



Proposal Submission System (PSS)

User guide

Logging in

Once you have registered, you'll receive an email with a link to activate your account.

Follow the link to be directed to the login page, as shown in **Figure 1**.

Note: The activation email may be delivered to your spam folder.

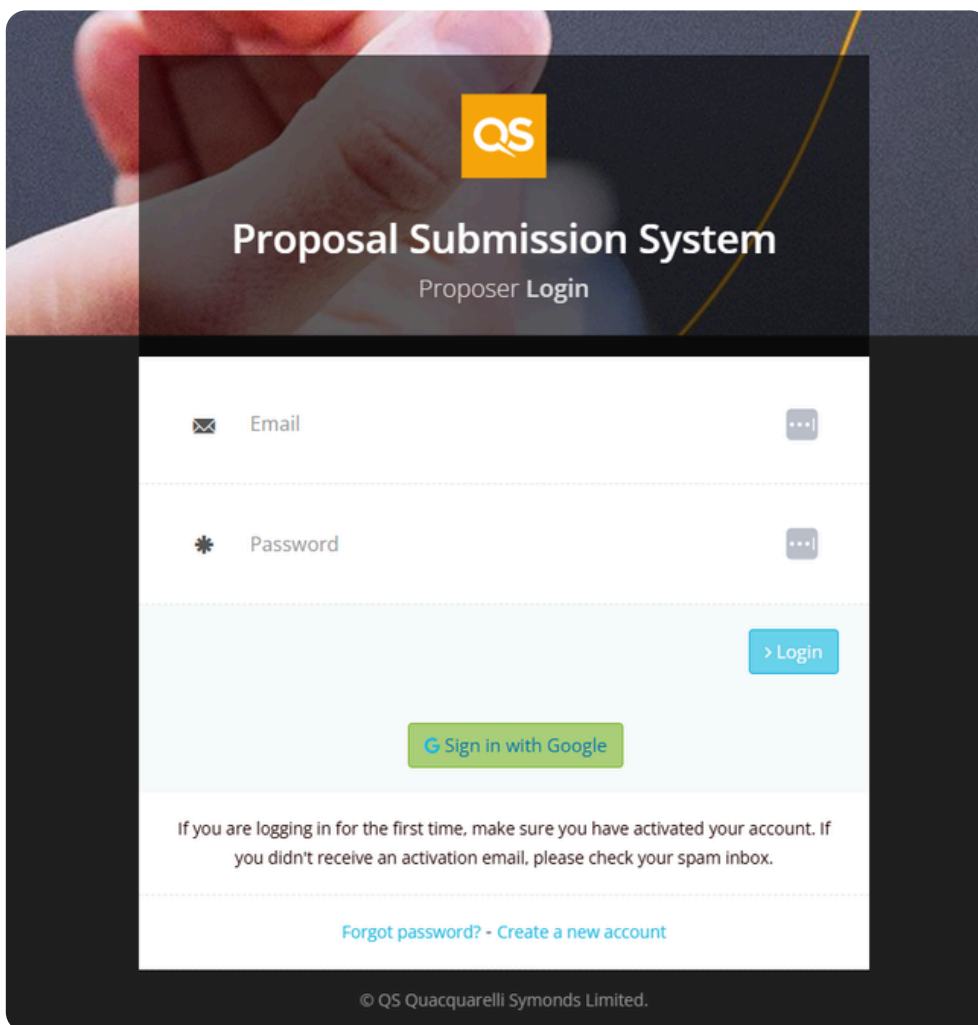


Figure 1. Login page

Dashboard

Once all required details are completed, your profile will be complete and you will be directed to your dashboard (see **Figure 2**).

