

2024 SRHE Conference

2nd December (online)

4th- 6th December 2024 (in person at the East Midlands Conference centre, Nottingham)

The deadline for submissions is Wednesday 15 May 2024 (23:59 GMT+1)

Submission guidelines: How to use SRHE's submission system

Our conference uses Oxford Abstracts, an online submission system, to manage paper, symposium and poster submissions. Before you can make a submission, you will be prompted to log in or set up an account with [Oxford Abstracts](#).

Making a Submission

1. Research paper

To submit a research paper, follow this link:

<https://app.oxfordabstracts.com/stages/43876/submitter>

- The above link will take you to the research paper submission form.
- Complete all the fields in the submission form. Please note that mandatory fields are marked with an asterisk *
- When you have completed all relevant fields click Submit at the bottom right of the form.
- Once you have submitted your proposal, you can edit the proposal until the submission deadline (15th May 2024). You can do this via the Edit button on your dashboard or the Amend button at the top of the application.
- To view/edit your submissions or make a new submission, click on the **OA logo** at the top left of your screen where you can return to your dashboard.
- You will see a pop-up alert if mandatory fields are left incomplete and your submission will be marked as 'incomplete' – **any incomplete forms will not be considered**.
- If your word count is over the permitted limit, your abstract will also be marked as incomplete.
- Note that there is no option to “save” a partially completed form. If you are unable to complete your form in a single session or you are interrupted and don't wish to lose your work, you may click on “submit”. You can then come back and edit your submission to complete it up until the final deadline. Your OA dashboard will highlight the fact that your submission is incomplete until you've finished and re-submitted it.

2. Symposium

1) To propose a symposium, follow this link:

<https://app.oxfordabstracts.com/events/41722/symposia/create>

- Complete all the fields in the submission form. Please note that mandatory fields are marked with an asterisk *
- You will see a pop-up alert if mandatory fields are left incomplete and your submission will be marked as 'incomplete' – any incomplete forms will not be considered.
- Note that there is no option to “save” a partially completed form. If you are unable to complete your form in a single session or you are interrupted and don't wish to lose your work, you may click on “submit”. You can then come back and edit your submission to complete it up until the final deadline. Your OA dashboard will highlight the fact that your submission is incomplete until you've finished and re-submitted it.
- When you have completed the first page of the form, the second page will ask you to invite users to attach submissions. Please list the email addresses of all invited symposium contributors to this box.

Invite Users to Attach Submissions

Add the user emails here, one per line
myfellowsubmitter@gmail.com

INVITE

- Removing invited submitters: You can remove invited submitters from the list by clicking the **REMOVE** button next to their email address.

