



Submission guidelines

Submitting an abstract or exhibition proposal: A guide to using Open Conference Systems.

Go to the conference management system (CMS) at <https://conference.shu.ac.uk/index.php/c21test/D4H2013>

Firstly, the text size on the conference management system is quite small. If you prefer a larger text size, go to the bottom right of the screen to FONT SIZE and click on the button on the right to increase the text size:



Creating a new user account

*[If you have already created your user account, skip this stage and click on **User Home**.]*



To create a new account, click on the **Account** button underneath the main heading. Follow the onscreen instruction to create your user account.





Submission guidelines

Please ensure you tick the Author checkbox at the bottom of the screen. You also have the option of signing up as a reviewer (please go to www.design4health.org.uk for how to apply to be a reviewer).

Roles

Reader

Author

Reviewer

Save Cancel

* Denotes required field

Creating a new submission

SHU Conferences

Design4Health2013

» Author	0 Active	[New Submission]
» Reviewer	0 Active	

Click on New Submission.

Step 1. Starting the Submission

First select the **Track** from the dropdown box. This will be **GEN** for abstracts and **EXHIB** for exhibition proposals.

Then select session type, i.e. abstract or exhibition proposal.

Session Type

Session Type

Abstract submission
We invite submissions for presentations written abstract. This will be independent. You will be invited to present their work at the conference.
Abstract Word Limit: 500

Exhibition proposal
We invite individuals, organisations and companies to make significant progress in design for health in their field for good design.
Abstract Word Limit: 500

Then follow the onscreen instructions and submission checklist.

Make sure you read the [Author guidelines](#)

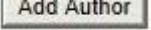
Step 2. Uploading the Submission



Submission guidelines

Follow the onscreen instructions and click the browse button to find and select your file, then click upload.

Step 3. Entering the Submission's Metadata

Enter your details and click  to add co-authors.

In the fields below, please add the title, discipline and keywords for your submission. If you have not already included your References in your submission file, you may do so here.

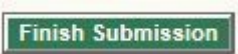
Click .

Step 4. Uploading Supplementary Files

If you are submitting an exhibition proposal, please also submit a **supplementary file** describing the *form* of your exhibit e.g. poster, artefact, video. Please include details of any equipment or services you intend to use. Will you require video/projection/ICT? Will the work need showcases/plinths? Will you require specialist insurance and/or security measures?

Click .

Step 5. Confirming the Submission

You will now see a list of your submissions under the heading **File Summary**. To confirm your submission, click .