EasyChair Instructions for Authors

The submission and review of abstracts for the ASCILITE 2017 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: ascilite2017@usq.edu.au

1. Create an EasyChair account
First you will need to set up an account (username and password) as an author. Go to https://easychair.org/conferences/?conf=ascalite2017
This link will bring up a login page for the ASCILITE 2017 Conference (Figure 1). Select “Sign up for an account” to register an account.

![EasyChair login page](image)

Figure 1. The login page of ‘EasyChair’ for the ASCILITE 2017 Conference.
You will then be automatically directed to a new page (as shown in Figure 2). Fill in the textbox with the distorted words and click on “Continue”.

![Create an EasyChair Account: Step 1](image)

**Figure 2. Enter information to sign up**

Then, follow the on-screen instructions and complete the form (as shown in Figure 3), and click on “Continue”.

![Signing up for EasyChair: Step 2](image)

**Figure 3. Fill out the form**

After registering, you will receive an email similar to the one in Figure 4. Use the link provided in the email to continue the account registration process.
Fill out all of the required information (as shown in Figure 5), and click on the “Create my account” button to finalise the account registration process.

After the account is registered you may log into ASCILITE 2017 submission system by clicking on the ‘click this link’ (as shown in Figure 6).
2. Make your submission by 22 May 2017

After logging into the EasyChair website for the ASCILITE 2017 Conference, click on the “Enter as Author” link.

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 by selecting ‘Choose File’. Click Submit.
When the abstract submission is completed, you can check the submitted information and make changes (as shown in Figure 9).

At the end of the submission procedure (a new submission or an update to an existing one), you will receive a confirmation email from EasyChair.