



Instructions to Authors

Authors submitting an abstract must register for the conference by the early closing date of **Monday 1st July 2019**.

Please note that by submitting an abstract you will be designated the corresponding author for that abstract and all communications regarding the abstract (submission, review, presentation etc.) will be sent to the email address you used to set up your account.

Note:

Once you click '**submit**' abstracts cannot be amended. They can be amended as long as they are in '**draft**' but please make sure you click '**submit**' before the deadline of **Friday 1st March 2019**.

Authors will be notified of the reviewers' decision by Wednesday 1st May 2019.

If Full Paper abstracts are accepted then authors must submit their completed Full Papers by Monday 1st July using the appropriate template [[Guidelines and Template for Full Papers](#)]. Full Papers should be between 3000 and 4000 words in length.

To begin the abstract submission process please click on the link below:

<https://happening.eventsair.com/world-conference-on-online-learning/abstractsub>

You will then be taken to the appropriate submission site.



Presentation Portal Sign In

Thank you for your interest in presenting. The contribution of presenters is critical and we value your input greatly. Please sign into the Presentation Portal with your account email address and password. If you have not yet submitted a presentation, please create a new account below. If you have any questions regarding your submission, please email abstracts@happeningconferences.com.

Sign in

Email Address

Password

New Account

First you need to click the button 'Create New Account' to set up a user profile so that you can access the abstract submission portal.



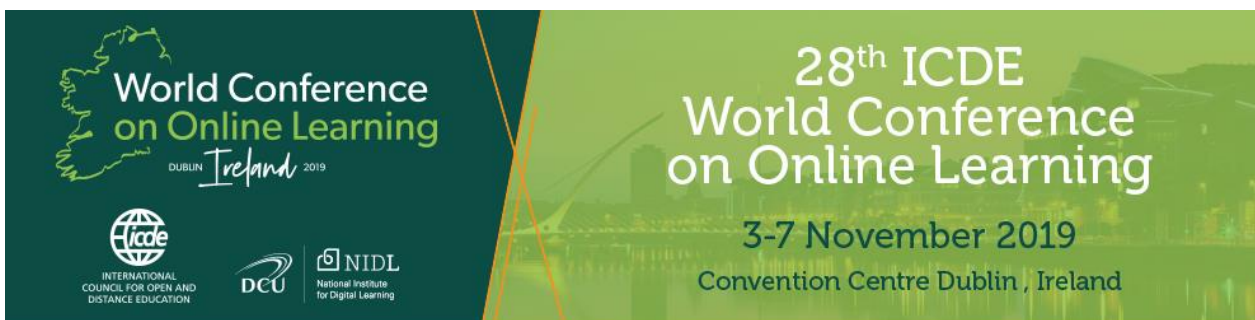
Create Account

You must create a primary contact before you can submit a presentation. Please click on the Create Contact button below to create a new primary contact.

Email Address	<input type="text"/>
Reenter Email Address	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

[Create New Account](#) [Back To Sign in](#)

Before you can submit your abstract you need to enter your contact details by clicking on the 'Contact Information' tab



Welcome

Home	Contact Information	Sign out
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Welcome to the Presentation Portal

To begin the submission process you must first create a contact which is done on the **Contact Information** tab. After creating a contact, additional tabs will appear that will enable you to upload and submit your presentation.

And then the 'Create Contact' button



Welcome

Home **Contact Information** Sign out

Update Contact Information

Below is the current information associated with your primary contact. To update this information click the Edit Contact Details button towards the bottom of the screen.

Create Contact

Contact Details

Title	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Organization *	<input type="text"/>
Job Title	<input type="text"/>
Country *	<input type="text"/>
Email Address *	<input type="text"/>
Verify Email Address *	<input type="text"/>
Work Telephone *	<input type="text"/>
Mobile Telephone	<input type="text"/>

Back Submit

Once your contact details have been submitted you can then click on the 'Abstract Submission' tab and begin to enter your abstract information.

All contributions submitted will be peer-reviewed by an expert panel. The organisers will set up conference sessions based on the number and quality of submissions, good coverage of the conference themes as well as room availability.

Abstract Title

Please type your abstract title in the title field. A maximum of 20 words is permitted.

[Home](#) [Contact Information](#) [Abstract Submission](#) [View Abstracts](#) [Sign out](#)

Abstract Submission

This page will take you through the process of submitting your abstract. Each of the tabs on the left hand side of the page will bring up a step in the submission process that needs to be completed. At any time in the process you can click the Save As Draft button to save your incomplete submission and return to it at a later time. The Review section will give you an overview of the sections that are still required to be completed before you can submit your abstract. Once all required sections have been completed, you can submit your abstract in the Submit section of this page

Single authors may only make one submission under each category. There is no limit on the number of multiple authored papers.

Title
Themes
✓ Authors and Affiliations
Abstract Upload
Additional Information
Review
Submit

Abstract Title

Draft

Title cannot be longer than the specified number of words

Title

Word Limit 20Word Count 0

Save As Draft Continue

Themes

Abstracts should be submitted according to one of the themes below. However, the Committee will have the final decision regarding which session accepted abstracts are allocated to.