Invite Users to Attach Submissions

myfellowsubmitter@gmail.com

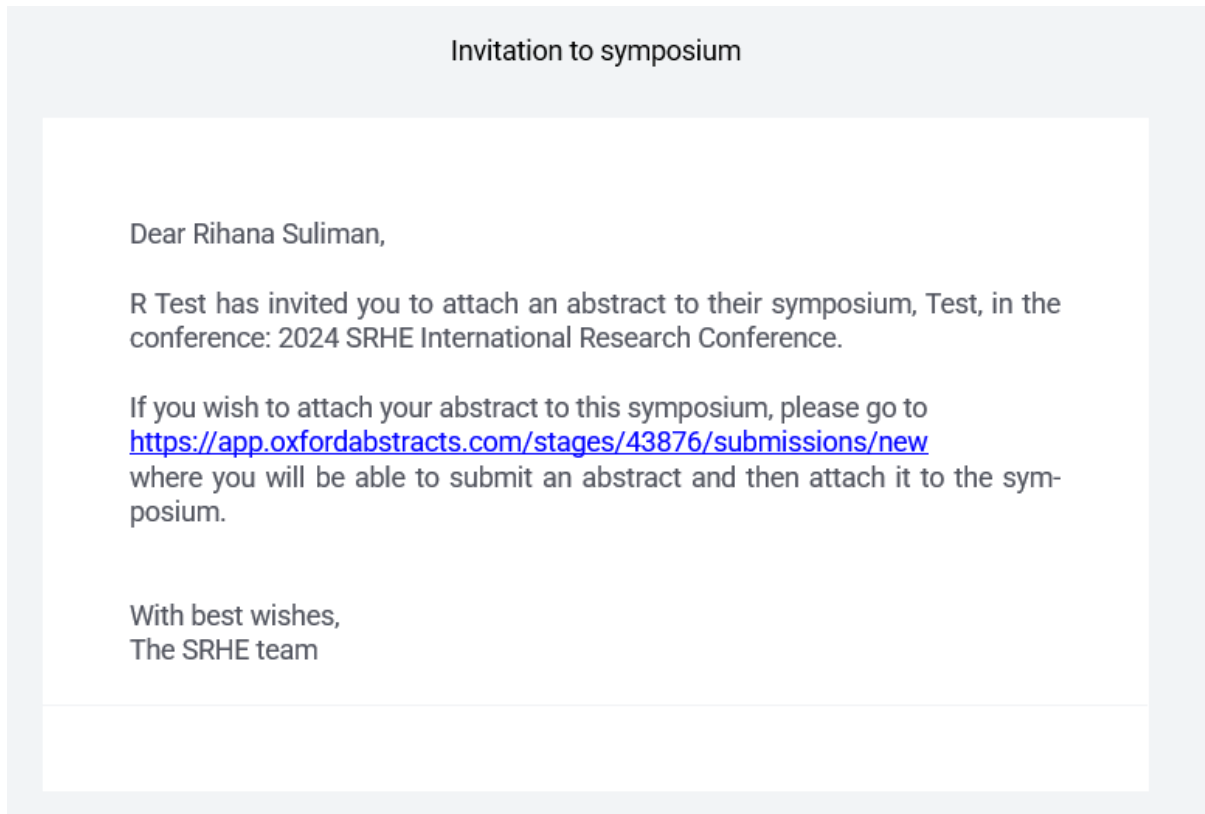
REMOVE

Add the user emails here, one per line

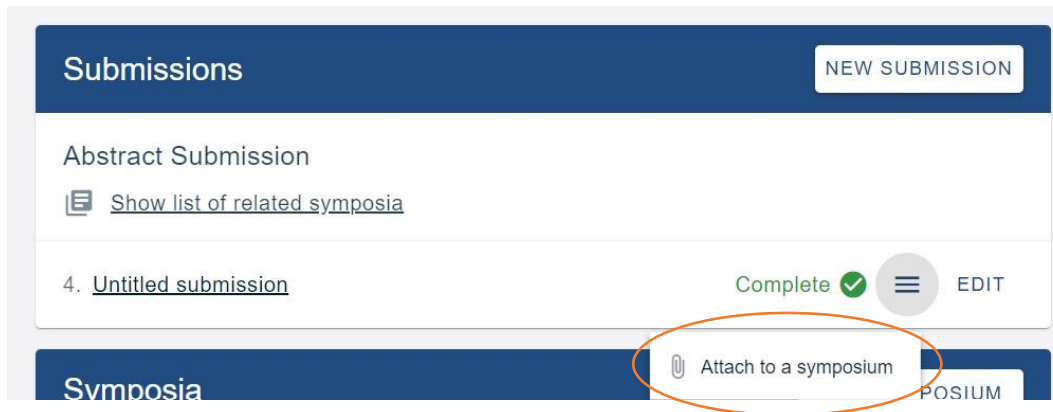
- Symposium leads must ensure all invited contributors have completed their submissions prior to the deadline - **any incomplete forms or late submissions will not be considered.**

2) Submitting a contribution to a symposium

- If you are a contributor to a symposium, you will receive an email inviting you to submit your contribution, see below:



