



Adult Education in Global Times

An International Research Conference

A Virtual Conference Incorporating AEGT2020

June 3-6, 2021
(Pre-conferences June 3)

Instructions for Those Submitting Proposals ("Authors")

A FEW REMINDERS

- New proposals may be submitted during December, 2020. Deadline for submitting proposals is **December 31, 2020**.
- Only one new proposal—in addition to any accepted proposals for AEGT2020—per first author may be submitted for review.
- All proposals will be submitted to and adjudicated by the Canadian Association for the Study of Adult Education.
- The review process will begin on January 1, 2021. Decisions will be communicated to authors by **February 1, 2021**.
- The deadline for submitting papers and other presentation summaries for the *Proceedings* is **April 1, 2021**. Only those new papers and other presentation summaries submitted by the deadline will be included in the conference program.
- All those presenting during the conference are expected to register.

1. VISIT THE AEGT2021 WEBSITE

- Visit the conference website— edst.educ.ubc.ca/AEGT2021 —and click on the **Proposal Submission** tab. The submission platform we are using is Open Conference Systems (OCS).

2. REGISTERING FOR AN ACCOUNT

- Click ACCOUNT to register for a user account. If you already have one on OCS, then sign in using your username and ID.

HOME ABOUT LOG IN **ACCOUNT** SEARCH CURRENT CONFERENCES ANNOUNCEMENTS SUBMISSION

- Registration requires filling in a few brief fields on the web form.

Fill in this form to create an account with this conference.
[Click here](#) if you already have an account with this or another conference on this site.

Profile

Username*
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password*
The password must be at least 6 characters.

Repeat password*

Salutation

First name*

Middle name

Last name*

- Upon completion of the form, you can
 - head directly to the submission page



- or choose to logout at this point and submit your proposal at a later date.

3. SUBMITTING A PROPOSAL

- Enter the submission website through the main conference website <https://edst.educ.ubc.ca/aegt2021/>
- Click on **Proposal Submission** on the menu.
- If you are not logged in already, log in as an “Author.”



- Once logged in, click SUBMISSION on the menu



- Click on the link under “*Start here to submit a paper to this conference*” [at the bottom of the page] then follow the steps below.

- **Step 1:**
Select the most appropriate “session type” for your proposal—paper, roundtable, panel, etc.
 - You can add any additional comments you want to make to the Review Coordinator/Track Director.
 - Click the button **SAVE AND CONTINUE** at the bottom

- **Step 2:**
Enter the submission's “Metadata.”
 - Information about the author is automatically pulled in from the user’s account.
 - Using the **Add Author** button, additional authors can be added to the submission. However, the author filling in the form will be considered the primary author.
 - Enter the title of your proposal.
 - Enter the text (known as an “Abstract” in OCS) of your proposal.
 - Ignore the “Indexing,” “Supporting Agencies,” and “References” fields
 - Click the button **SAVE AND CONTINUE** at the bottom

- **Step 3:**
You are done!
 - “Submission complete. Thank you for submitting your work to AEGT2021.” You should receive a confirming system email message from OCS.

- **Step 4:**
Select **Active Submissions** to see the status of your submission
 - The author [the person who submitted the proposal] can log in again to see the status of their proposal.

4. TRACKING PROGRESS AND RECEIVING OUTCOMES OF REVIEWS

You can return to your OCS account at any time to see the progress of your submission. The status will change from “Awaiting Assignment” to “Paper in Review.” You will be notified via a system email of the decision.

Your submission may be

- accepted
- revise
- declined

If your proposal is accepted, you will be provided with detailed information on preparing and submitting your paper or other presentation summary for the conference *Proceedings* as well as information about virtual presentation formats during the conference. This information can also be found on the conference website.

Thank you for your interest in AEGT 2021!

Visit the [AEGT2021 website](#) for more information.