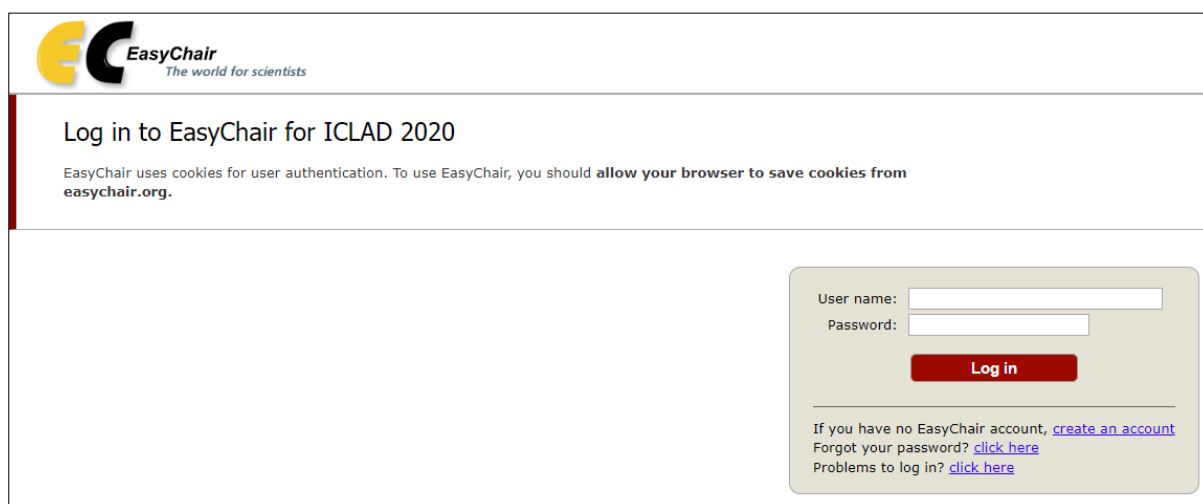


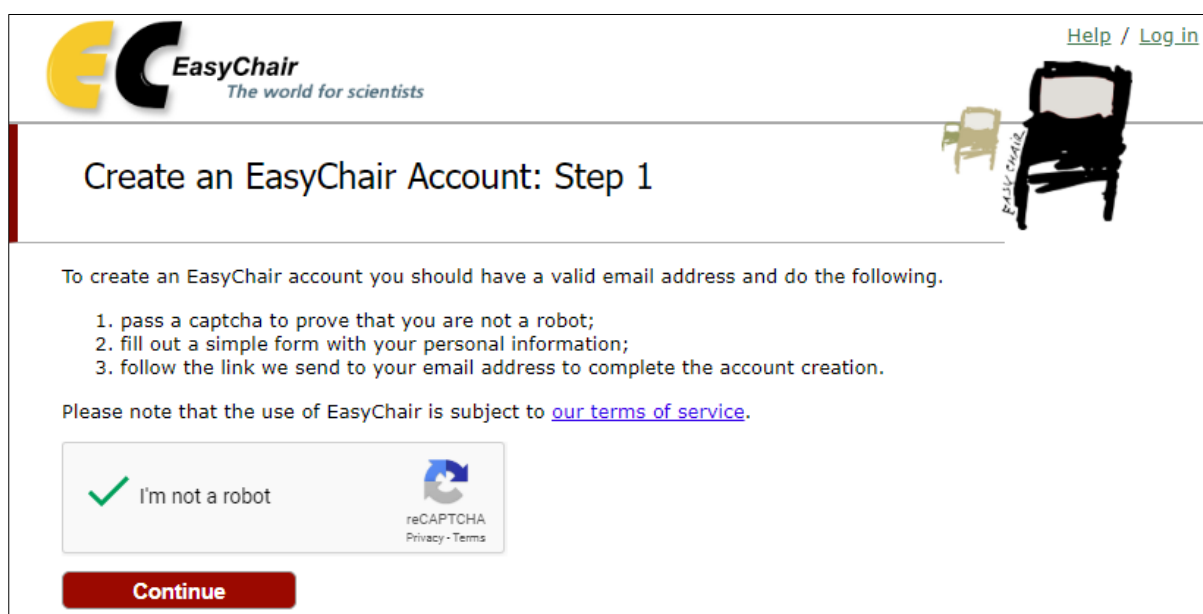
1. Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=iclad2020>. You will then be automatically directed to the page shown in Figure 1a. Click on “create an account” and you will be directed to page shown in Figure 1b. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.



The screenshot shows the EasyChair website header with the logo and tagline "The world for scientists". Below the header, the text reads "Log in to EasyChair for ICLAD 2020". A cookie notice states: "EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org." The main content area features a login form with fields for "User name:" and "Password:", a red "Log in" button, and links for "create an account", "click here" (forgot password), and "click here" (problems to log in).

