EasyChair Instructions for Authors

The submission and review of abstracts for the ASCILITE 2019 conference will be managed through an online conference paper management system called “EasyChair” (www.easychair.org). To make a submission, please follow the steps below. If you have any problems using EasyChair, please contact the Organising Committee for assistance at ascilite2019@suss.edu.sg.

Note: Authors can submit more than one paper, but must only appear as the first author on one paper.

A. Create an EasyChair account

1. New users to the system will be required to set up an account (username and password) as an author. At the EasyChair log-in page for the ASCILITE 2019 Conference (https://easychair.org/conferences/?conf=ascilite2019), select the “create an account” button to register for an account (Figure 1).

![EasyChair log-in page](https://easychair.org/conferences/?conf=ascilite2019)

Figure 1. New users should create an EasyChair account at the EasyChair ASCILITE 2019 Conference page.
2. You will then be automatically directed to a new page (Figure 2). Check the box next to the text “I’m not a robot”, and click on the “Continue” button.

![EasyChair](https://easychair.org)

**Figure 2.** Check the box to prove that you are not a robot.

3. Complete the registration form by filling up the required fields marked by a red asterisk * (Figure 3), and click on the “Continue” button.

![Create an EasyChair Account: Step 2](https://easychair.org)

**Figure 3.** Complete the form.

*Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.*

You may also be interested about our policy for using personal information.
4. You will then receive an email similar to the one in Figure 4. Use the link provided in the email to continue with the account registration process.

![EasyChair account confirmation email](image.png)

Figure 4. EasyChair account confirmation email.

5. Complete all required fields marked by a red asterisk * (Figure 5), and click on the “Create my account” button to finalise the account registration process.

![Create an EasyChair Account: Last Step](image.png)

Figure 5. Finalise the EasyChair account registration process by completing the form.
6. After the account has been registered, you may log in to the ASCILITE 2019 submission system by clicking on the “click here” button (Figure 6).

B. Submit your papers by 26 July 2019

7. After logging into the EasyChair ASCILITE 2019 submission system, click on the “enter as an author” link to make a submission.
8. Select the preferred conference stream that you wish to submit to, and click on the “Continue” button.

![Select a Track](image)

Figure 8. Select the preferred conference stream.

9. Follow the on-screen instructions and fill in the required information, including author name/s, title, and keywords. Once you have supplied all required information, attach your submission PDF document by selecting the “Choose File” button. After you have attached the document, click on the “Submit” button.

![Files](image)

Figure 9. Make your submission.

After the abstract submission has been completed, you can check the submitted information and make changes if required (Figure 9).
10. At the end of the submission procedure (either a new submission or an update to an existing submission), you will receive a confirmation email from EasyChair.

Figure 10. Page for checking and changing your submission.