

# Download and Submission Instructions for Session Chair Smart Form App

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In order for you to submit the Session Chair Form using your mobile device, you must download the Canvas Smart Client. The App is FREE so please make sure to download the free version

## Option 1 – Use the browser on your mobile device or laptop

On your Blackberry, Android or Windows Mobile device take the following steps:

- Open the browser on your mobile device
- Navigate to the URL <http://www.gocanvas.com/m> or use the QR code.
- Select the device type you have, click download and install. If you are using your laptop please select “Xp or above”.



## Option 2 - Use the Android Marketplace or Blackberry AppWorld

If you have an Android, launch the Android Marketplace and search for "Canvas". The Canvas client will appear in the search list. Choose the one which has been created by "Canvas Solutions, Inc.".

If you have a BlackBerry, launch the "Blackberry AppWorld" application. You will find Canvas under the "Data Collection" category. You can find out more at our [BlackBerry AppWorld page](#).

## Option 3 - Use Apple's App Store (the only option for Apple Products - (iPhone, iTouch, iPad)

If you have an iPhone, iTouch or iPad download Canvas from the App Store on your device. Visit this page from your mobile device using the QR code device or type in "CANVAS FORMS" into the search block in the App Store. The App is called “Smart Business Forms by Canvas”



## Filling out your Session Chair Smart Form

Once you have downloaded the FREE App, log in using:

**Username:** report@aiaa.org

**Password:** (Conference specific)

Select the Conference Session Chair Report.

Use the drop down or scroll to find your session number and the rest of the session information will populate automatically. On the next screen you should see the first paper number in your session. Click “add” or the “+” to evaluate the paper. Please make sure to add and evaluate all of the papers in your session before moving on to the next screen. Once you have completed the form you can add your own e-mail to receive a pdf of your submission. **\*\*You must be connected to the internet to completely submit the form.** If you do not have a smart phone or would prefer not to use yours please visit the Session Chair Report Station located near the Registration Area. App will be available through the end of the conference. Please submit your form prior.

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