner of the ASI Website homepage (https://www.immunology.org.au/)

Step 2:

Login using your ASI registered email and password.

If it is your first time logging in, you can retrieve your password through your ASI registered email address using the link at the bottom of this page.

Step 3:

Select your "Profile" tab and then click the button for "Your Details 2".

Step 4:

Scroll down and select your "Special Interests" and "Discipline Field of Interest"- this is essential to enable database users to search for you based on your area of expertise.

To select multiple items, use Ctrl+click on a PC and Command+click on a Mac.

Step 5:

Scroll down further to the "Directory Settings" and select "Yes" for the question and "Do you wish to be included in the Women Speakers Database?"

Input your:
- Links to your institutional, Google Scholar, ORCID, LinkedIn and/or ResearchGate profiles
- Headshot (<5MB)
- Biography (1000 characters)

Note:
- To make our database a more valuable resource, make sure to fill in as much information as you can. At a minimum, we need a Biography and the "Discipline Field of Interest" and we strongly encourage a Headshot.
- Your City, State/Region and Email Address on the database will populate automatically from your ASI Profile- change these in your profile to change them on the database.
- After initial submission, new profiles will be validated by site admin before being uploaded but changes can be made thereafter at any time.