How to use SRHE's submission system

In this guide you will find:

1. Logging in

SRHE uses Firebird conference systems to manage all submissions to the SRHE Annual Conference: https://flame.firebird.systems/SRHE/SRHE2021/mysubmissions

All users will need to sign up with Firebird systems to submit a paper. If you have used Firebird systems in the past, you can use your existing log in credentials. You can also sign up using Google or Linked in.

Log In

Please log in using the form below. If you need help then click on the **i** icon above.

1. Select Log in or Sign Up as necessary

Log In

| Log In | Sign Up |

G LOG IN WITH GOOGLE

in LOG IN WITH LINKEDIN

3. Instead of entering your e-mail and password, you have the option to log in with in with Google or LinkedIn.

or

katie.tindle@srhe.ac.uk

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2. Enter your email and password **OR** see step 3.

Don't remember your password?

LOG IN >

By logging in, you accept the Terms and Conditions of this website.

Please note – this is not the same as your SRHE Member area log in. All users will need to sign up with Firebird systems to submit a paper.

When you have signed up to Firebird systems, please continue to use the same method of log in every time you visit the site. If you are signed up using your email address, please use the same version of this address when you log in (for example once signed up using Katie.tindle@srhe.ac.uk, other versions of this address would not be recognised i.e. k.e.tindle@srhe.ac.uk, K.tindle@srhe.ac.uk, katietindle@srhe.ac.uk)

2. Navigating our submission system

Once logged in, you will be directed to your 'Submissions Dashboard'. Both images below (figures 1 and 2) show the submissions dashboard.

Here you can see the submissions you have started and submitted. You can also find general information about the conference and technical support.

Fig. 1

Figure 1:
1. Click this button to submit a RESEARCH PAPER, or if you have been invited, a SYMPOSIUM CONTRIBUTION.
2. Click this tab to propose a SYMPOSIUM.
3. Click this tab to propose a POSTER.
4. Here you will find the conference theme.
5. Information on our assessment criteria.
6. Our contact information.
7. Here you will find information outlining our presentation formats.
8. Here you will find brief submission technical instructions.
9. This is the 'help me' tab. If you are experiencing technical issues, use this tab to send a request for technical help to the Firebird system support team.
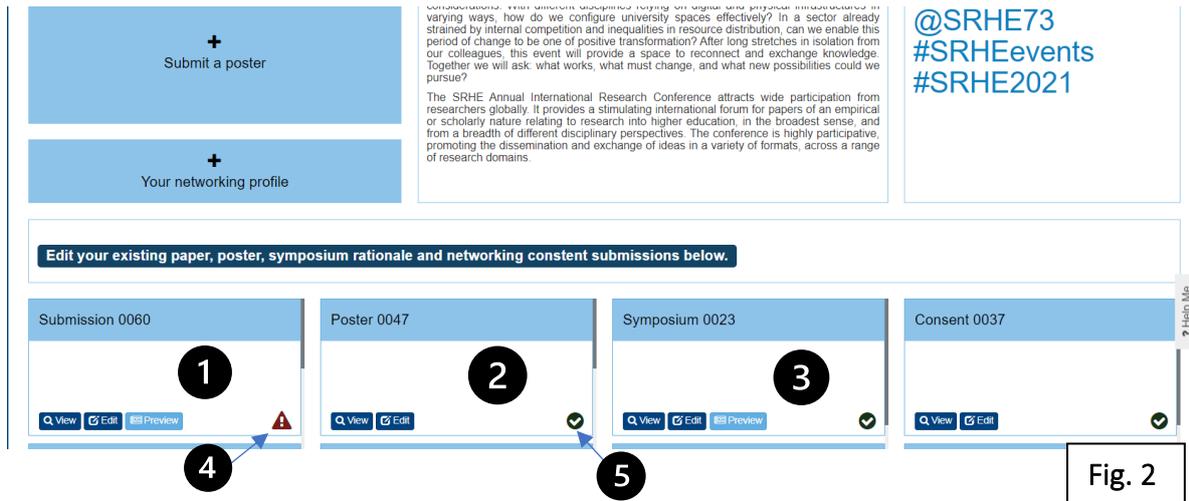
Fig. 2

Figure 2:
1. This box will appear when you have made a paper submission, and gives you the option of viewing and editing your submission until the closing date.
2. This box will appear when you have made a poster submission, and gives you the option of viewing and editing your submission until the closing date.
3. This box will appear when you have made a symposium submission. Symposium leads cannot make amendments once their submission is complete; however, contributors to a symposium can view and edit their submission until the closing date.
4. This icon indicates your submission is not complete.
5. This icon indicates your submission has been completed.

