

The CSSHE 2011 Document Uploading Guide

The 2011 CSSHE annual conferences are using the Public Knowledge Project's 'Open Conference System' (OCS) for the 2011 Conference Proceedings.

In preparation for posting your paper or presentation files on the website, please ensure that they are in a commonly viewable format (pdf, .doc, .ppt, etc) prior to uploading them.

To upload your files for the 2011 CSSHE conference, visit:
<http://ocs.sfu.ca/fedcan/index.php/csshe2011/csshe2011>

1) Click on **Proposal Submission**

Remember you are not actually submitting a proposal for CSSHE's annual conference but using the submission process to distribute and share papers and presentations materials to conference attendees.

To post your paper on the OCS site, you will need to create a login and password.

*Note: People wishing to access your files on the conference website do not need to have a login or password. All they will need to do is to go to the site and click the **Presentations** link under the 'View Conference Details' option.*

2) Next, choose the **Not a user? Create an account with this site** option:

Complete the form that follows (*note username, password, first and last name, and email address are the only required fields*):

You must un-check **Reader** and check **Author** or you will not be able to upload your files.

It is not necessary to submit comments.

Click **Save and continue**

4) On the Authors page, enter the name and email address for each author, then select the submission type that best describes your presentation: either **single presentation** or **panel presentation**. You must also enter the title and abstract for your presentation.

Click **Save and Continue**

5) The next step is to upload your paper or materials from your computer.

- a) Click the **Browse** button. This will allow you to search your computer for the primary paper or presentation material file that you wish to post.
- b) Once you find the file, select it. The name of your file should now appear in the **Upload submission file** box.
- c) Next click the **Upload** button to upload your file to the OCS system. The page will reload and your file will appear under **Submission File**.
- d) Click **Save and continue**.

Upload Supplementary Files

The next step (if required) is to upload any extra files associated with your paper or presentation (data sets, PowerPoint, audio clips, images, etc.). First,

- a) Select the **Browse** button. This will allow you to search your computer for the file you wish to post.
- b) Once you find the file, select it. The name of your file should now appear in the **Upload supplementary file** box.
- c) Next click the **Upload** button to upload your file to the OCS system.
- d) The page will reload and you will be required to enter in metadata for the supplementary file. *Note: The only required field is the title.*
- e) Click **Save and continue**
- f) You will be taken back to the Supplementary Files uploading page. You can repeat the previous two steps or click **Save and continue**.

Confirming the Submission

You will now be presented with the final page of the submission process, which will confirm that your file(s) has been successfully uploaded to the OCS system.

Click **Finish Submission**.

Your presentation files will appear on the website in 24 to 48 hours of being submitted as they will need to be approved first. To view your presentation files, revisit the site in a day or two and click on **Presentations and Authors**.