

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

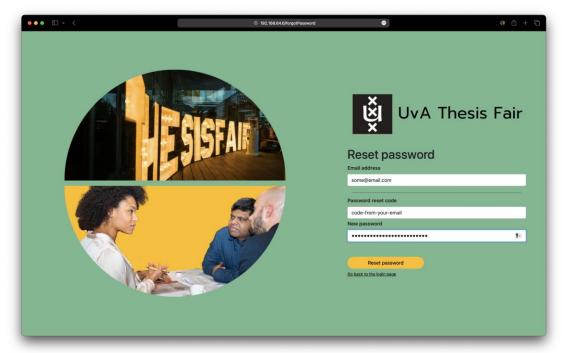
The website for the platform is: <u>http://www.thesisfair.ivi.uva.nl</u>

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 <u>thesisfair-IvI@uva.nl</u> so we can create an account for you on the new platform.

- I. Login to the <u>Thesis Fair Platform</u>, 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.
 - 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.





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- 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.

Organisation In This is what the students will	formation					
Name						
Your Company Name						
Description						
Enter description						
Update information						
Organisation Contact Information						
Email	your@email.address			×		
Website	https://www.yourwebsite.com/			×		
Update contact information	l -					
Company Accounts						
Your Name (your@email.address)						
Create new account						
	Description Enter description Update information Organisation Co Email Website Update contact information Company Accoo	Description Enter description Update information Email your@email.address Website https://www.yourwebsite.com/ Update.contact information Company Accounts Your Name (your@email.address)	Description Enter description Update information Organisation Contact Information Email your@email.address Website https://www.yourwebsite.com/ Update contact Information Company Accounts Your Name (your@email.address)	Description Enter description Update information Organisation Contact Information Email your@email.address Website https://www.yourwebsite.com/ Update contact Information Company Accounts Your Name (your@email.address)		

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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X	Account information	Family name		
Account	John	Doe		
Account	Email	Phone number		
Organisation	this-is@your.email	+31 6 21234567		
	Update personal information			
Events	Update password			
:≡	Enter your new password			
ē — Projects	Re-enter your new password			
	Update password			

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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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Ŵ	Create Project				
	Project Name Applicable masters				
Account	Enter a concise title for your project	MSc Al	+ MSc CLSJD + MSc IS - IS + MSc IS - DS + MSc Logic +	MSc SE +	
Organisation	Email address		Number of students		
Organisation	Enter the email for contact about your project		Enter the amount of students you are looking for (optional)		
Events	Project description (Markdown)				
	B I 今世 10 の 11 中 11 の 11 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日 日			a x c 8	
: Projects					
	Work environment		Expectations		
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Logout					

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



- i. You will need to enter a contact person per project in the project form. If there is no one specifically tied to the project, then the organisation's primary contact can be listed. If the project contact does not have an account, you can still fill in the email address and then later create an account for your colleague. They will then need to follow the login instructions from above.
- c. The number of students the project can accommodate (optional),
- d. Project description,
- e. Work environment your organisation offers,
- f. The expectations the student should try to meet throughout the project.
- g. You will also be asked to select the programmes from which you would like to ask students to consider the project.
- h. Research tags
 - i. You will also be asked to select 'Research Tags' that correspond to the topic(s)/research area of the project. The research tags selected should define the area of research of the project. These are a rough guide and if your project does not fit one of these tags then choose the tags that are the closest. You need to choose at least 1 research tag with a maximum of 3.
- VII. Once you have completed the form, click the 'Continue to attendance' button at the bottom of the page. Here, you will be able to confirm your attendance to the fair(s). If your organisation is submitting multiple projects and is attending the event(s), please mark each of the projects for the Fair(s) you are participating in.
 - a. If your organisation is only attending the AI Thesis Fair, please be certain to only click on AI Thesis Fair.
 - b. If your organisation is only attending the AI Thesis Fair, please be certain to only click on General Thesis Fair.
 - c. If you have chosen MSc AI along with other programmes and you intend to attend both events on 13 October, please be sure to click that you are attending both Fairs.
 - d. If your organisation is not attending any Fairs and your projects are solely for the Marketplace, please check this option for all submitted projects.
- VIII. You can repeat this process until you have added all your project proposals. If you have a suitable project for students from both MSc AI and one of the other programmes you can put the project for both. If you wish to duplicate a project, you can select the duplicate button at the top corner of the project description box.
 - a. If your organisation wishes to re-use a project from a previous year you can just duplicate the project on the main Projects tab and update it accordingly.