

## Guide: How to upload a project proposal in the Thesis Fair Platform

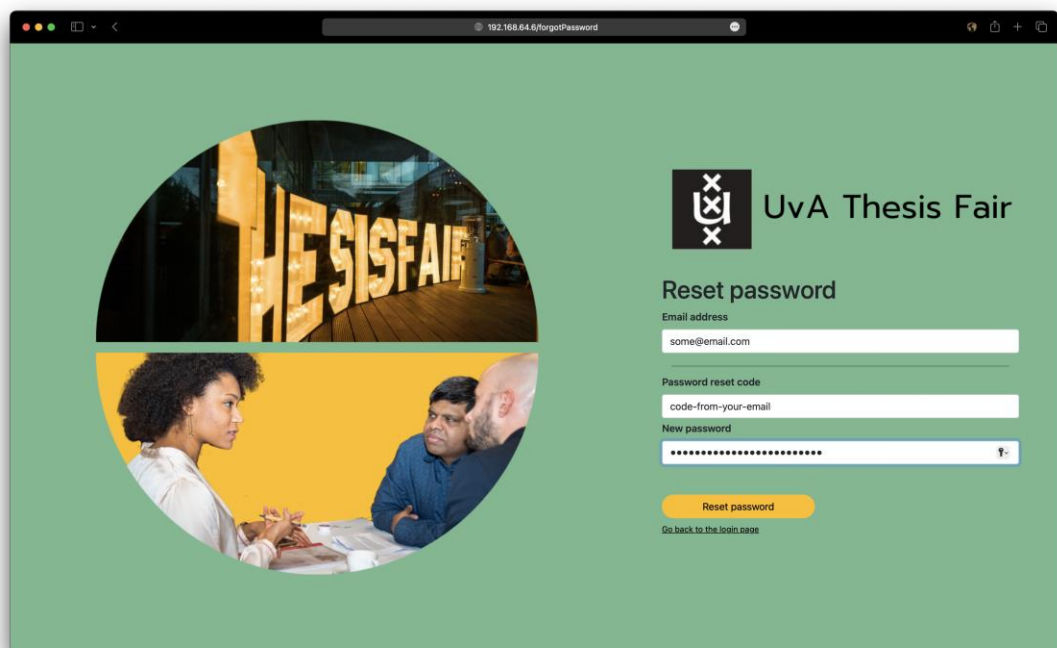
The website for the platform is: <http://www.thesisfair.ivi.uva.nl>

The website for information on the Thesis Fair is <https://informatics.amsterdam/>

### If you already had an account with us on DataNose

*\*\*\*If you did not have a DataNose account please email us at [thesisfair-ivi@uva.nl](mailto:thesisfair-ivi@uva.nl) so we can create an account for you on the new platform.\*\*\**

