

## OHA Biennial Conference 2024: The Power of Oral History—Risks, Rewards & Responsibilities

### EasyChair instructions:

To follow you will find step-by-step instructions for creating an EasyChair account and uploading your abstract.

There are several steps that you will need to follow in order to create your EasyChair account and upload your abstract.

Please allow about 30 minutes to follow all the steps listed below.

### Preparing your abstract proposal:

1. Before you begin, please note the instructions for abstracts:
  - a. **All proposals to present at the conference must be submitted to EasyChair no later than 1 April 2024.**
  - b. We welcome proposals for presentations in a variety of formats and media, including standard paper presentations (typically 20 minutes); short 'lightning' accounts of work in progress (typically 5 minutes); participatory workshops; performances; or thematic panels comprising several presenters.
  - c. Presentations should involve oral history.
  - d. Contact the Chair of the Conference Program Committee, Professor Alistair Thomson, ([alistair.thomson@monash.edu](mailto:alistair.thomson@monash.edu)) if you would like to discuss the format or focus of your presentation before you submit it.
  - e. **Proposals should be:**
    - i. no more than 200 words
    - ii. single spaced
    - iii. 12-point font in Times New Roman
    - iv. must include at the top of the page:
      1. your name
      2. institutional affiliation (if applicable)
      3. postal address

4. phone number
  5. email address
  6. the title for your proposal
  7. the sub-theme/s your work best connects to
  8. the presentation format (standard 20-minute paper; 5 minute 'lightning' account of work in progress; thematic panel; performance; or participatory workshop).
- v. saved in both Word and PDF formats
- vi. please save your abstract as: Your Initial and SURNAME\_short title of paper
1. For example: ASMITH\_Oral history projects in community

### How to upload your abstract to EasyChair:

1. Access the call for papers at this link:  
<https://easychair.org/conferences/?conf=oha2024>

You'll be taken to the EasyChair login page, as below.

If you already have an EasyChair account, you can simply login. If you do not have an EasyChair account, you will need to create an account before you can upload your abstract.

The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo. At the top right are links for 'Help / Log in'. Below the logo is a header area with the text 'Log in to EasyChair for OHA2024' and a small icon of a chair. The main content area contains a login form with two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log In' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'. At the bottom of the page, a message states: 'Submission of new papers for OHA2024 (2024 Biennial Oral History Australia Conference) is open.'

2. To create an account, select “create an account” under the red login button.

EasyChair

Help / Log in

Log in to EasyChair for OHA2024

Email address or user name:

Password:

Log in

[Forgot your password?](#)

[Create an account](#)

Submission of new papers for OHA2024 (2024 Biennial Oral History Australia Conference) is open.

3. You'll then be asked to pass a captcha. Select “I'm not a robot” and then click “Continue”.

EasyChair

Help / Log in

Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

reCAPTCHA

Continue

Copyright © 2002 – 2023 EasyChair

4. You'll then be asked to enter your name and email address. Use an email account that you have access to and that you check regularly. Then press continue.

EasyChair

Help / Log in

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.

First name\*:

Last name\*:

Email\*:

Retype email address\*:

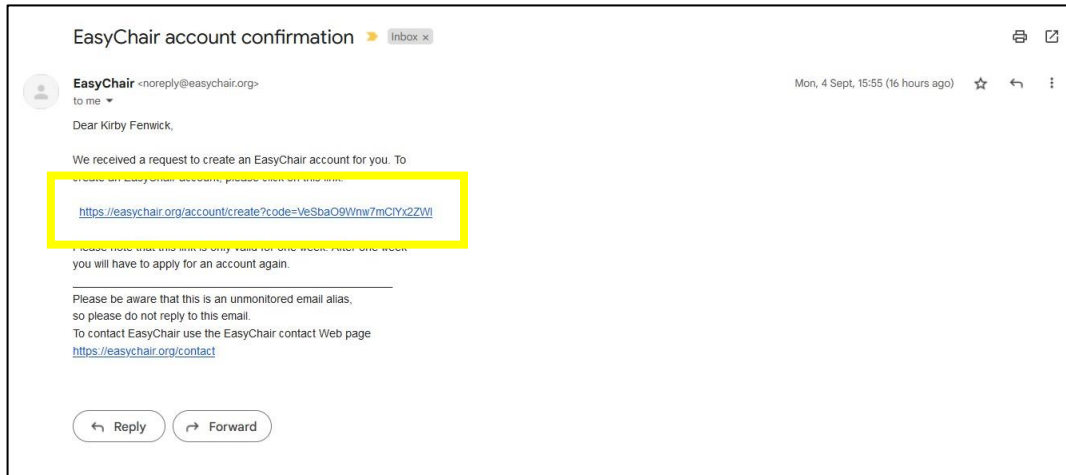
Continue

\* 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](#).

