

Submitting a Proposal for ISSOTL 2017

ISSOTL 2017 is using Open Conference Systems for proposal submissions and reviews. It is very similar to the system used for ISSOTL 2016, but you will need to create a new username and password for 2017.

1. If it's your first visit to the conference submission site, click "Not a user? Create an account with this site."

Open Conference Systems

HOME ABOUT LOG IN ACCOUNT SEARCH CURRENT CONFERENCES

Home > Log In

Log In

Username

Password

Remember my username and password

> [Not a user? Create an account with this site](#)

> [Forgot your password?](#)

2. Create your account. The required fields are: username, password, first name, last name, affiliation (e.g., Mt. Royal University), and email. At the bottom of the page, make sure you check the "Author" box. Click "Create" after completing the required fields and checking the "Author" box.

Account

Fill in this form to create an account with this conference.
[Click here](#) if you already have an account with this or another conference on this site.

Profile

Username*
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password*
The password must be at least 6 characters.

Repeat password*

Salutation

First name*

Middle name

Last name*

Initials Joan Alice Smith = JAS

Gender

Affiliation*

Country

Bio statement (E.g., department and rank)

Confirmation
 Send me a confirmation email including my username and password

Create account as
 Reader: Notified by email on publication of presentations.
 Author: Able to submit items to the conference.
 Reviewer: Willing to conduct peer review of submissions to the conference. Identify reviewing interests (substantive areas and research methods).

* Denotes required field

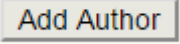

3. Once you create your account, you will be redirected to your “User Home.” To return to this page later, copy the following URL into your browser: <http://www.issotl.com/ocs-2.3.6/index.php/issotl/issotl17/user>

Click “New Submission” to begin your proposal submission.

The screenshot shows the 'Open Conference Systems' website. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, SEARCH, and CURRENT CONFERENCES. Below this is a breadcrumb trail: Home > Reaching New Heights - ISSOTL 2017 > User Home. The main heading is 'User Home'. Underneath, there is a section for 'ISSOTL Reaching New Heights - ISSOTL 2017'. This section contains two rows of links: '» Author' with '0 Active' and '» Reviewer' with '0 Active'. To the right of these links is a button labeled '[New Submission]'. A blue arrow points from the top right towards this button. Below the submission links is a 'My Account' section with links for '» Edit My Profile', '» Change My Password', and '» Log Out'.

4. In submission Step 1:
 - a. Select the appropriate theme/track (e.g., Aspirations and anxieties for SoTL, Adventures and insights in SoTL, etc.) for your submission.
 - b. Select the session type (e.g., Panel, Paper, Concurrent Workshop, or Poster).
 - c. Check the “Submission Checklist” boxes to confirm that your abstract is prepared for blind review (e.g., Authors’ names are removed).
 - d. Click “Save and continue”

The screenshot shows the 'Step 1. Starting the Submission' page. At the top, there is a breadcrumb trail: Home > User > Author > Submissions > New Submission. The main heading is 'Step 1. Starting the Submission'. Below this, there is a progress indicator: '1. START 2. ENTER METADATA'. A note says: 'Encountering difficulties? Contact [Jessie L. Moore, Communications Committee Chair](#) for assistance.' The 'Conference Track' section has a label 'Select the appropriate track for this submission (see [Track Policies](#)).' Below this is a dropdown menu labeled 'Track*' with the selected option 'Aspirations and anxieties for SoTL'. The 'Session Type' section has a label 'Session Type' and a radio button selected for 'Panels'. Below this, there is a description: 'Panel discussions are particularly appropriate for topics that benefit from multiple perspectives, including disciplinary, institutional, and national perspectives. The goal for'.

5. In submission Step 2:
- Your author information is automatically entered.
 - To add additional presenters, click “Add Author,” immediately below your author information. Provide the first name, last name, and email address for each presenter you add to the proposal. 
 - Enter your presentation title, and copy your proposal into the abstract box. Having trouble copying text from another document? Click the “Paste” icon  below the abstract box.
 - Click “Save and continue” to submit your proposal.

Title and Abstract

Title*

Enter your presentation title here

Abstract*

Copy your proposal into this box. Remember:

- Panel proposal abstracts should be between 750 and 1,000 words;
- Paper proposal abstracts should be up to 500 words;
- Concurrent workshop proposal abstracts should be between 500 and 750 words; and
- Poster proposal abstracts should be up to 500 words.

Presenters' names should be removed for review.



6. Congratulations! Your submission is now complete. Click “Active submissions” to see the submissions you’ve submitted.

Submitting additional proposals? Click “Step one of the submission process” on the Active Submissions page or click “New Submission” on your User Home page to begin your next submission.

Encountering technical difficulties? Contact [Jessie L. Moore, Communications Committee Chair](mailto:jmoore28@elon.edu), at jmoore28@elon.edu, for assistance.

Questions about the call for proposals or about the conference? Contact Conference Co-Chairs Nancy Chick and Brett McCollum at issotl2017@issotl.com.