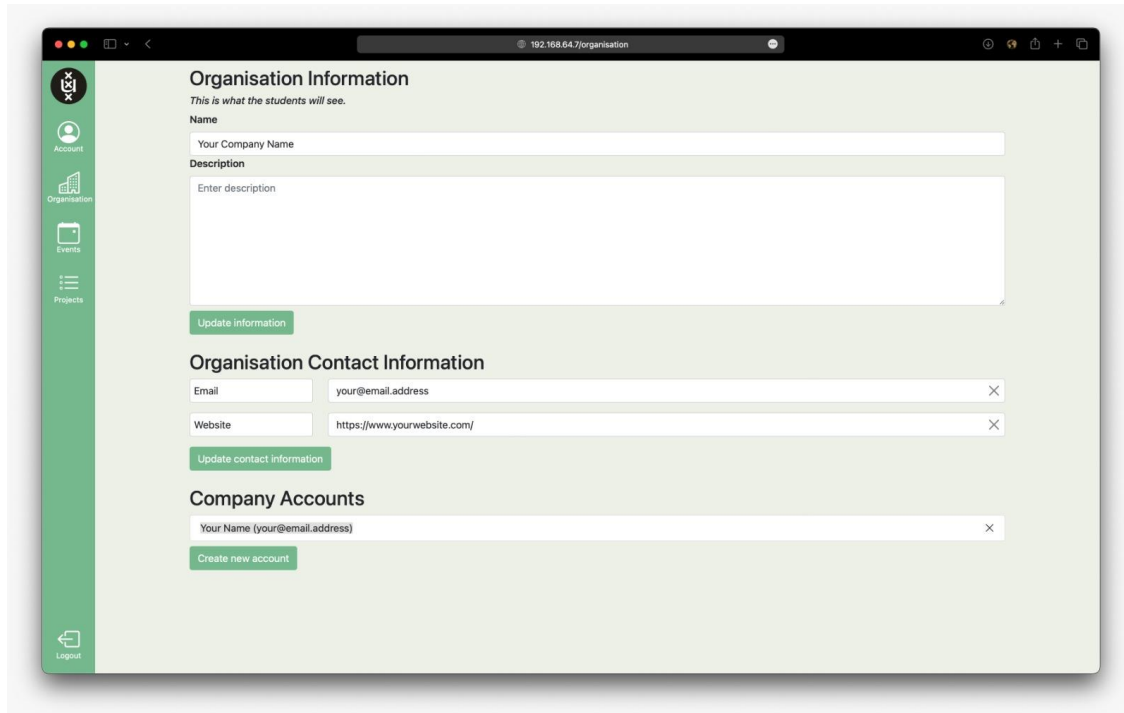
- I. Login to the [Thesis Fair Platform](#), using your organisation email address you used for your DataNose account.
  - a. As it will be the first time you are using the new platform, you will be required to create a new password. To do this, enter your email address, and select “forgot password”. You will then be redirected to the password reset page.
    - i. Please note that if the system tells you that your email is not bound to an account, please try another email address as you may have two separate email addresses that were originally tied to DataNose. If you still experience issues, please contact us at [thesisfair-ivi@uva.nl](mailto:thesisfair-ivi@uva.nl).
  - b. You will then be sent an email containing a code to reset your password. This email may take between 3-5 minutes to arrive. If you have not received it after 5 minutes please **check your spam inbox**.



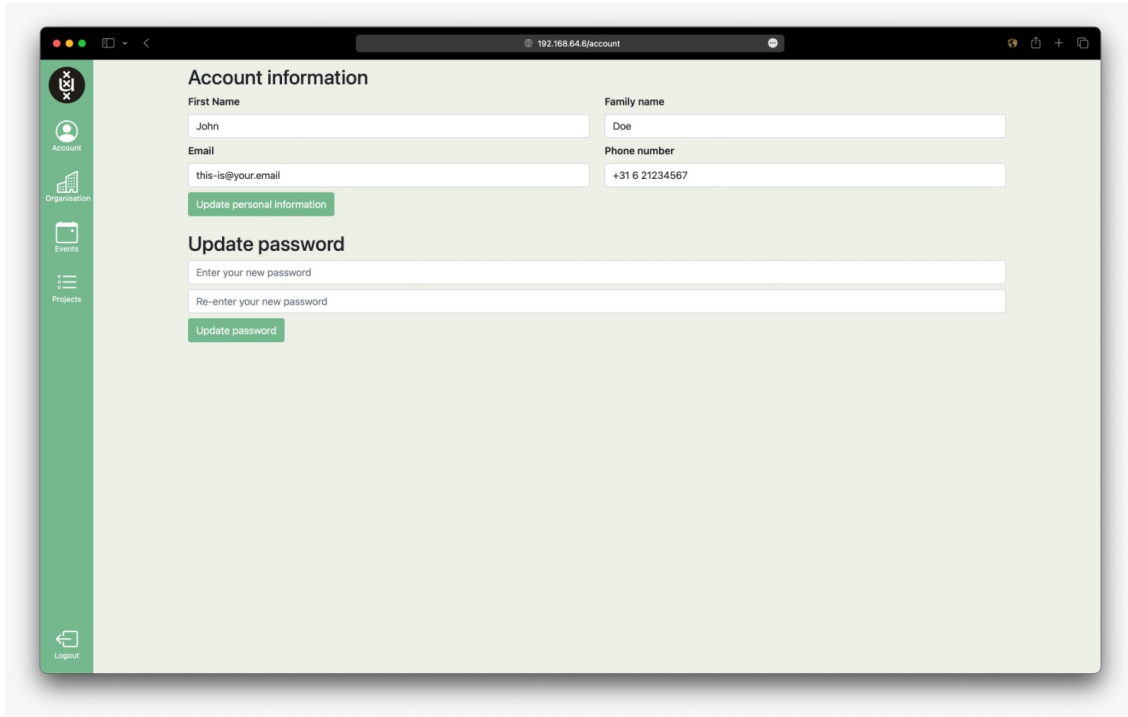
i.