5. EasyChair will send a confirmation email with further instructions. Log into your email account to retrieve those instructions.

Click on the link in the email instructions. This will confirm the creation of your account and take you back to EasyChair.



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.

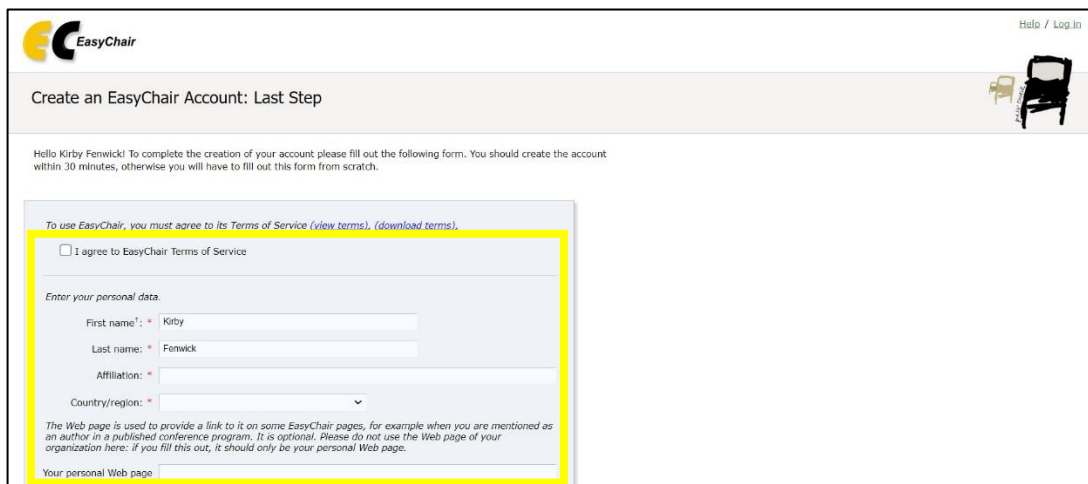
Still having problems creating an account? Follow these instructions on the EasyChair site: [https://www.easychair.org/help/account\\_creation](https://www.easychair.org/help/account_creation)

6. After clicking the link in the email from EasyChair you'll be taken back to EasyChair to complete the last step in creating your account. You'll be asked to agree to the EasyChair Terms of Service and enter some personal details.

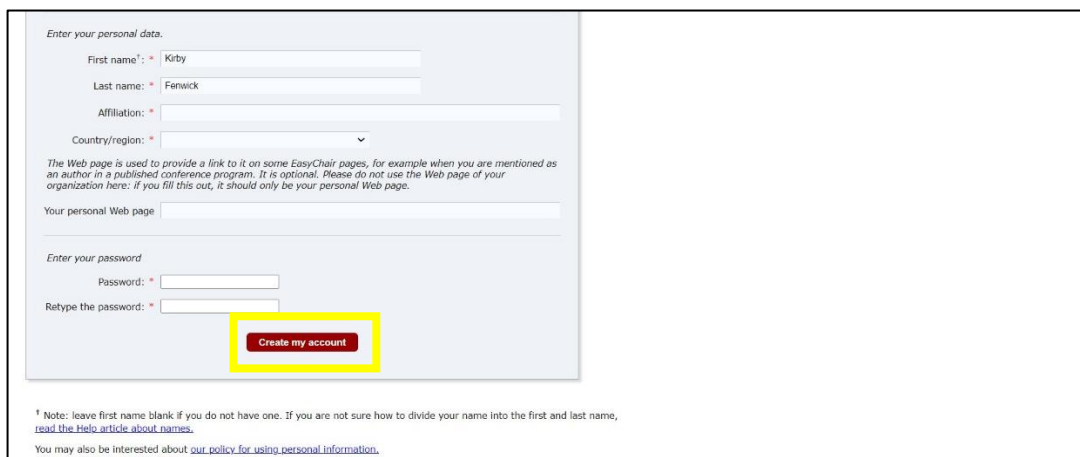
If you do not have a university affiliation, enter N/A in this field.

