

PREPARING YOUR ABSTRACT:

Go to EasyChair to read the 'Call for papers': <https://easychair.org/cfp/OHA2022>

In particular, note the following instructions:

Proposals for presentations / papers / panels / posters should be no more than 200 words (single space, 12-point font in Times New Roman) and must include at the top of the page:

- ***your name (and the names of any co-presenters if you are part of a panel presentation)***
- ***institutional affiliation (if applicable)***
- ***postal address***
- ***phone number***
- ***email address***
- ***the title for your presentation/panel***
- ***the sub-theme/s to which your work connects***
- ***and the presentation format (individual 20-minute paper; or a paper that will be delivered as part of a panel presentation; or 5-minute 'lightning' account of work in progress; or performance; or participatory workshop; or poster presentation).***

Have you followed the instructions in the 'Call for papers' and prepared your abstract correctly?

Is your abstract in size 12 font?

Is it in Times New Roman script?

Have you included your name and contact details at the top of the first page as instructed above?

Have you also converted your abstract into a PDF document? (Select 'Save As' in Word. Give your presentation a title. Change from a Word Document to a PDF in the drop-down 'Save As' box)

Please save your abstract as: Your Initial and SURNAME_short title of presentation

(e.g. The abstract for my 2022 presentation would be saved as: AREID_The Land Smelt Different)

Save both the Word version of your abstract and the PDF version of your abstract to your computer. You will need both versions for the submission process.

There are a number of steps that you will now need to follow in order to create your EasyChair account and upload your abstract.

Please be patient – please allow about 30 minutes to follow all the steps listed below.

HOW TO UPLOAD YOUR ABSTRACT PROPOSAL:

Step 1: Create an account

Go to the top of the 'Call for Papers' webpage: <https://easychair.org/cfp/OHA2022>

Click on the link titled: **Submission Link**. (It's in the grey & white box near the top of the page)

This link will take you to a page where you can log in and upload your abstract.

*If you have an existing EasyChair account, please log in now using your user name and password. There should be no need to create a new account. [Go straight to page 5 below for further instructions.](#)

In order to upload your abstract, you may need to create an EasyChair account if you do not already have one.

How do you do this?

Click on the 'create an account' link.



Begin by ticking the 'I am not a robot' box or by following the reCAPTCHA instructions – then click continue.



Enter your personal details and an email address – please use an email account that you check regularly so that you will see the emails from EasyChair regarding your submission and the review process.

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.



† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

Click continue.

An email with instructions will be sent to the email address that you have just nominated.

Log into your email account and retrieve your instructions email.

Can't find the email? Check your junk or spam folder. Your email account spam filters may be preventing the email from being delivered to you; this can be a problem if you are using a university email address.

Still having problems creating an account?

Follow these instructions on the EasyChair site: https://www.easychair.org/help/account_creation

Note the detailed 'Problem' information at the bottom of the web page. You may find an answer to your problem here.

There will be a link in the email that was sent to you.

Click on this link.

This will create your account and take you back to the EasyChair site.

This is the last step in creating your account – there will now be a form for you to fill in.

You will need to choose a user name and a password for your account.

***Make sure that you write down the user name and password that you select – you will need these details to log into your account, upload your abstract, check the progress of your abstract through the review process, or to change your details if you need to do so.**

Create an EasyChair Account: Last Step

Hello Ian Reid! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name[†]:

Last name (*):

Organization (*):

Country (*):

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page:

Enter your account information. Note that user names are case-insensitive

User name (*):

Password (*):

Retype the password (*):

Create my account

Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

***Don't forget to tick the box at the top of the page that says: I agree to the EasyChair Terms of Service. You have 30 minutes to fill out this form. Finished? Click on the red 'Create My Account' button.**

You will now receive a pop-up message saying that your account has been created.

There will be a link in that pop-up for OHA 2022 submissions.

Click on the link.

No pop-up? Check that your browser settings allow pop-ups.

If you still can't find the pop-up to access a link to the OHA 2022 submission page, simply go back to the 'Call For Papers' page in EasyChair and click on the link titled: **Submission Link**.

Now that you have established your account, you will be able to upload your abstract via the Submission Link.

Step 2: Log in to EasyChair for OHA 2022

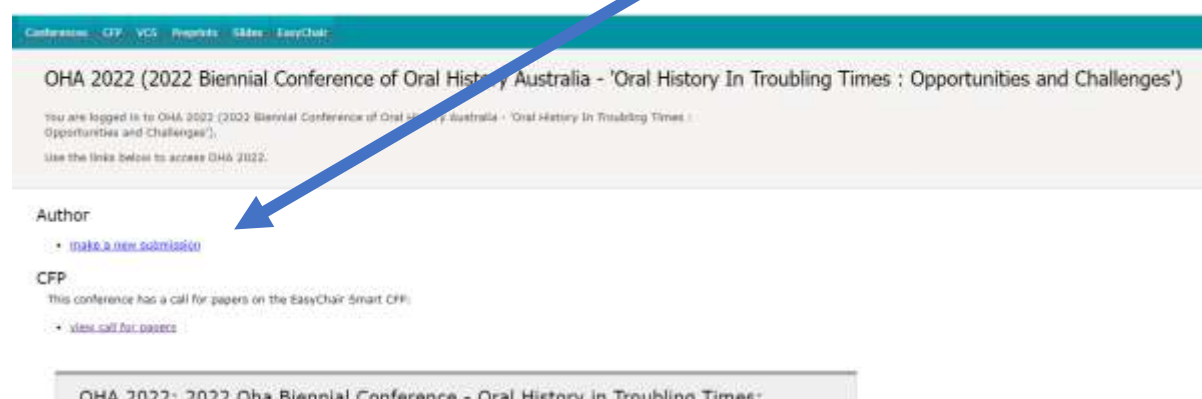


The image shows a login form with two input fields: 'User name:' and 'Password:'. Below the fields is a red 'Log in' button. Underneath the button, there are three lines of text: 'If you have no EasyChair account, [create an account](#).', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.

