How to submit your paper using Dropoff

1. Go to the following link:  https://dropoff.soton.ac.uk/

2. Click:

3. Enter the following details and click send confirmation:

   If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.
   Request Code: 

   If you do not have a "Request Code" then please complete the rest of this form:
   Your name: 
   Your organisation: 
   Your email address: 

   To confirm that you are a real person (and not a computer), please play the quick game below:

   Prove you are a human
   START

4. You will then see the following message:

   I now need to send you a confirmation email.
   When you get it in a minute or two, click on the link in it.

   Send confirmation

5. Please check your emails. You will receive an email with the following title:

   [UoS Dropoff] You are trying to drop-off some files
   UoS Dropoff <serviceline@soton.ac.uk>
   Sent: Fri 24/04/2015 10:14

   Follow the link in your email to the Drop Off website.

6. Make sure that the two following boxes are ticked (should automatically check these) so you receive confirmation of receipt of your paper, and so we are aware you have dropped your file off:

   - Send e-mail message to recipients
   - Send an email to me when the recipient picks up the file(s).
7. Click on the green add symbol in the To section:

To: 

8. Enter 'UK2105' into the Name box and ‘hfrusec@soton.ac.uk’ into the email box and click ‘Add Recipient’ and close the box:

9. Enter a note for us if you would like in the ‘Short note…’ section.

10. Now select the file/s you wish to upload and provide a description:

Choose the File(s) you would like to upload

File 1: Browse... Description:

File 2: Browse... Description:

Note: Please upload two files of your paper (one in Word format and another in PDF format). Please also ensure the filename contains the first author’s name.

11. Once you have attached all the files you wish to submit, click:

Drop off Files

12. Your paper has now been submitted and will be picked up by the conference coordinator. You will be notified by email when the paper has been picked up.

[UoS Dropoff] hfrusec@soton.ac.uk has picked up your drop-off!

UoS Dropoff <serviceline@soton.ac.uk>

Sent: Fri 24/04/2015 10:17

If you have any queries, please contact the Conference Coordinator:

Ph: 02380 594 963 (+44 2380 594 963)

Email: hfrusec@soton.ac.uk