You will need to choose a password for your account.

Make sure that you record the password – 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.

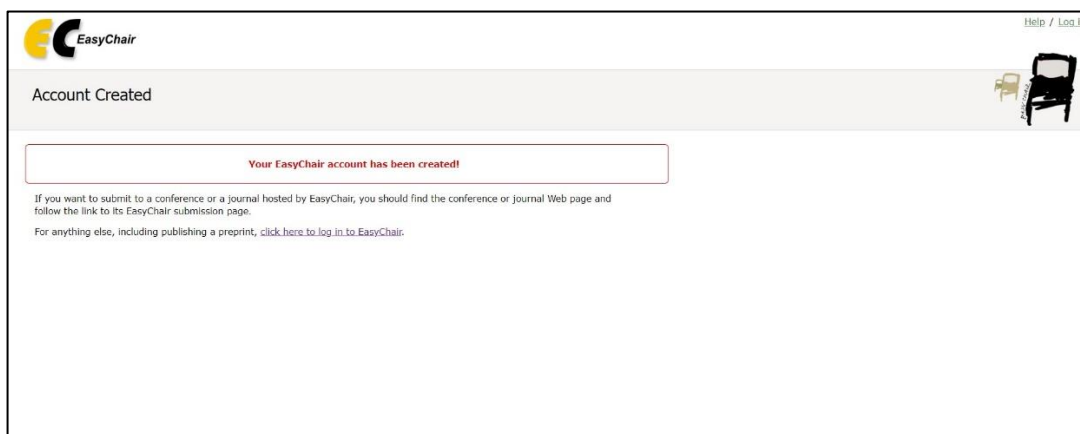
A screenshot of the EasyChair account creation page, titled "Create an EasyChair Account: Last Step". The page shows a form to complete the account creation. The form includes a checkbox for "I agree to EasyChair Terms of Service" and fields for "First name", "Last name", "Affiliation", and "Country/region". The form is highlighted with a yellow box. The page also includes a warning that the account must be created within 30 minutes and a note about the "Web page" field.

- Once you've entered your details and your password, click "Create my account".



The screenshot shows the 'Create my account' form on the EasyChair website. The form is divided into two main sections: 'Enter your personal data' and 'Enter your password'. In the 'Enter your personal data' section, there are input fields for 'First name' (containing 'Kirby'), 'Last name' (containing 'Fenwick'), 'Affiliation', and 'Country/region'. Below these is a text area for 'Your personal Web page' with a note explaining its purpose. The 'Enter your password' section has fields for 'Password' and 'Retype the password'. A red 'Create my account' button is highlighted with a yellow box. At the bottom, there is a note about name formatting and a link to the privacy policy.

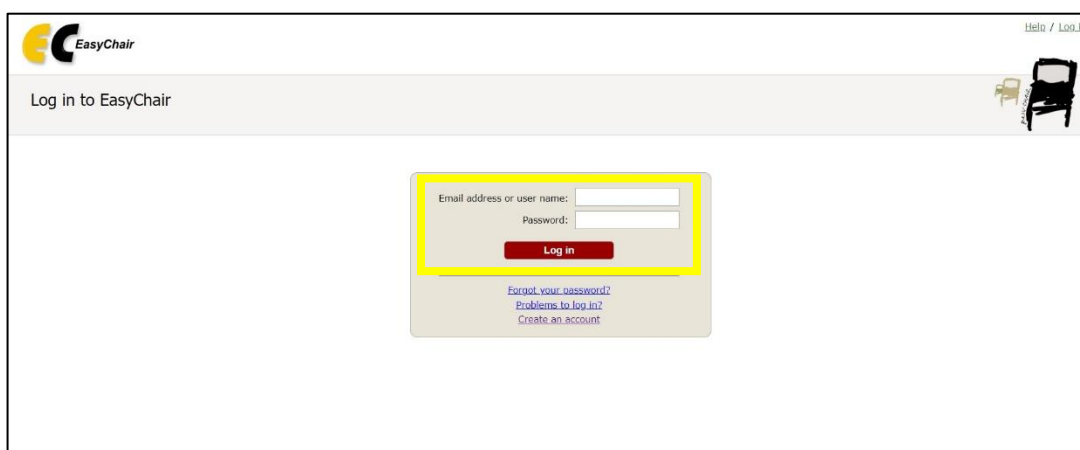
- Your EasyChair account has now been created and you can login and submit your abstract.