Use the user name and password that you established when you created your account so that you can gain access to the OHA 2022 submission page. This may be an existing username OR it might be the username for the new account you have just established.

Step 3: Make a new submission

Once you are into the site, click on the link to 'make a new submission' as an author.



The image shows a screenshot of the EasyChair user dashboard. At the top, there is a navigation bar with links for 'Conferences', 'CFP', 'VCS', 'Preprints', 'Sites', and 'EasyChair'. Below this, the page title is 'OHA 2022 (2022 Biennial Conference of Oral History Australia - 'Oral History In Troubling Times : Opportunities and Challenges')'. A message states 'You are logged in to OHA 2022 (2022 Biennial Conference of Oral History Australia - 'Oral History In Troubling Times : Opportunities and Challenges')'. Below this, there is a section for 'Author' with a link 'make a new submission'. There is also a section for 'CFP' with a link 'view call for papers'. A blue arrow points from the text above to the 'make a new submission' link. At the bottom, there is a header for 'OHA 2022: 2022 Oha Biennial Conference - Oral History in Troubling Times:'.

Follow the instructions to enter your author information, address, title and 200-word abstract.

You can cut and paste from the Word version of your abstract directly into the box.

Your abstract cannot be longer than 200 words.

Add at least three keywords or key phrases that tell us about the focus of your proposed presentation (for example: refugees; 'armed conflict'; 'Indigenous History'; Afghanistan; 'sexual abuse'; 'public history'; memory; COVID-19; pandemic; 'The Troubles'; 'creative writing'; bushfires; 'Cyclone Katrina')

Do you have multiple authors? Add them, too.

Don't forget to tick the box to identify which of your authors will be the corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Step 4: Upload your PDF

You are now ready to upload the PDF of your conference abstract. (In EasyChair it will say 'upload your paper' but at this stage, you only need to upload the abstract.) You will see a place to do this at the bottom of your screen.

Choose the file (from your PC or USB – wherever you stored the PDF).

***Wait until you see that the PDF is 100% uploaded before you do anything else.**

Once the PDF has been uploaded, click on SUBMIT.

EasyChair will tell you if you have forgotten something!

If you have filled in all of the required details and uploaded your PDF file successfully, EasyChair will tell you that your submission has been saved and the details will appear on the screen.

You will also receive an email from EasyChair, confirming your successful submission.

OHA 2022 Submission 1

The submission has been saved!

Submission 1

Title: The Land Break Different to Home

Paper: (Oct 28, 02:39 GMT)

Author keywords: sensory, memory, migration

Abstract: Although considerable effort has been devoted to collecting both the oral testimony and the objects of migrants for museum displays, little work has focused on the sensory experience of migration or on the links between the senses, memory and family objects in the narratives of English migrants. The convergence of the senses, family artefacts and migration narratives reveals a new way of looking at the stories told by English migrants to Australia.

Submitted: Oct 28, 02:39 GMT

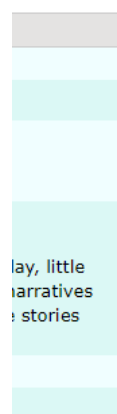
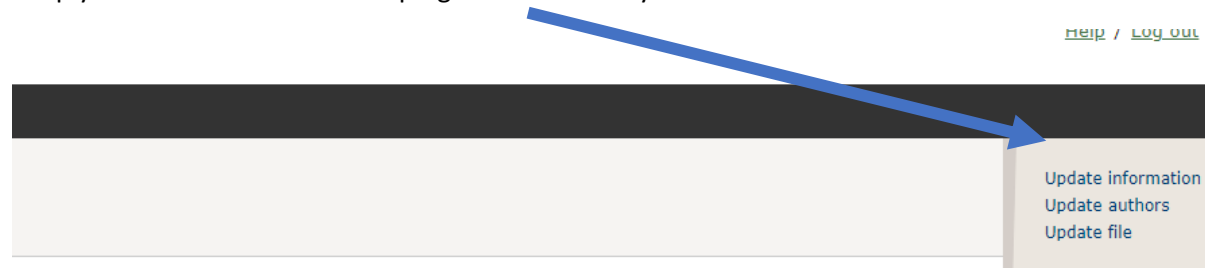
Last update: Oct 28, 02:39 GMT

Authors						
first name	last name	email	country	affiliation	web page	corresponding?
arlene	bell	bell@post.queensland.edu.au	Australia	Queensland University		<input checked="" type="checkbox"/>

Step 5: Change your details or update your information

If you have made a mistake, you can now update your information, your author details, or change the file that you have submitted.

Simply click on the link on the top right-hand side of your screen.



Finished? Congratulations!

You can now log out of EasyChair.