3. Making a submission
3.1 Research paper

Step 1. Click the button on the dashboard titled 'submit a paper' (labelled #1 in figure 1 above).

Step 2. This will open our submissions wizard – please follow the on-screen instructions to complete your submission. If you have already started a submission you will be asked whether you would like to finish it, or start a new one.

Step 3. You will be prompted to choose whether you are:
   a) Submitting an individual research paper, or
   b) Submitting a contribution to an existing symposium. You will not be able to select this option unless you have been invited by a panel/symposium lead to do so.

If you are a symposium lead looking to propose a symposium, please return to the main dashboard and click 'Submit a Symposium Rationale (Symposium Leads only) (labelled #2 in figure 1 above). Section 3.2 of this guide can assist you with proposing a symposium.

Selecting your submission format (research paper or contribution to an existing symposium) will open a wizard for you to complete. Make sure you complete every page and review the summary at the end before you close the form.

You can come back at any time to review and amend your submissions up until the deadline.

3.2 Proposing a symposium

Step 1. Click the button on the dashboard titled 'Submit a Symposium Rationale (Symposium Leads only) (labelled #2 in figure 1 above).

Step 2. This will open our submissions wizard – please follow the on-screen instructions to complete your submission. If you have already started a submission you will be asked whether you would like to finish it, or start a new one.

This will open a wizard for you to complete. Make sure you complete every page and review the summary at the end before you close the form.

Unlike research paper or poster submissions, symposium submissions CANNOT be edited once submitted.

Please remember – your invited contributors cannot submit a paper to your symposium until you have completed your proposal.

3.3 Submitting a contribution to a symposium

Step 1. Click the button on the dashboard titled 'submit a paper' (labelled #1 in figure 1 above).

Step 2. This will open our submissions wizard – please follow the on-screen instructions to complete your submission. If you have already started a submission you will be asked whether you would like to finish it, or start a new one.

Step 3. A drop-down menu will list the option 'research paper' as well as the title of symposia to which you have been invited to submit. Click on your symposium lead's name in order to progress. You will not see any titles unless you have been invited by a panel/symposium lead to do so. If you cannot see the title of a symposium but you know you should, please contact SRHE conference team at srhe@srhe.ac.uk with your symposium lead in copy.

This will open a wizard for you to complete. Make sure you complete every page and review the summary at the end before you close the form.

You can come back at any time to review and amend your submissions up until the deadline.

3.4 Submitting a poster

Step 1. Click the button on the dashboard on the dashboard titled 'Submit a Poster' (labelled #3 in figure 1 above).

Step 2. This will open our submissions wizard – please follow the on-screen instructions to complete your submission. If you have already started a submission you will be asked whether you would like to finish it, or start a new one.

4. Troubleshooting tips
This list may help you if you encounter a technical difficulty while making your submission.

- Please note that for submission formats requiring 750-word papers, there is a minimum word count of 700 words.
- Please note that poster abstracts must be between 120 and 150 words.
- Please note that for poster submissions, there is a minimum word count of 400 words.
- Please do not use your own contact details when submitting on behalf of another author.
- Author biographies must be no longer than 200 words.
- When contributing to a symposium: You will not see any titles unless you have been invited by a panel/symposium lead to do so. If you cannot see the title of a symposium but you know you should, please contact SRHE conference team at srhe@srhe.ac.uk with your symposium lead in copy.
- Unlike research paper or poster submissions, symposium submissions **cannot** be edited once submitted.
- If you are a symposium lead, please remember that your invited contributors cannot submit a paper to your symposium until you have completed your proposal.