The screenshot shows the 'Account Created' confirmation page on the EasyChair website. The page features the EasyChair logo in the top left and 'Help / Log In' in the top right. A central message box states 'Your EasyChair account has been created!'. Below this, there is a paragraph of instructions: 'If you want to submit to a conference or a journal hosted by EasyChair, you should find the conference or journal Web page and follow the link to its EasyChair submission page. For anything else, including publishing a preprint, click here to log in to EasyChair.' There is also a small icon of a chair in the top right corner.

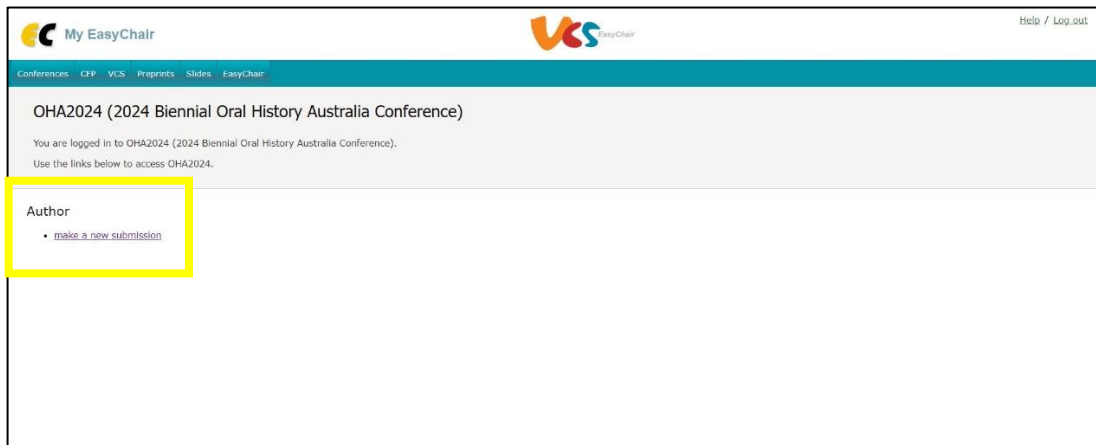
- To upload your abstract for the 2024 Conference, click on the link for submissions: <https://easychair.org/conferences/?conf=oha2024>

You'll be asked to log into EasyChair using the email address and password you used when setting up your account.



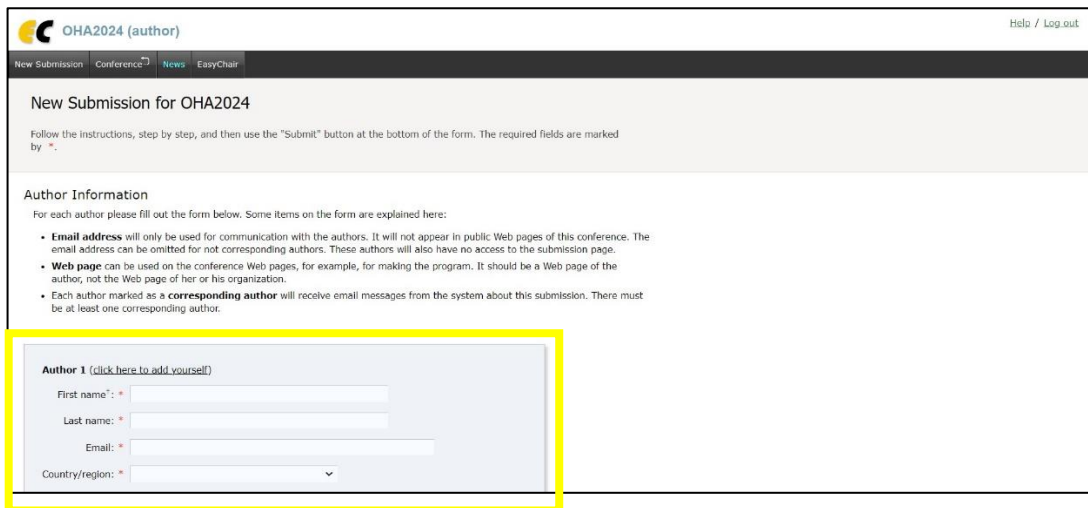
The screenshot shows the 'Log in to EasyChair' page on the EasyChair website. The page features the EasyChair logo in the top left and 'Help / Log In' in the top right. The main heading is 'Log in to EasyChair'. In the center, there is a login form with a yellow border. It contains two input fields: 'Email address or user name' and 'Password'. Below the fields is a red 'Log in' button. At the bottom of the form, there are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'. There is also a small icon of a chair in the top right corner.

