

# 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](http://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](mailto: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  
The world for scientists

Help / Log in

### Log in to EasyChair for ASCILITE 2019

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:

Password:

**Log in**

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

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.

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Help / Log in

## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

reCAPTCHA  
Privacy - Terms

**Continue**

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

Please fill out the following form. The required fields are marked by \*.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name†:

Last name \*

Email: \*

Retype email address: \*

**Continue**

† 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](#).

Figure 3. Complete the form.

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

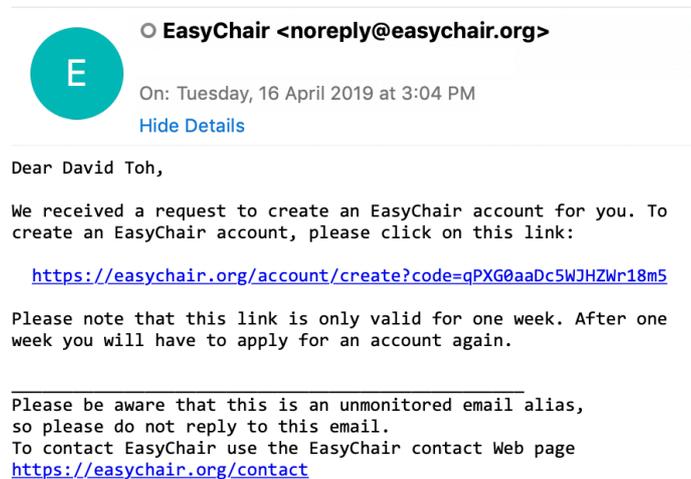


Figure 4. EasyChair account confirmation email.

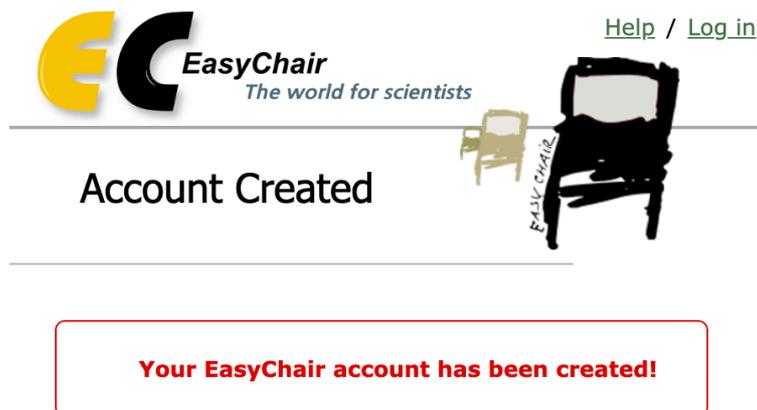
5. Complete all required fields marked by a red asterisk \* (Figure 5), and click on the “Create my account” button to finalise the account registration process.

The image shows the 'Create an EasyChair Account: Last Step' form. At the top left is the EasyChair logo with the tagline 'The world for scientists'. The title is 'Create an EasyChair Account: Last Step'. Below the title, it says 'Hello David Toh! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.' The form itself is a light blue box containing the following elements: a checkbox for 'I agree to EasyChair Terms of Service' with links to 'view terms' and 'download terms'; a section titled 'Enter your personal data.' with fields for 'First name†' (filled with 'David'), 'Last name \*' (filled with 'Toh'), 'Organization: \*', and 'Country: \*' (a dropdown menu); a section for 'Your personal Web page' with a text input field; a section titled 'Enter your account information. Note that user names are case-insensitive' with fields for 'User name: \*', 'Password: \*', and 'Retype the password: \*'; and a red 'Create my account' button at the bottom.

† 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.](#)

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).

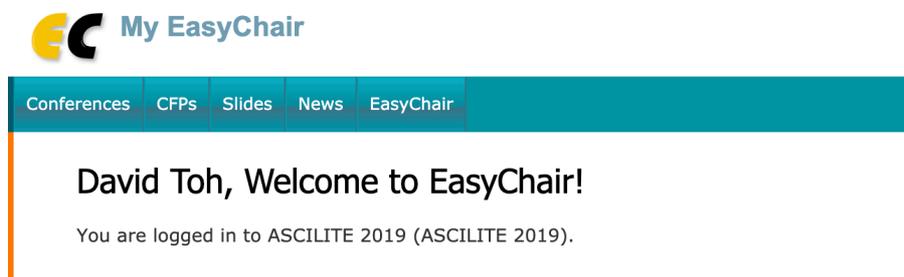


To log in and access ASCILITE 2019 pages [click here](#).

Figure 6. Link to the ASCILITE 2019 submission page.

## 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.



This conference accepts new submissions. You can log in as an author to make a submission:

- [enter as an author](#)

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

Figure 7. Link to the conference submission page.

8. Select the preferred conference stream that you wish to submit to, and click on the “Continue” button.

ASCILITE 2019 (author)

New Submission ASCILITE 2019 Premium CFP News EasyChair

### Select a Track

Please select the track relevant for your submission and click "Continue".

- Visions and Explorations in Digital Learning, Pedagogies & Spaces
- Practices and Challenges in Technology Enhanced Learning
- Nurturing Digital Competencies for Teaching, Learning, Work & Citizenship
- Data Analytics & Evidence to Improve Teaching & Learning
- Continuing Education: Learning Enrichment Throughout Life
- Technology as a Catalyst for Social Impact

**Continue**

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

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

Choose file No file chosen

#### Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

**Submit**

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.



New Submission	Submission 1	ASCILITE 2019	Premium	CFP	News	EasyChair
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## ASCILITE 2019 Submission 1

**The submission has been saved!**

Paper 1	
Title:	Testing
Paper:	 (Apr 17, 06:39 GMT)
Track:	Data Analytics & Evidence to Improve Teaching & Learning
Author keywords:	Active learning Blended learning Experiential learning
Abstract:	Testing
Submitted:	Apr 17, 06:39 GMT
Last update:	Apr 17, 06:39 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
David	Toh		Singapore	Singapore University of Social Sciences		✓

Figure 10. Page for checking and changing your submission.