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:

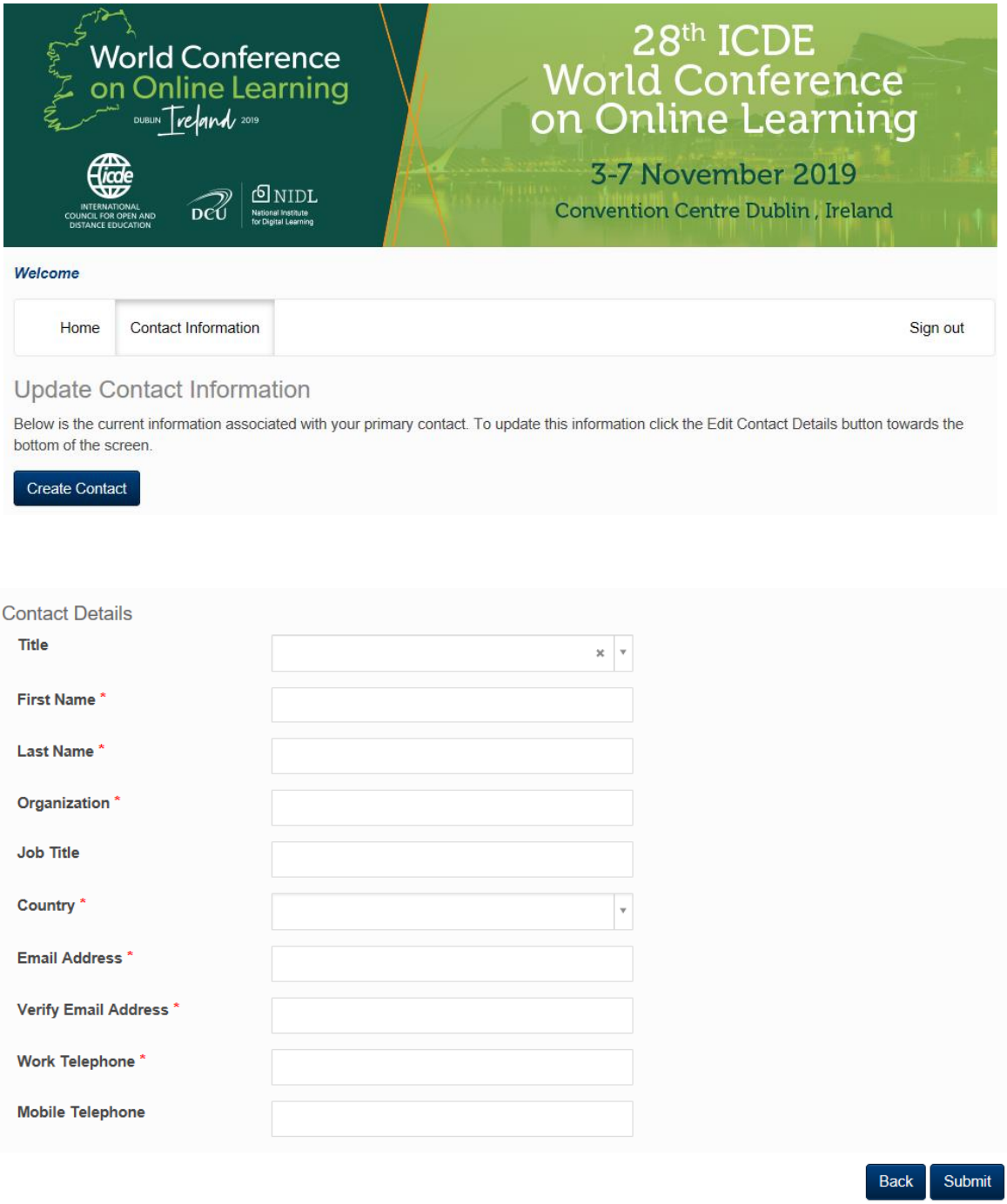
https://happening.eventsair.com/world-conference-on-online-learning/abstractsub

You will then be taken to the appropriate submission site.

