

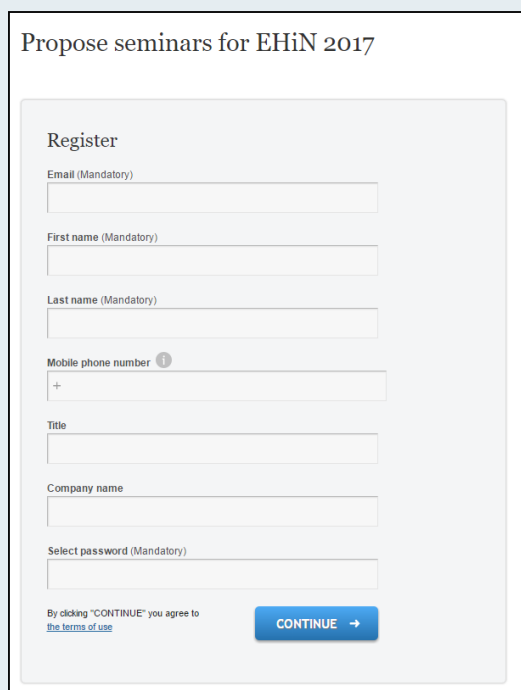
# Instructions for proposal of speaker(s)

This guide will help you through the process of submitting your proposal. If you have any additional questions please contact [nard@ikt-norge.no](mailto:nard@ikt-norge.no).

## Step 1. Follow the link to the Call for Speaker system (CfS):

<http://invitepeople.com/events/10631/authors/new>

## Step 2. Register to login and propose seminar(s).



Propose seminars for EHiN 2017

Register

Email (Mandatory)

First name (Mandatory)

Last name (Mandatory)

Mobile phone number <sup>1</sup>

Title

Company name

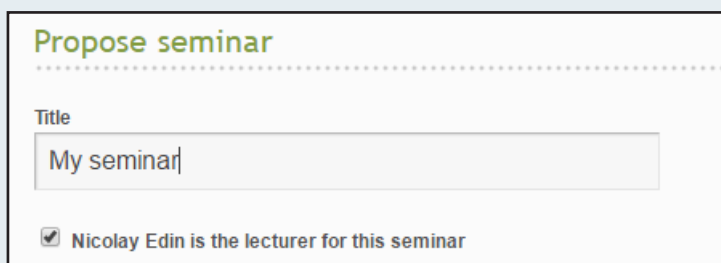
Select password (Mandatory)

By clicking "CONTINUE" you agree to [the terms of use](#)

CONTINUE →

Fill out the required information and press continue

## Step 3. Enter the title of the Seminar



Propose seminar

Title

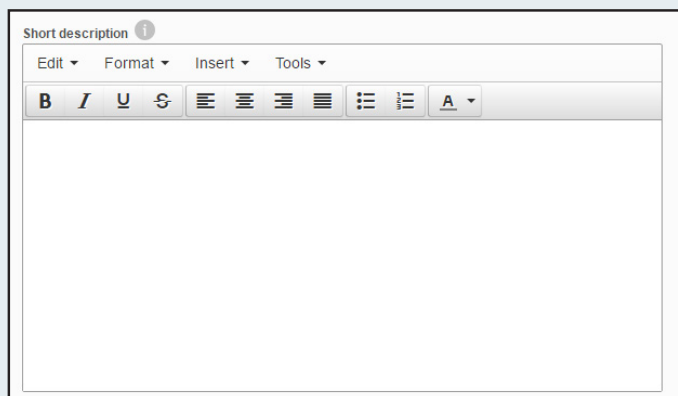
My seminar|

Nicolay Edin is the lecturer for this seminar

Enter the title for your seminar, and choose if you are the lecturer for this seminar or not.

If you uncheck the box you can add the name of the person who will be speaking.

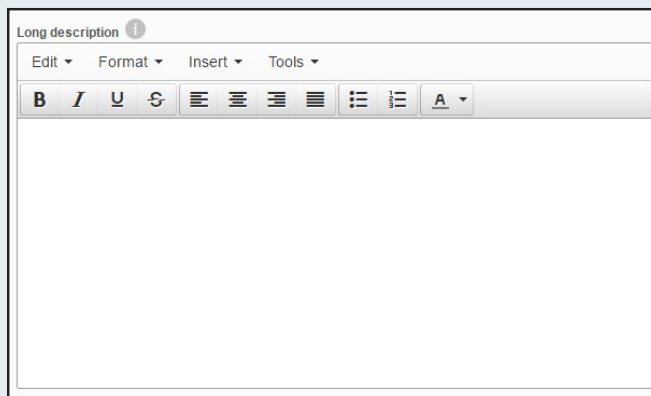
## Step 4. Enter a short and long descriptions of your seminar



Short description <sup>1</sup>

Edit Format Insert Tools

B I U S [List icons] A



Long description <sup>1</sup>

Edit Format Insert Tools

B I U S [List icons] A

Short description should be an overview of your seminar. The long description should include what the seminar will be about and will be the main text we use to review the seminars. When you are done click the "Continue" button.