- Click the link in the email and complete all the fields in the submission form. Please note that mandatory fields are marked with an asterisk *
- You will see a pop-up alert if mandatory fields are left incomplete and your submission will be marked as 'incomplete' – any incomplete forms will not be considered.
- Note that there is no option to “save” a partially completed form. If you are unable to complete your form in a single session or you are interrupted and don’t wish to lose your work, you may click on “submit”. You can then come back and edit your submission to complete it up until the final deadline. Your OA dashboard will highlight the fact that your submission is incomplete until you’ve finished and re-submitted it.
- You can attach your contribution to the symposium from your dashboard by clicking on the three horizontal lines and then ‘attach to a symposium.’



- You will then be taken to a new page where you can attach the abstract to the symposium you have been invited to contribute to. Click on Attach then press Continue.



- If you have been invited to more than one symposium, they will all appear in the list you can attach your submission to. Ensure that you are attaching your submission to the correct symposium.
- Symposium leads will receive an email notifying them of the update.

3. Poster

Please note that poster submissions will **only be available for presentation at the in-person conference**. All accepted posters will be entered into the **SRHE annual poster competition**.

To submit a poster, follow this link:

<https://app.oxfordabstracts.com/stages/43878/submitter>

- The above link will take you to the poster submission form.
- You will not be required to upload a complete poster at this stage as your submission will be assessed on its abstract and overview.
- Complete all the fields in the submission form. Please note that mandatory fields are marked with an asterisk *
- You will see a pop-up alert if mandatory fields are left incomplete and your submission will be marked as 'incomplete' – any incomplete forms will not be considered.
- Note that there is no option to “save” a partially completed form. If you are unable to complete your form in a single session or you are interrupted and don’t wish to lose your work, you may click on “submit”. You can then come back and edit your submission to complete it up until the final deadline. Your OA dashboard will highlight the fact that your submission is incomplete until you’ve finished and re-submitted it.

- If your poster is accepted, you will receive further guidance on producing your poster and displaying it at the conference venue. You will also be invited to upload a digital version of your poster to Oxford Abstracts

Your Oxford Abstracts account

1. If you have not used Oxford Abstracts before:

- Create an [Oxford Abstracts](#) account with your email address (please use your institution email address) and a password.
- You will receive an email from Oxford Abstracts asking you to verify your email address. Click the 'verify email' button in this email.
- You can also sign-up using Google or LinkedIn, in which case all communications will be sent to the email address associated with these accounts.
- Please note that the email you enter at this stage will be your username for Oxford Abstracts, so **you must continue to use the same email each time you wish to log in**. If you sign up using Rihana.Suliman@srhe.ac.uk, for example, other versions of this email, such as R.Suliman@srhe.ac.uk or Rsuliman@srhe.ac.uk will not be recognised.
- When your account is created, click on one of the links below to make a submission:

- **To submit a research paper, follow this link:**
<https://app.oxfordabstracts.com/stages/43876/submitter>
- **To propose a symposium, follow this link:**
<https://app.oxfordabstracts.com/events/41722/symposia/create>
- **To submit a poster, follow this link:**
<https://app.oxfordabstracts.com/stages/43878/submitter>

2. If you have used Oxford Abstracts before:

- Log in to Oxford Abstracts using your existing login credentials.
- If you have forgotten your OA password, you can recover this by entering your e-mail address into the 'sign in or create account with e-mail' field and then selecting 'forgot password'.
- To make a submission, click on one of the links below:
 - **To submit a research paper, follow this link:**
<https://app.oxfordabstracts.com/stages/43876/submitter>
 - **To propose a symposium, follow this link:**
<https://app.oxfordabstracts.com/events/41722/symposia/create>
 - **To submit a poster, follow this link:**
<https://app.oxfordabstracts.com/stages/43878/submitter>

Please note:

- The submission links are the same regardless of whether you are a new or existing OA user.
- The submission links are the same regardless of whether you intend to attend the conference online or in-person. You will be asked to clarify your attendance format at the point of submission.