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.

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

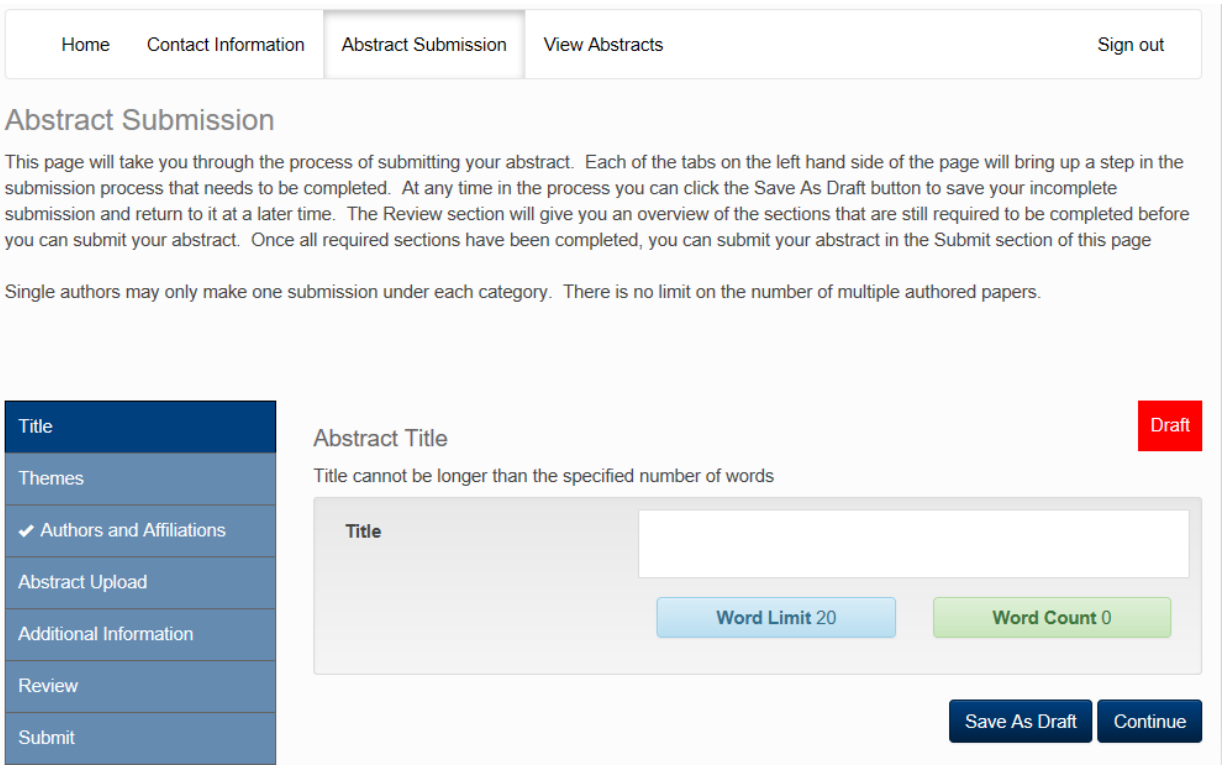
And then the ‘Create Contact’ button



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

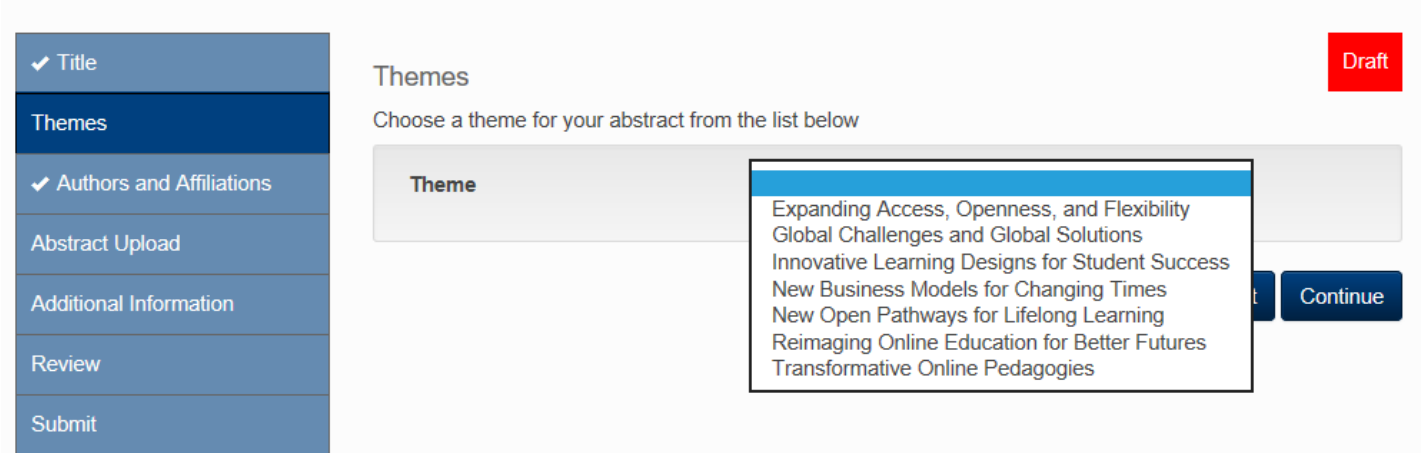
All contributions submitted will be peer-reviewed by an expert panel. The organisers will set up conference sessions based on the number and quality of submissions, good coverage of the conference themes as well as room availability.

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



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
- Reimaging 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 Glocal Solutions