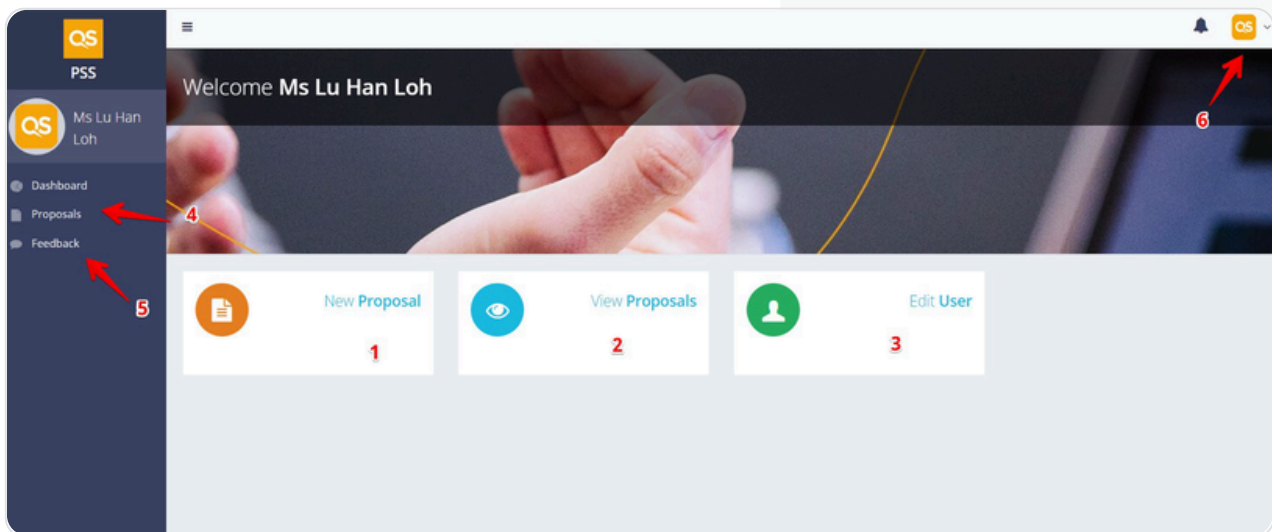


Figure 2. Dashboard

Click here

to submit a new proposal to listed QS events

Click here

to view/edit all the proposals you have submitted

Click here

to edit/update your personal information

Click here

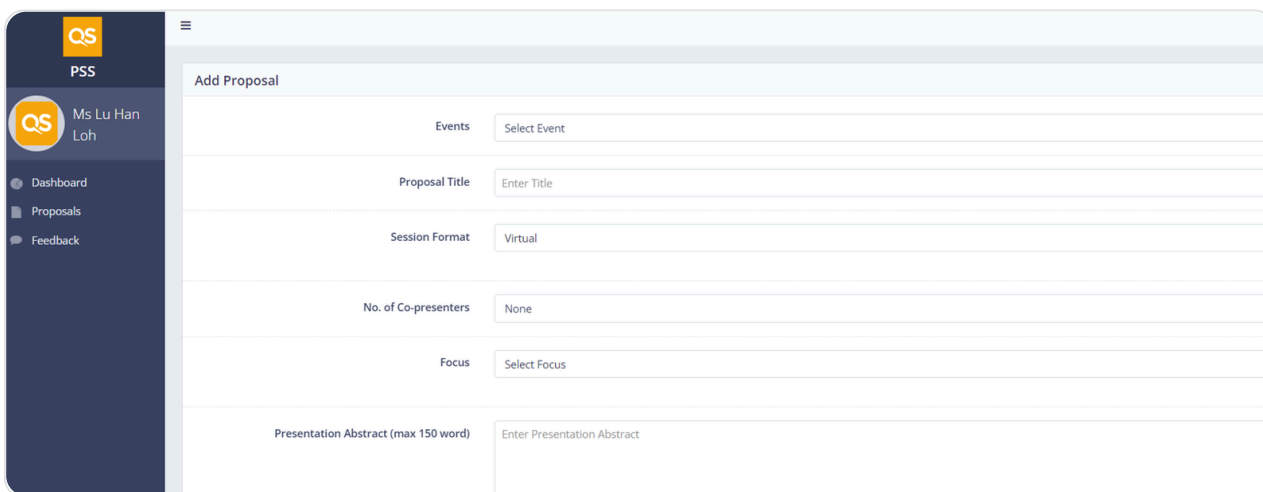
to send us feedback about the system

Click here

to view your profile/logout

Submitting a new proposal

Click the 'Add Proposal' button to be directed to the form (see **Figure 3**). Select the event, enter your proposal details, and complete all required fields.



The screenshot shows the 'Add Proposal' form in the PSS system. The form is titled 'Add Proposal' and is located in the main content area. The left sidebar contains the PSS logo, the user's name 'Ms Lu Han Loh', and navigation links for 'Dashboard', 'Proposals', and 'Feedback'. The form fields are as follows:

Field Name	Field Value
Events	Select Event
Proposal Title	Enter Title
Session Format	Virtual
No. of Co-presenters	None
Focus	Select Focus
Presentation Abstract (max 150 word)	Enter Presentation Abstract

Figure 3. Proposals

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

Click here to learn how to upload a video to

[YouTube](#)

[Vimeo](#)

The screenshot shows a form with a 'Tags' section containing two active tags: 'internationalization' and 'rankings', followed by an 'add a tag' button. Below this is a text area labeled 'Target Audience & Intended Outcomes (max 300 words)' with a placeholder text 'Enter Audience And Intended Outcomes Summary'.

Figure 4. Tags

The screenshot shows the 'Proposals' section with a green success message 'Proposal submitted successfully' and an 'Add Proposal' button. Below is a table with the following data:

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

Figure 5. Proposals section

3. To add tags and specify the target audience for your presentation, enter them in the respective text fields, separating each entry with a comma. The system will automatically convert them into tags (see **Figure 4**).
4. All submitted proposals will be listed in 'Proposals' section (see **Figure 5**).

**Have any questions,
contact
event.ops@qs.com**



At QS, our distinction comes from scale of insight, scope of expertise, and the ability to connect them.

Insight at the **intersection**

We operate at the centre of student recruitment, performance, skills, and innovation, connecting institutions, employers, governments and learners worldwide. Our unique position gives us the power to spot the patterns, see the gaps and act on the signs that others can't.

Not just a data provider, a **decision partner**

From the moment new signals emerge to the point where results are evaluated, we partner with leaders to understand what's changing and what to do about it. Our role is to bring clarity, grounded insights and direction to every key decision.

From the sector, **for the sector**

Founded to help students realise their potential through educational achievement, international mobility and career development, QS set out to understand institutions from the learner's perspective and deliver the comparative insight missing from the market. Over decades, we've refined our expertise through lived sector experience and sustained collaboration with universities, ministries, employers and learners across regions, systems and cycles of change.

Convening power built on **global trust**

Governments, scholarship bodies and organisations turn to QS as the trusted benchmark for quality, mobility and talent development, creating system-wide connectivity. Our summits and forums bring leaders, innovators and policymakers into dialogue to exchange ideas, build networks and collaborate on shared priorities, strengthening progress across the sector.