

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) 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:

 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.

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Submission of new pa	Email address or user name: Password: Log In Forgot.your.password? Problems to log in? Create an account apers for OHA2024 (2024 Biennial Oral History Australia Co	nference) is open.

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

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

C 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 <u>our terms of service</u> . I'm not a robot	
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.

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 ¹ ; *	

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

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.

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OHA Biennial Conference 2024 - EasyChair instructions

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

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

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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.	

9. To upload your abstract for the 2024 Conference, clink 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.

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

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

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

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For each author please fill out the form b	elow. Some items on the form are explained here:	
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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.

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OHA Biennial Conference 2024 - EasyChair instructions

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=3160 7799

corresponding author	
Click here to add more authors	
¹ 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 na the Help article about names.	ie, <u>read</u>

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.

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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)

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



17. After uploading your abstract, click "Submit".

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18. If you have filed 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.

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

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	Easychair web page									
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	Best regards, EasyChair for OHA2024.									

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.

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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) 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

If you are unable to use the EasyChair system, please email your proposal as a PDF attachment to 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 or go to the conference website via the OHA website at http://www.oralhistoryaustralia.org.au/.