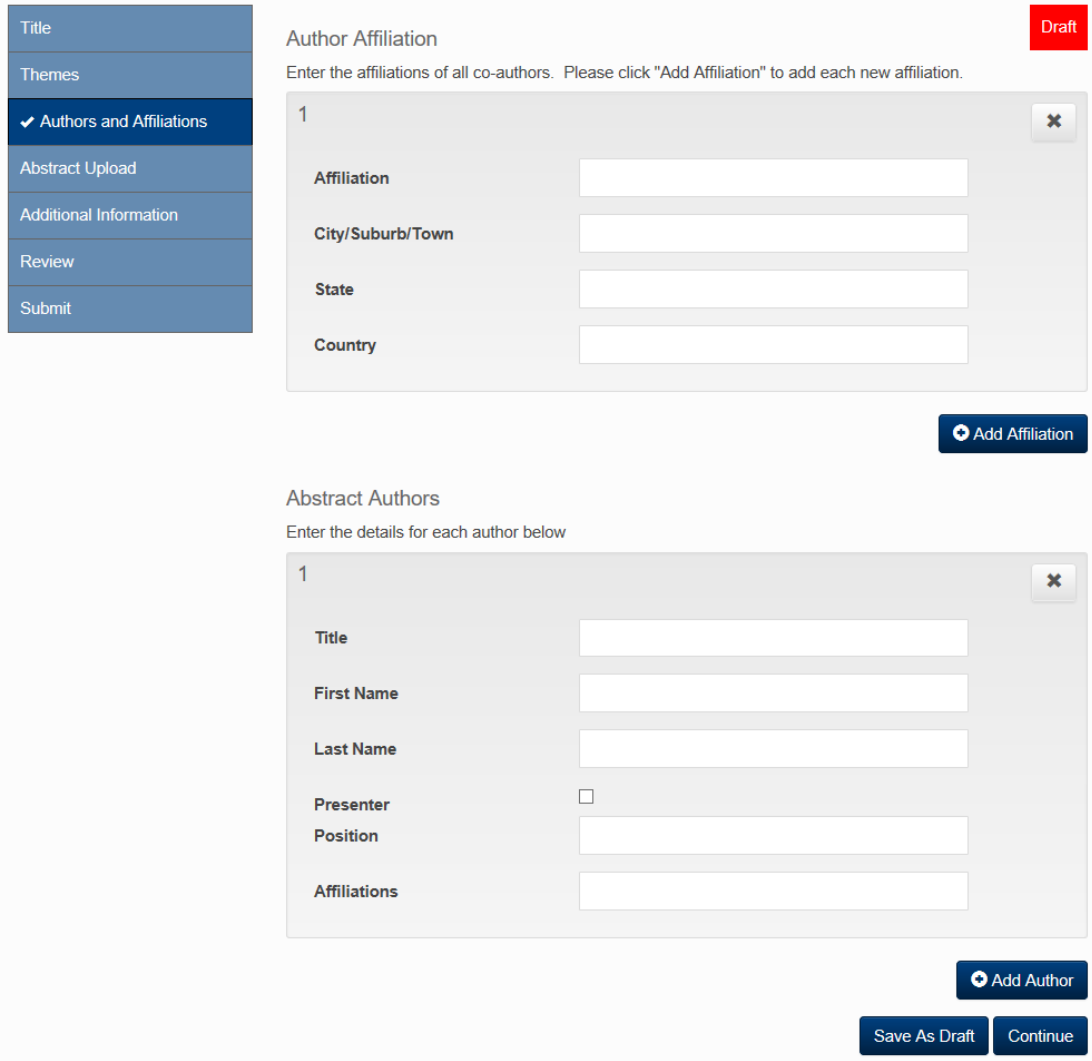


Authors and Affiliations
First, enter the affiliations (institutions) of all authors (click the 'Add Affilliation' button to add each new affiliation). Each affiliation will be given a number, which can be found in the top left