



**SPNHC &
ICOM NATHIST**
Edinburgh 2020

SUBMISSION GUIDELINES
for Workshops and Symposia



SPNHC
ADVANCING COLLECTIONS CARE

M NATHIST ICOM
international committee
for museums and collections
of natural history

GENERAL GUIDELINES AND KEY DATES

Submission online portal

To submit a workshop or symposium, you need to log in into the relevant Online Submission Portal. You can log in multiple times to complete your submission(s). Please remember to take a note of your password.

Submission Deadline

The deadline to submit a symposium or workshop for SPNHC & ICOM NATHIST 2020 is 23:59 (BST) on **Friday 27 September 2019**. You need to ensure you have completed the submission process before this date. Any submissions in the draft status will not be considered for review. You can edit and revise submissions within the draft stage.

Notification to Authors

Authors will be notified about the outcome of their submissions for symposia and workshops on 11 October 2019.

If your submission is accepted for a symposium or workshop, then you will be required to attend the conference and pay the conference registration fees. Further information will be sent to you with the notification of the outcome of your submission.

Key Dates

Submission Deadline	27 September 2019
Notification to Authors	11 October 2019
Registration Open	28 October 2019

Symposium Format

The organising committee is inviting symposia that are either open or closed and either 90 minutes, or 2 x 90 minutes. The word limit for each symposium proposal is 300 words. You need to provide a theme for each symposium as well as keywords. If you are submitting a closed symposium, you will be asked to provide details on suggested contributors. All symposia must be written and presented in English.

Workshop Format

The word limit for each workshop outline is 600 words. In addition to the outline, you need to provide a main message (max 100 words), maximum number of attendees and required logistics for each workshop. All workshops must be written and presented in English.

You will be able to select the following lengths of workshop:

- 90 minute workshop
- Half day workshop
- Full day workshop
- Either half day or full day workshop

SUBMISSION PROCESS

Accessing the portal for the first time

All symposia and workshops will be submitted through our Online Submission Portal. If you are accessing the Portal for the first time, you will need to create an account. To do so, click on the "Create New Account" button on the right. After you created your account, you will need to provide your contact details on the "Update Contact Information" tab on the top of the page. You must complete this step to submit a symposium or workshop.

Logging Back into your account

If you have already created an account and saved your submission as a draft, or if you wish to submit another symposium or workshop, you can log back in by providing your email address and password. Please note that you will not be able to log in to edit your submissions after the submission deadlines.

Submitting Your Symposium or Workshop

There are a few steps to complete in order to submit your symposium or workshop. At any time in the process you can click the Save As Draft button at the bottom of each page. This will allow you to save your incomplete submission and return to it at a later time. Please note that submissions in the draft stage will not be considered for review and must be completed before the submission deadline.

Step 1: Title and Type

Provide the title of your submission. The title should be appropriate, meaningful, clear and concise, avoid subtitles if possible. You must comply with the 50 word limit.

Step 2: Authors and Affiliation

Please list all authors and their affiliations.

To add an affiliation, indicate all the necessary information and press "Add Affiliation". Take a note of the number of the affiliation, as you will need to add the number to the applying authors.

Add the author details and click "Add Author". Please only provide the affiliation number for each author, e.g."1", if you type in the affiliation title the

system will not allow you to submit your abstract. If an author has multiple affiliations, please indicate this through a comma, e.g. "1,2".

Please note that the number of presenting authors is limited to three. You can indicate the presenting author by ticking the "Presenter" box on the relevant author/(s).

Step 3: Content

Enter the content of your submissions. Please ensure you adhere to the word limit(s).

Step 4: Additional Information

SPNHC & ICOM NATHIST would like to encourage knowledge exchange and would like to provide delegates access to the available information by uploading the information submitted to the website prior to the conference and the full conference after the conference. Please indicate your preference below in the permission box on this page.

Step 5 and 6: Review and Submission

The Summary section will show what you have submitted and what information is still required before you can submit your symposium or workshop. You can save your submission as a draft and complete it at a later stage.

If you are ready to submit your symposium or workshop, you need to tick the box to state that you are ready to submit and hit 'submit'.

Please note that once you submit, you will not be able to edit it any more.

Proofreading

We will publish your submission from the version supplied by you. It will be published exactly as submitted which means that any errors or spelling mistakes will show. Please proofread your submission very carefully.

Amending a draft submission

You can edit and revise your submission before this is submitted by logging into the Submission Portal and selecting the draft. Please note that there will be no amendments possible after you submitted.

Withdrawing a submission

If you want to withdraw a submission for a symposium or workshop, please contact the Conference Secretariat naturalhistory2020@in-conference.org.uk

REVIEW PROCESS

Review Panel & Notification


Each submission will be reviewed by the Programme Committee.

Authors will be notified about the outcome of their submissions by 11 October 2019. The notification will be sent to the submitting author only. Please do not call the office for details prior to this date, should you have any queries regarding the outcome of your submission. We are only able to give information to the person who submitted the symposium or workshop.

CONTACT

If you have any questions, please contact the secretariat (In Conference Ltd) who will be delighted to answer any of your queries and to provide you with the necessary guidance for your submission.

 naturalhistory2020@in-conference.org.uk

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**We look forward to receiving your submissions
for symposia and workshops for
SPNHC & ICOM NATHIST 2020**