- c. After you have received the new code, please make sure to copy and paste it into the code box on the password reset page. You will then be able to choose a new password - your new password must be at least 8 characters long.
  - d. After successfully logging in, you will be able to create projects for events.
- II. Once you login, you will be directed to your organisation's page. Here you can see your organisation's name, website, and other details.

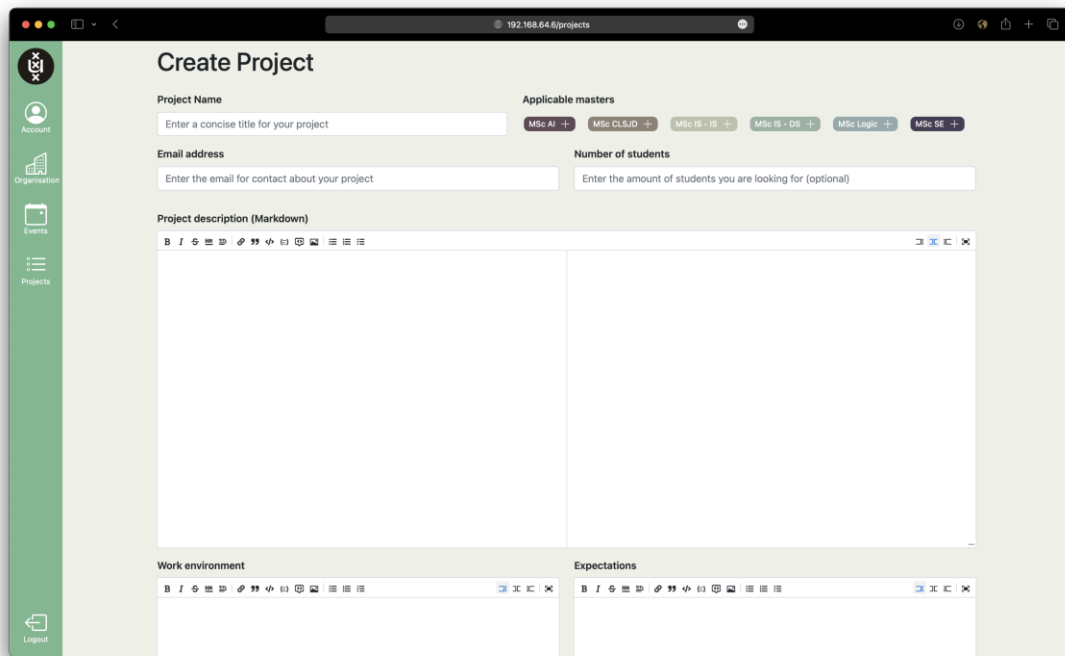


- a.
- III. Please check your Account details (click on the Account tab on the upper-left-hand-side) to ensure that your details are correct – name, email address, etc.



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- IV. To upload a project, click on the Projects tab on the left-hand-side banner.
- V. This is what the Project Submission Form looks like.



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- VI. The project form will ask you to provide:
  - a. Project name,
  - b. The project's contact email address,