## Step 5. Select keywords for your seminar



**Enter profile information**

Keywords (Mandatory) ⓘ

General/EHiN  Welfare Technology  Scientific  Security/Privacy

Genomics/Personalized Healthcare  Other

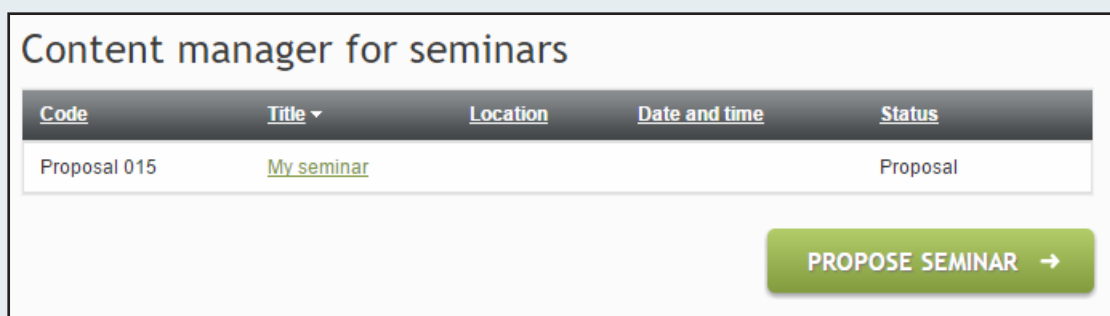
Other keywords (separate by comma) ⓘ

Check the keywords that fit your seminars subject.

This will be used for sorting the seminars we receive.

When seminars are published in the program, there will be new keywords to add.

## How to edit your proposal



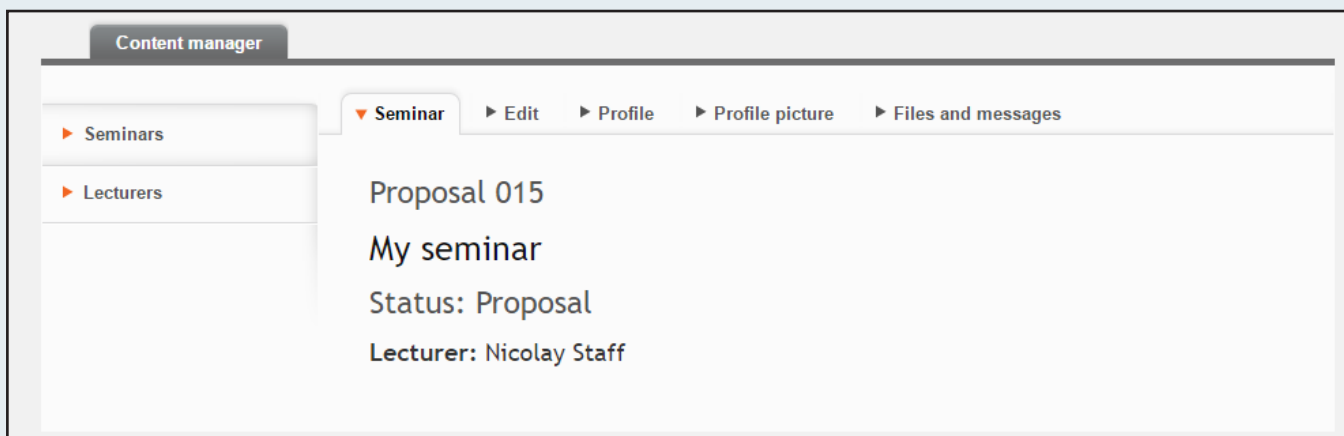
**Content manager for seminars**

Code	Title	Location	Date and time	Status
Proposal 015	<a href="#">My seminar</a>			Proposal

**PROPOSE SEMINAR →**

<http://invitepeople.com/organizer/events/10631/seminars>

Visit this link and click the Title of your seminar.



**Content manager**

Seminars

Lecturers

**Seminar** ▶ Edit ▶ Profile ▶ Profile picture ▶ Files and messages

Proposal 015

**My seminar**

Status: Proposal

Lecturer: Nicolay Staff

On the next page click the "Edit" tab to edit the short and long descriptions of your seminar, or click "Profile" to edit the keywords.

If you have any additional questions regarding the process please contact [nard@ikt-norge.no](mailto:nard@ikt-norge.no).