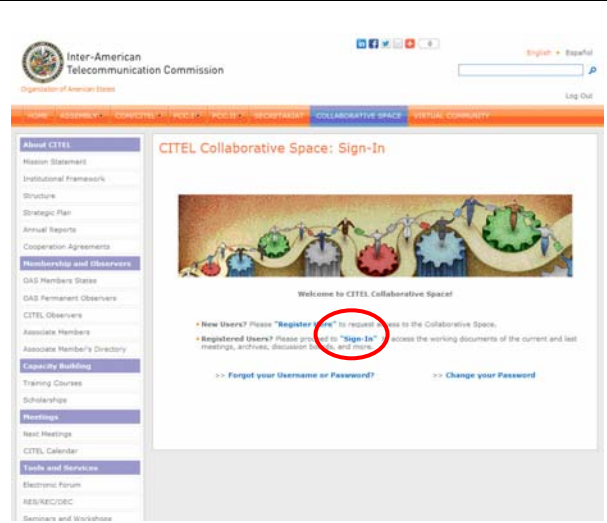
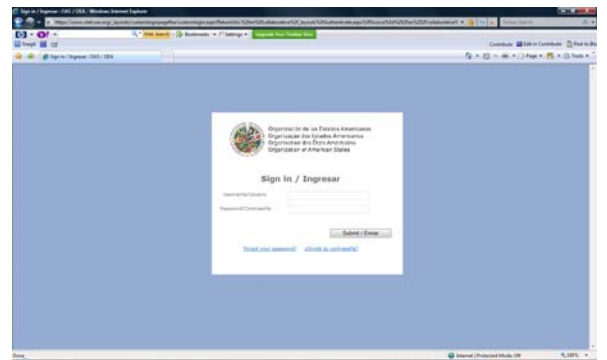


Document/Contribution Submission Form – CITELE Meeting User Guide

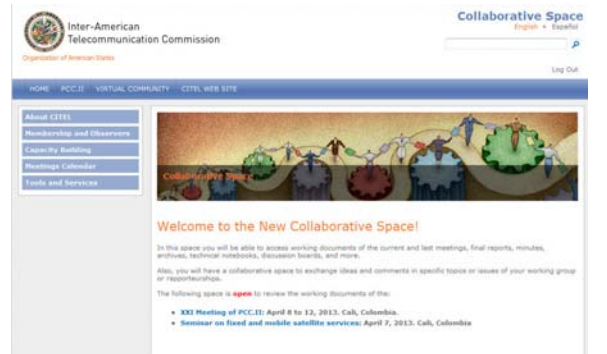
1) To submit your document, you must already be a member of the CITELE Collaborative space.



2) Sign-in in the CITELE Collaborative Space.



3) Click on the open meeting of your interest, according to the appropriate PCCs.



4) Click on "Submit your Document". You will find this option in the vertical menu, as well as in the center of the screen.

Instructions to submit the Documents

Step 1: Complete the form below. Please remember to prepare the document with the required template and don't forget to include all reference material for the translator.

Step 2: If you are sending more than one document, please remember to fill out a form **for each document that will be submitted.**

Step 3: After submission of document, you will receive an e-mail confirming that the document was received according to the deadlines, such as:

ON-TIME MESSAGE: Documents submitted before the due date to ensure its translation.

MAY NOT BE TRANSLATED: Documents submitted thereafter may not be translated.

LATE: Documents submitted after the specific deadline shall be carried to the next meeting.