- Transformative Online Pedagogies
- Reimagining Online Education for Better Futures
- Expanding Access, Openness, and Flexibility
- Innovative Learning Designs for Student Success
- New Open Pathways for Lifelong Learning
- New Business Models for Changing Times
- Global Challenges and Global Solutions

✓ Title
Themes
✓ Authors and Affiliations
Abstract Upload
Additional Information
Review
Submit

Themes

Draft

Choose a theme for your abstract from the list below

Theme

Expanding Access, Openness, and Flexibility
Global Challenges and Global Solutions
Innovative Learning Designs for Student Success
New Business Models for Changing Times
New Open Pathways for Lifelong Learning
Reimagining Online Education for Better Futures
Transformative Online Pedagogies

Continue

Authors and Affiliations

First, enter the affiliations (institutions) of all authors (click the 'Add Affiliation' button to add each new affiliation). Each affiliation will be given a number, which can be found in the top left hand corner of each affiliation box. Please enter affiliations in sentence case, i.e. capitalise only the first letter and proper names of the affiliation (institution), City, County/State and Country.

Next, enter the details of author or all co-authors and in the Affiliation number(s) field enter the **number** of the affiliation (found in the top left hand corner of each affiliation box) from the list of affiliations. Do not enter text in this field. In the case of a co-author having multiple affiliations, please enter the affiliation numbers separated by a comma (with no spaces, e.g. "1,2"). Please enter names in sentence case, i.e. capitalise only the first letter of the Title, First Name, Last Name and Position (Job Title).

Please identify the Presenting Author by clicking the 'Presenter' field in the appropriate box.

Co-author details must be entered in the order they wish to appear in the abstract book (full names, affiliations, and identity of the presenting author(s); presentation by a co-author who is registered for the meeting is acceptable if the first author is unable to attend; submitting authors will assume responsibility for the content on behalf of co-authors).

Title

Themes

✓ Authors and Affiliations

Abstract Upload

Additional Information

Review

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Author Affiliation

Draft

Enter the affiliations of all co-authors. Please click "Add Affiliation" to add each new affiliation.

1 ✕

Affiliation

City/Suburb/Town

State

Country

[Add Affiliation](#)

Abstract Authors

Enter the details for each author below

1 ✕

Title

First Name

Last Name

Presenter

Position

Affiliations

[Add Author](#)

[Save As Draft](#) [Continue](#)

Preparation of your abstract for submission

1. Abstracts must be submitted in plain text
2. Abstract word limits are as follows:
 - a. Full Papers – 400 words
 - b. Concise Papers – 250 words
 - c. Lightening Talks – 150 words
 - d. Digital Posters – 100 words

- ✓ Title
- ✓ Themes
- ✓ Authors and Affiliations
- Abstract Upload**
- Additional Information
- Review
- Submit

Abstract Upload

Draft

Please type your abstract into the box below. Please note the maximum word limit. Abstracts should NOT include end references.

Please note: If Full Paper abstracts are accepted, then authors must submit their completed Full Papers by Monday 1st July, please see the [Guidelines and Template for Full Papers](#) for instructions. Full Papers should be between 3000 and 4000 words in length.

Content

Special Character Keyboard

Word Limit 400

Word Count 0

Save As Draft Continue

Additional Information

Please enter the requested information if applicable.

✓ Title	<h3>Additional Information</h3> <p>Please provide details of any funding that supported this research.</p> <p>Sources of funding <input type="text"/></p> <p>Please provide details of any Conflict of Interest for any of the authors.</p> <p>Conflict of Interest <input type="text"/></p> <p>Save As Draft Continue</p>	Draft
✓ Themes		
✓ Authors and Affiliations		
✓ Abstract Upload		
Additional Information		
Review		
Submit		

Before submitting your abstract you will have the opportunity to check your abstract details in the Review Summary. If you are happy with each section then please click continue.

You must click the button to confirm that you agree to the terms and conditions to submit your abstract.

✓ Title	<h3>Abstract Submission</h3> <p>If all required abstract submission fields have been completed you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed. You must agree to the Terms and Conditions below before you can proceed.</p> <p>By checking the box to accept the Terms and Conditions I confirm that the abstract submitted:</p> <ul style="list-style-type: none">• Is original and previously unpublished;• Contains no libelous, unlawful or otherwise actionable matter;• Does not infringe any copyright or violate any other intellectual property or privacy right of any person or entity.• Also by checking the box I confirm that the research reported has been granted ethical approval by the institutional Ethics Committee / Institutional Review Board in the institution in which the work was conducted. All procedures meet with legal requirements in the country in which the work was conducted. <p><input checked="" type="checkbox"/> I agree to the above Terms and Conditions</p> <p>Save As Draft Submit</p>	Draft
✓ Themes		
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If you have any questions please email abstracts@happeningconferences.com