How to upload your abstract proposal:

Go to EasyChair to read the 'Call for papers': https://www.easychair.org/cfp/oha2021

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*
- *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 (standard paper; or 'lightning' account of work in progress; or thematic panel; 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 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 2021 presentation would be saved as: AREID_Preparing to do research)

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 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.
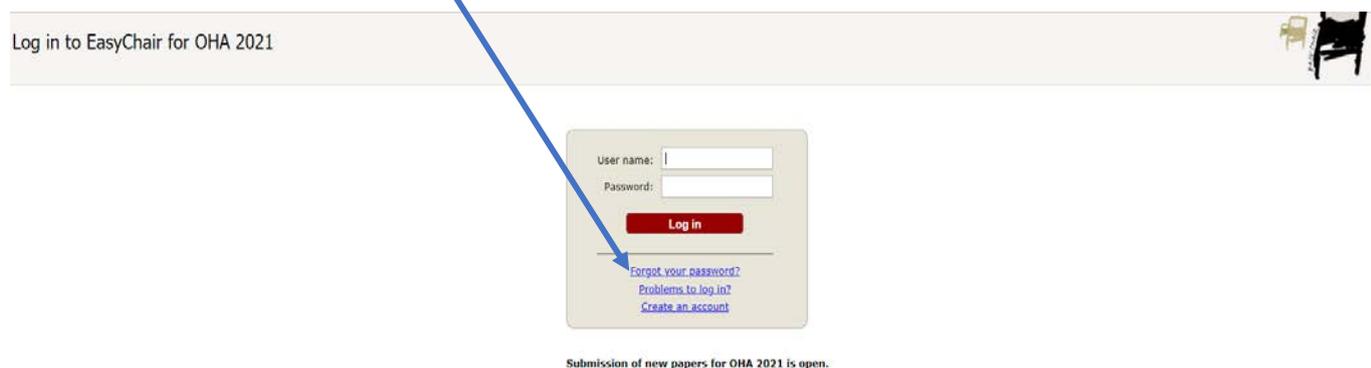
Go to the top of the 'Call for Papers' webpage: https://www.easychair.org/cfp/oha2021

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

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

In order to upload your abstract, you will need to create an EasyChair account.

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.

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 address (*):
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.

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.

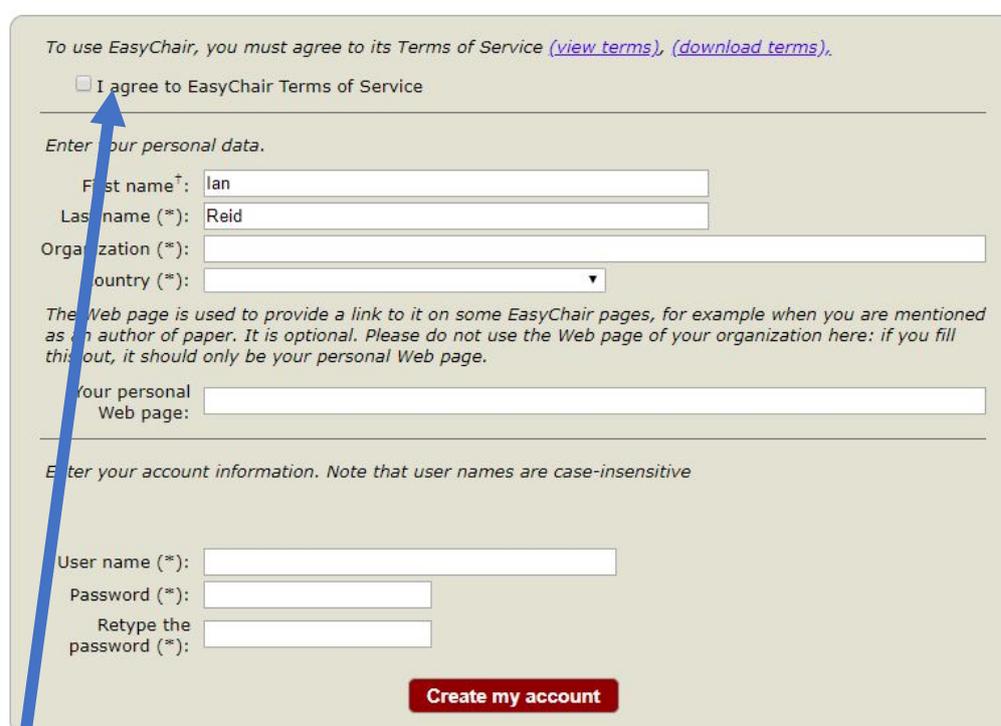This will create your account and take you back to the EasyChair site.

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†: Ian
Last name (*): Reid
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.

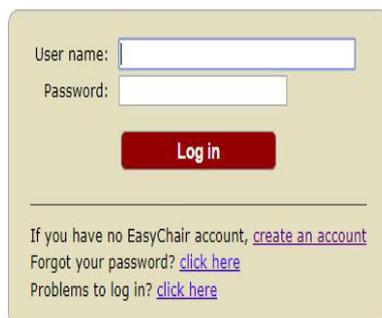There will be a link in that pop-up for OHA 2021 submissions.

Click on the link.

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

Now that you have established your account, you will be able to upload your abstract.

