



# **FORUM 2025 OTTAWA**

## **CREATING AN ACCOUNT DELEGATE IN TWO EASY STEPS**



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and Veteran Health Research

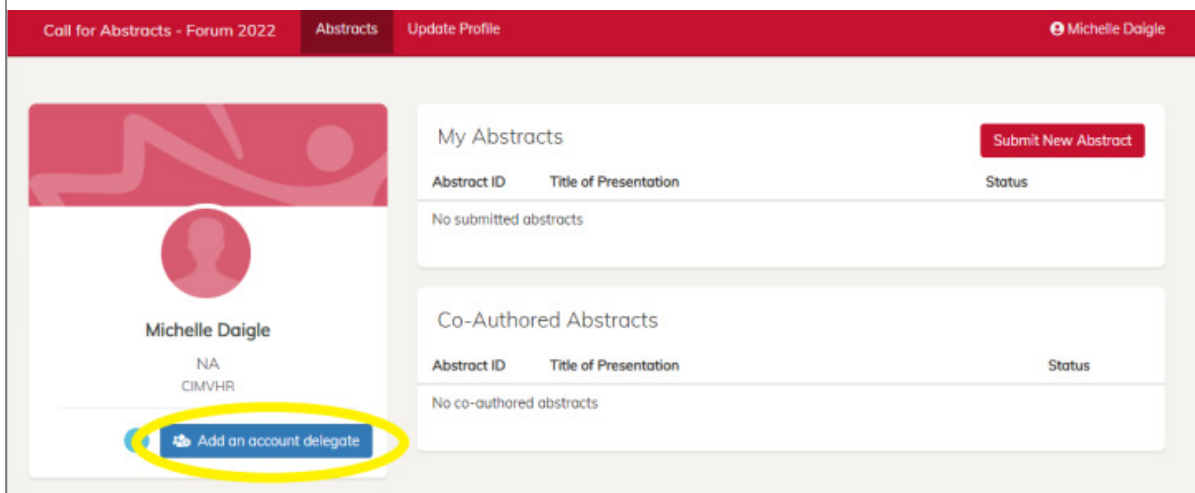
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## CREATING AN ACCOUNT DELEGATE IN TWO EASY STEPS

1. Should you wish to delegate a colleague/co-author to your account to submit an abstract on your behalf, click on “Add an account delegate” and follow the instructions.

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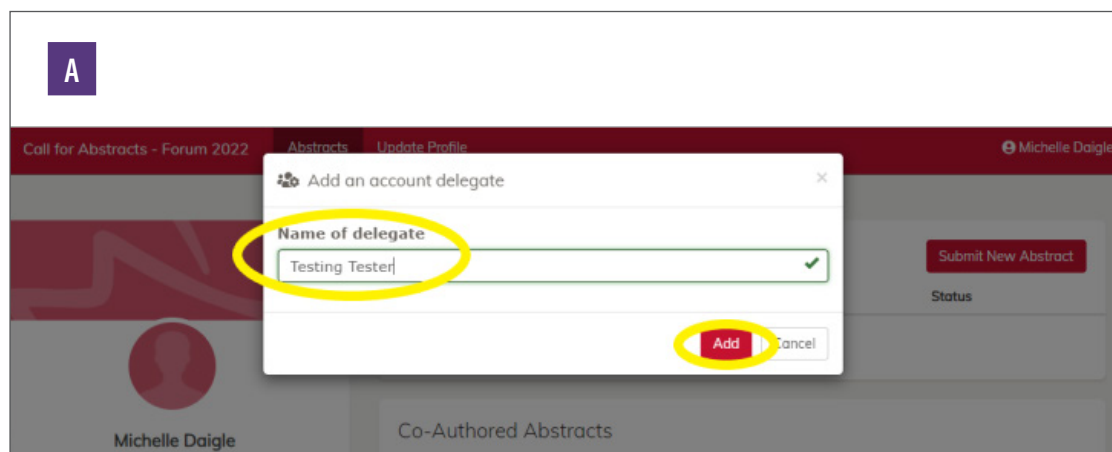
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2.
  - A) Type the name of the colleague in the required field and click “Add”.
  - B) The account delegate will receive an email, informing them that they have been named as a delegate to the account.
  - C) You can see who you have assigned as account delegate under “Account Delegates”.



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B



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**Michelle Daigle**

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