hand corner of each affiliation box. Please enter affiliations in sentence 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).

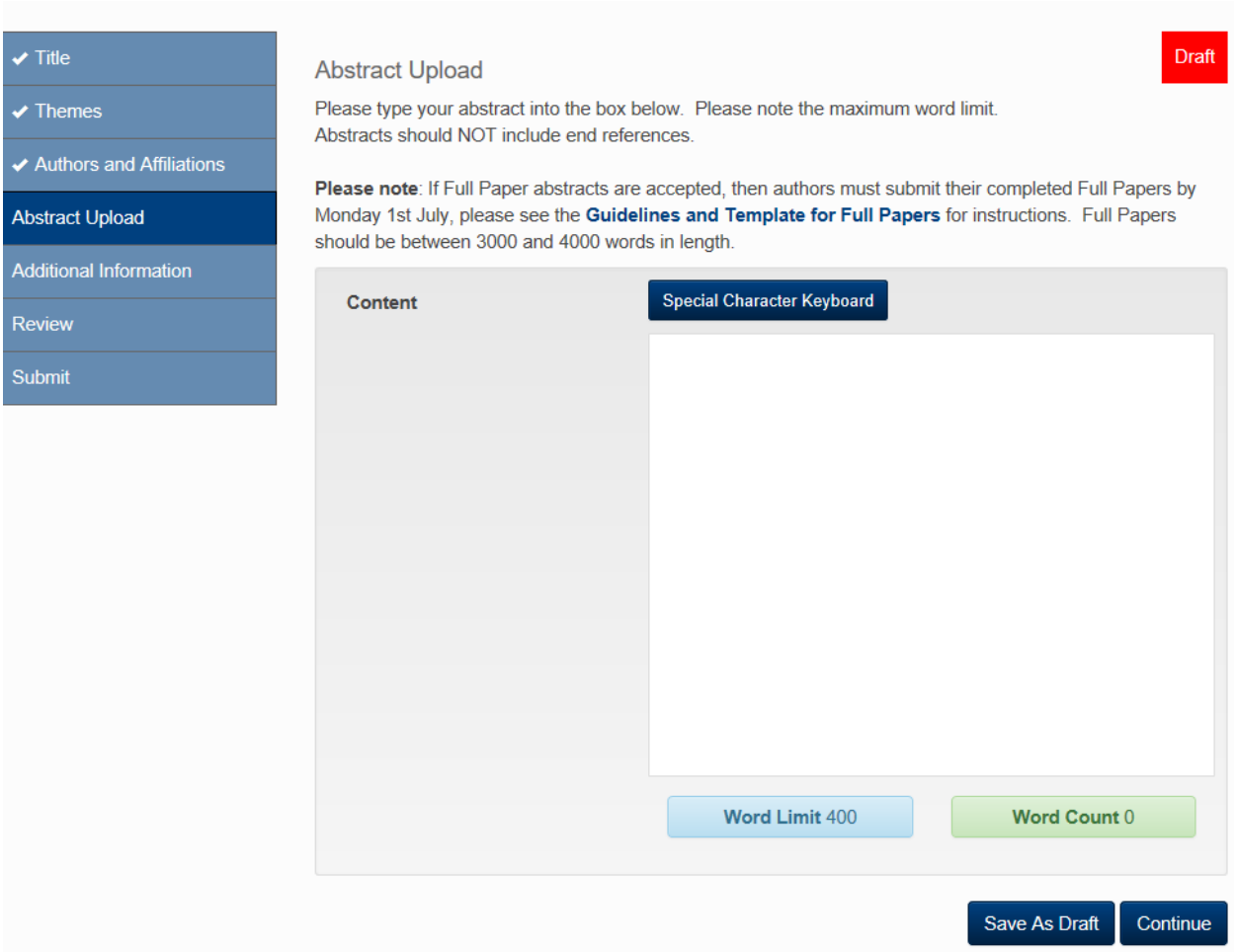
Please identify the Presenting Author by clicking the 'Presenter' field in the appropriate box.