Clicking on the link to OHA 2021 will take you to the page where you can do this.
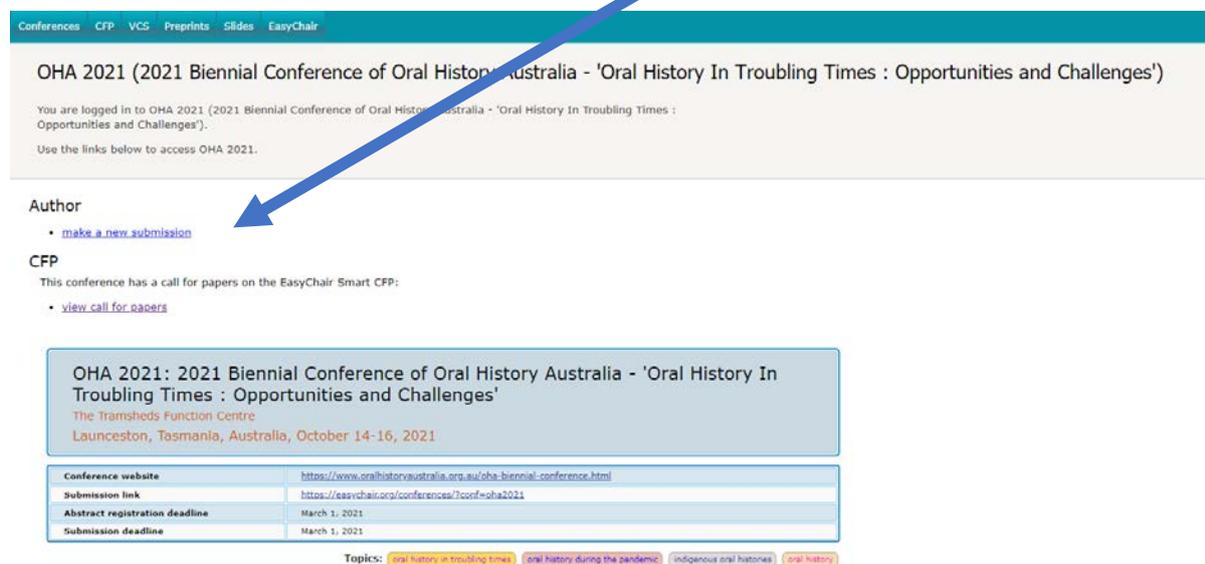
Log in to EasyChair for OHA 2021.

Use the user name and password that you established when you created your account so that you can gain access to the OHA 2021 submission page.

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

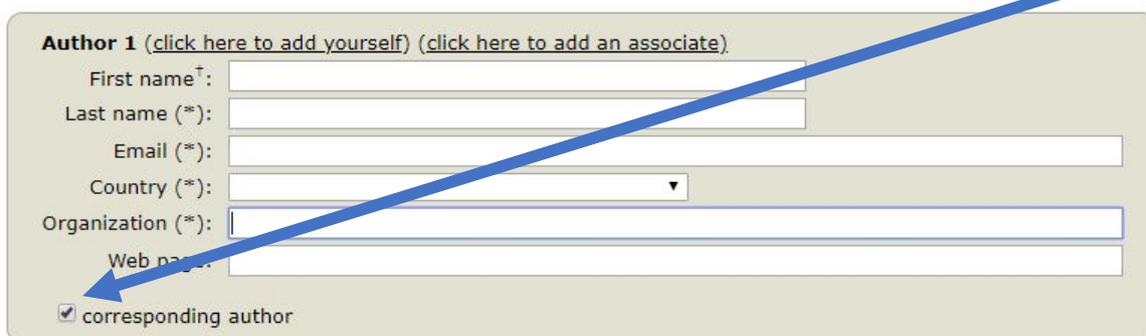Follow the instructions to enter your author information, address, title and abstract.

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

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?

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

You are now ready to upload the PDF of your conference 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.
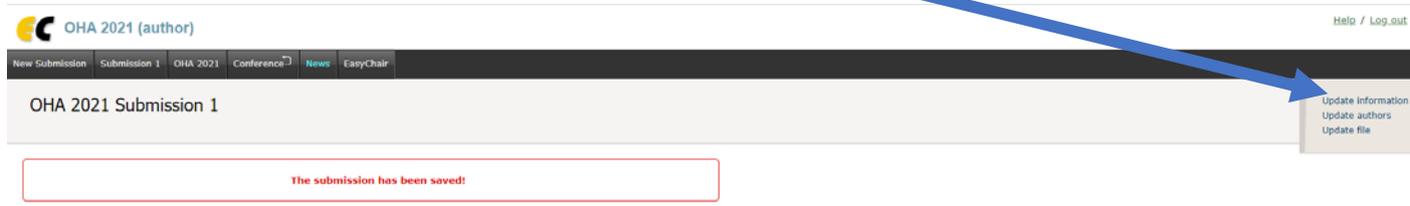
EC OHA 2021 (author)

| New Submission | Submission 1 | OHA 2021 | Conference ↰ | News | EasyChair |

OHA 2021 Submission 1

<div style="text-align:center; color:#c00;">

The submission has been saved!

</div>

Submission 1	
Title:	"Preparing to do research: Sharing the stories and sharing the knowledge."
Paper:	📂 (Aug 26, 02:57 GMT)
Author keywords:	Indigenous knowledge Indigenous research Storytelling
	In writing Indigenous Methodologies: Characteristics, Conversations, and Contexts Margaret Elizabeth Kovach designed an Indigenous research framework based on Nehiyaw (Plains Cree) epistemology which identified Researcher Preparation as a significant part of the research process (Kovach 2009, p.45). In this framework, 'attention to inward knowing is not optional' (p.49). Experiences such as paying attention to dreams, writing a journal, participating in cultural activities, returning to home country and talking with the elders form part of the process of personal preparedness; a process which allows researchers to connect with their inner and outer world and prepare to 'do research'. Kovach asserts that such preparations are a vital part of each researcher's story.

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