Using EasyChair to Submit a Paper/Themed Panel/Poster to SLS 2017

This document provides step-by-step instructions on how to: (i) set up an EasyChair account, and (ii) submit a paper/themed panel/poster to the SLS 2017 conference.

Sometimes EasyChair is not as “easy” as the name implies; if you experience any problems or have questions about these instructions, please contact jed.meers@york.ac.uk.

1. Setting up an EasyChair Account

**N.B.** If you already have an EasyChair account – for the SLS last year or for any other conference – you should login using the same username and password. If you have forgotten your login details, please visit EasyChair’s password recovery page below the login box.

1. Visit: https://easychair.org/conferences/?conf=sls2017
2. Create an EasyChair account by clicking the “sign up” link.
3. Complete the security test and click “continue.”
4. Enter your details and click continue (please note: only passwords of 8 characters or more will be accepted by the system).
5. Either log straight into your account to submit a paper/themed panel/poster, or retain your username and password to login at a later date.
Submitting a Paper/Poster/Themed Panel to SLS 2017

1. Visit the conference link at: https://easychair.org/conferences/?conf=sls2017
2. Login to your EasyChair account.
3. Click on the “New Submission” tab.
4. Select the Subject Section for your paper or choose to “Submit a Poster” or “Submit a Themed Panel Session” (N.B. If you wish to make a submission for more than one of these, after you have submitted the first, click again on the “New Submission” tab in your EasyChair account).
5. You will then be taken to the Submissions Page (see overleaf).
Please enter the author information – if there are multiple authors, corresponding authors should be identified using the check-box.

For themed panel submissions, please enter the information of the lead academic contact(s).

Please enter the paper title and abstract. For themed panel submissions, please enter the title and complete the dedicated summary box.

Please provide at least three keywords for the paper/poster/themed panel.

Papers can only be submitted for consideration under one subject section.

If you have submitted a different paper elsewhere, please indicate that here.

You may upload the written paper at this point, or login at a later date and upload using the “submissions” tab.

One you have submitted your paper/poster/themed panel you will receive an email confirming receipt. The relevant subject section convenor will then contact you with a decision after the call has closed.