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).

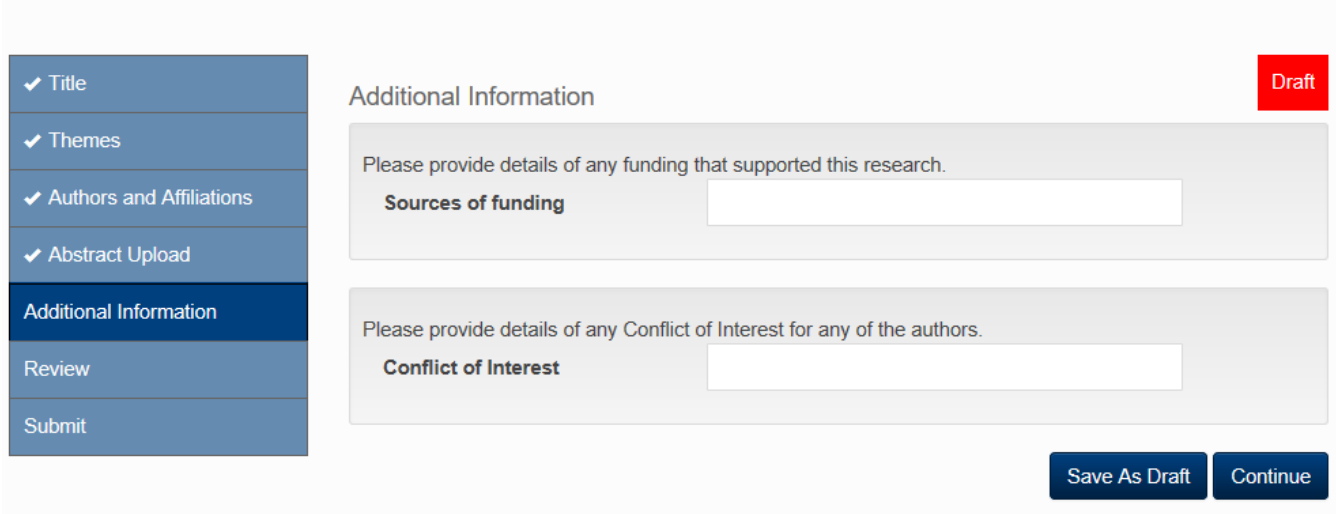


Preparation of your abstract for submission

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

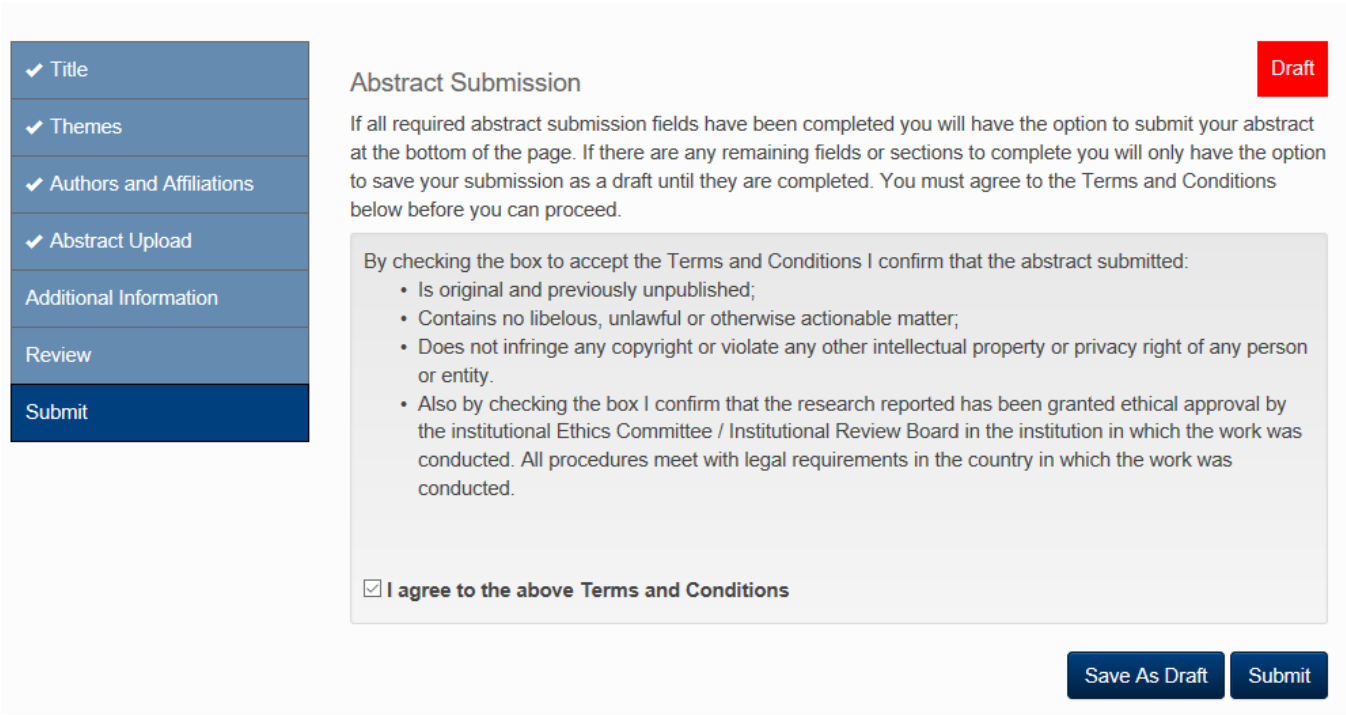


Additional Information
Please enter the requested information if applicable.



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.



Important: Presenting authors must register for the conference by the early closing date of **Monday 1st July 2019**. Authors not registered by this time will have their abstracts removed from the program.

If you have any questions please email abstracts@happeningconferences.com