10. Once logged in, you'll see the below screen. Click on "Make a new submission" under "Author" to upload your abstract.



11. You'll now be able to upload your abstract details.

Follow the instructions to enter your name, email address, country/region and webpage.



12. Where there is multiple authors, please fill out these details for each author. You can also nominate the corresponding author by ticking the box.



13. EasyChair allows for three authors, if you need space for more than three authors, you can add space by clicking “Click here to add more authors”.

For more information on names, see EasyChair’s help article:

[https://easychair.org/help/first\\_name\\_and\\_last\\_name?track=307183;a=31607799](https://easychair.org/help/first_name_and_last_name?track=307183;a=31607799)

corresponding author

[Click here to add more authors](#)

† Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

14. After entering author details, you’ll now add the title and the text of your abstract. Copy and past these from the Word version of your abstract.

This text should be entered as plain text.

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: \*

Abstract: \*

15. Next, add keywords for your abstract.

Stuck for keywords? Try using the list of conference sub-themes found in the Call For Papers (you can access this at the following link:

<https://oralhistoryaustralia.org.au/biennial-conference-2024>)

Keywords

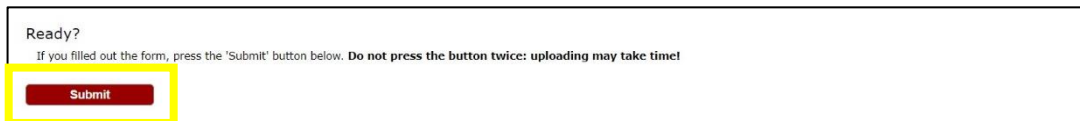
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: \*

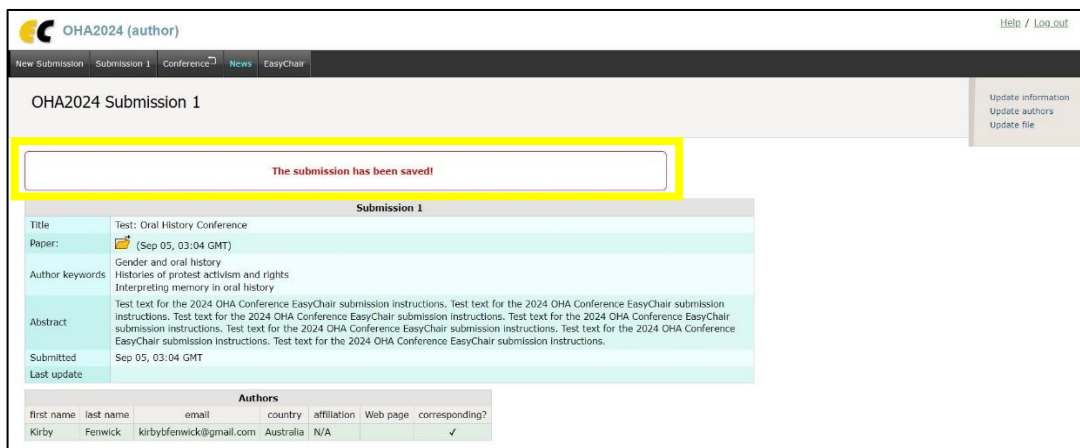
16. Finally, upload the PDF version of your abstract by selecting “Choose file” and selecting your file.



