Instructions for uploading your paper to the ESHET Conference Website

1. You should have received an email with your personal login name and password. Use these details to login.

   [Once you have successfully logged in, a Welcome Screen will greet you with your name.]

2. To upload your conference paper, click on 'My conference' in the menu that you see on the lefthand side of the screen.

   [This will take you to a screen that will list your paper(s). If you do not see your paper although your abstract was accepted, please contact the organisers.]

3. Click on the title of your paper.

   [This will take you to a screen that displays the abstract of your paper.]

4. Click on the red link 'Update paper'.

   [This will take you to a screen entitled 'Update paper details']

5. Click on the 'Edit' button.

   [This will unlock the form so that you can edit the details of your paper. If you wish you can change the title or abstract of your paper.]

6. Scroll down to the field of the form that reads 'Upload new paper', and press the 'Choose' button.

   [This will open the local directory on the hard drive of your PC.]

7. Change to the subdirectory in which you store your paper, and double click on it to enter it into the field on the web form.

   [You should now see the full file name of your paper displayed in the web form.]

8. We encourage you to enter suitable key words to help other delegates find your paper. Please select under 'Access of paper' whether it should only be accessible to other conference delegates, or to anyone visiting the conference web site.

9. DON'T FORGET TO CLICK 'UPDATE PAPER' ONCE YOU ARE FINISHED WITH THE ABOVE (otherwise your changes will be lost).

   [Please note that the system will only accept papers in Adobe (pdf), Word (doc) and Text (txt) format, and of a size up to 2MB]