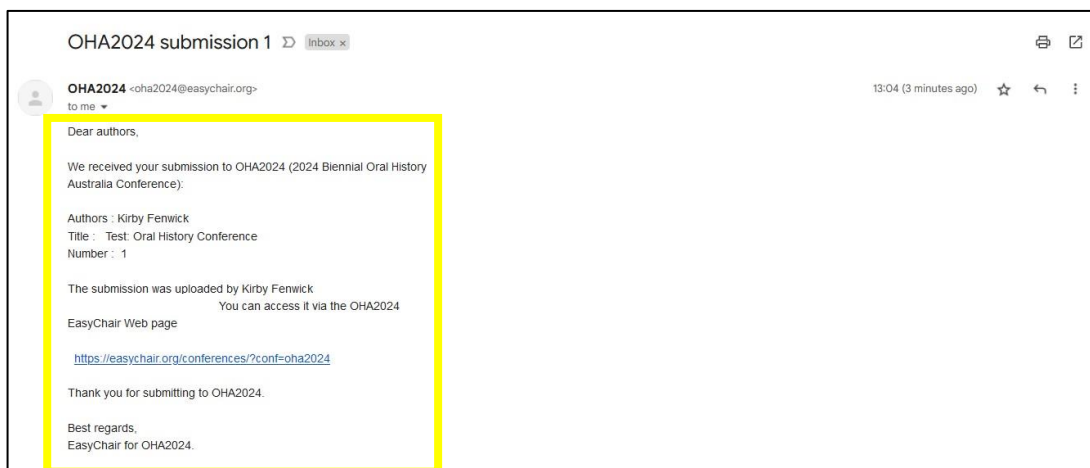
17. After uploading your abstract, click “Submit”.



18. If you have filled in all required details and uploaded your abstract successfully, EasyChair will advise that your submission has been saved and the details will appear on the screen.

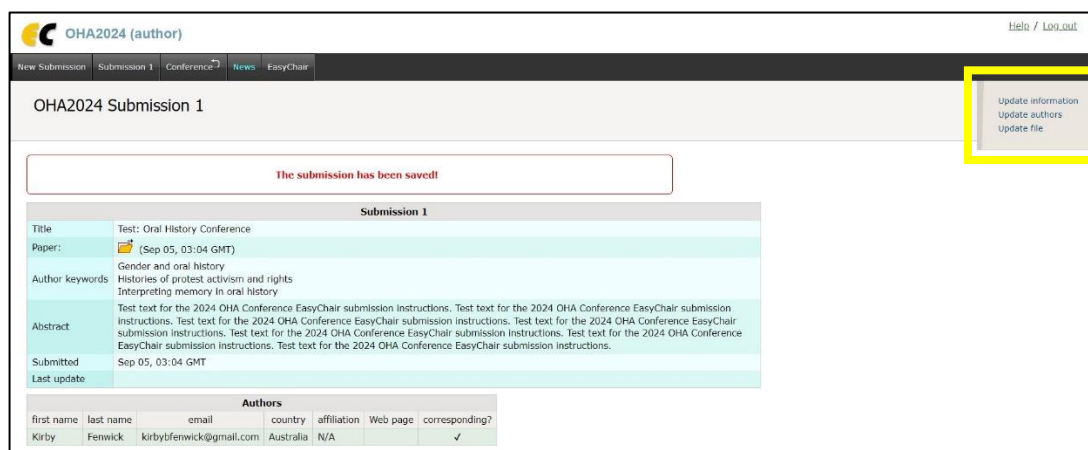


19. If your submission has been successfully saved and received, you will also receive email notification.





20. If you need to make any corrections or changes to your submission you can do so via the menu in the top right-hand corner.



21. You've now successfully uploaded and submitted your abstract for the 2024 OHA Biennial Conference! Congratulations.  
You can now log out of EasyChair.

## Questions?

Contact the Chair of the Conference Program Committee, Professor Alistair Thomson, ([alistair.thomson@monash.edu](mailto:alistair.thomson@monash.edu)) if you would like to discuss the format or focus of your presentation before you submit it.

If you have any questions about submitting your abstract via EasyChair email [ohavictoria2024@gmail.com](mailto:ohavictoria2024@gmail.com)

If you are unable to use the EasyChair system, please email your proposal as a PDF attachment to [ohavictoria2024@gmail.com](mailto:ohavictoria2024@gmail.com)

## Further information

For conference information or to join the conference mailing list, email our Oral History Victoria hosts at [ohavictoria2024@gmail.com](mailto:ohavictoria2024@gmail.com) or go to the conference website via the OHA website at <http://www.oralhistoryaustralia.org.au/>.