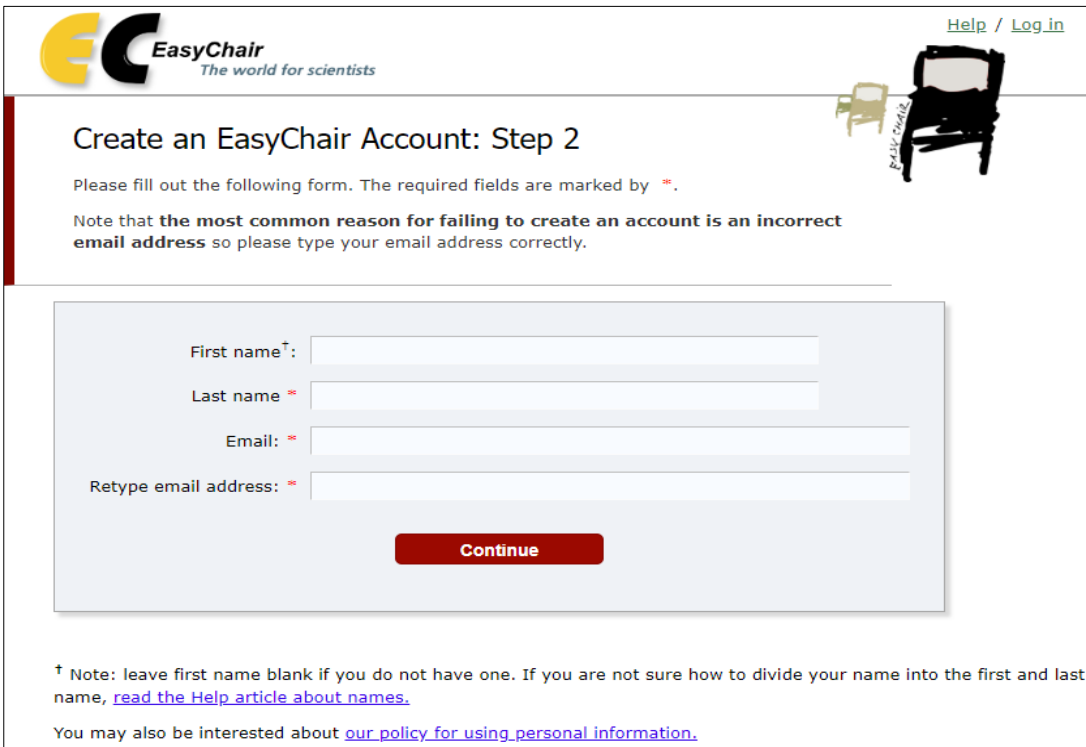
Figure 1a: EasyChair for ICLAD 2020 main page



The screenshot shows the "Create an EasyChair Account: Step 1" page. It includes the EasyChair logo and tagline, a "Help / Log in" link, and a stylized chair illustration. The main text instructs users to have a valid email address and follow three steps: 1. pass a captcha, 2. fill out a form, and 3. follow a link sent to their email. A note mentions "our terms of service". At the bottom, there is a reCAPTCHA widget with a green checkmark and the text "I'm not a robot", a "Continue" button, and a "reCAPTCHA Privacy - Terms" link.

Figure 1b: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.” Be sure to use the email address to which you’d like to get all of your correspondence.



The screenshot shows the EasyChair website header with the logo and tagline "The world for scientists". In the top right corner, there are links for "Help / Log in" and an illustration of a chair. The main heading is "Create an EasyChair Account: Step 2". Below the heading, there is a note: "Please fill out the following form. The required fields are marked by *." Another note states: "Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly." The form itself contains four input fields: "First name†", "Last name *", "Email: *", and "Retype email address: *". A red "Continue" button is positioned below the form. At the bottom of the page, there is a footnote: "† 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." and a link to "our policy for using personal information."

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

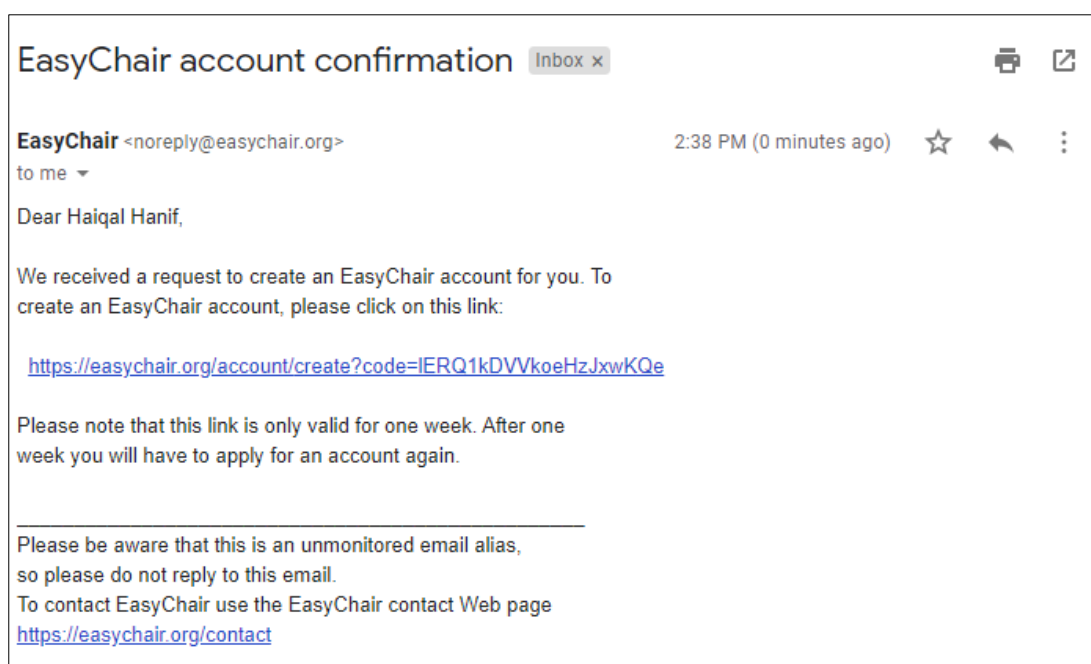
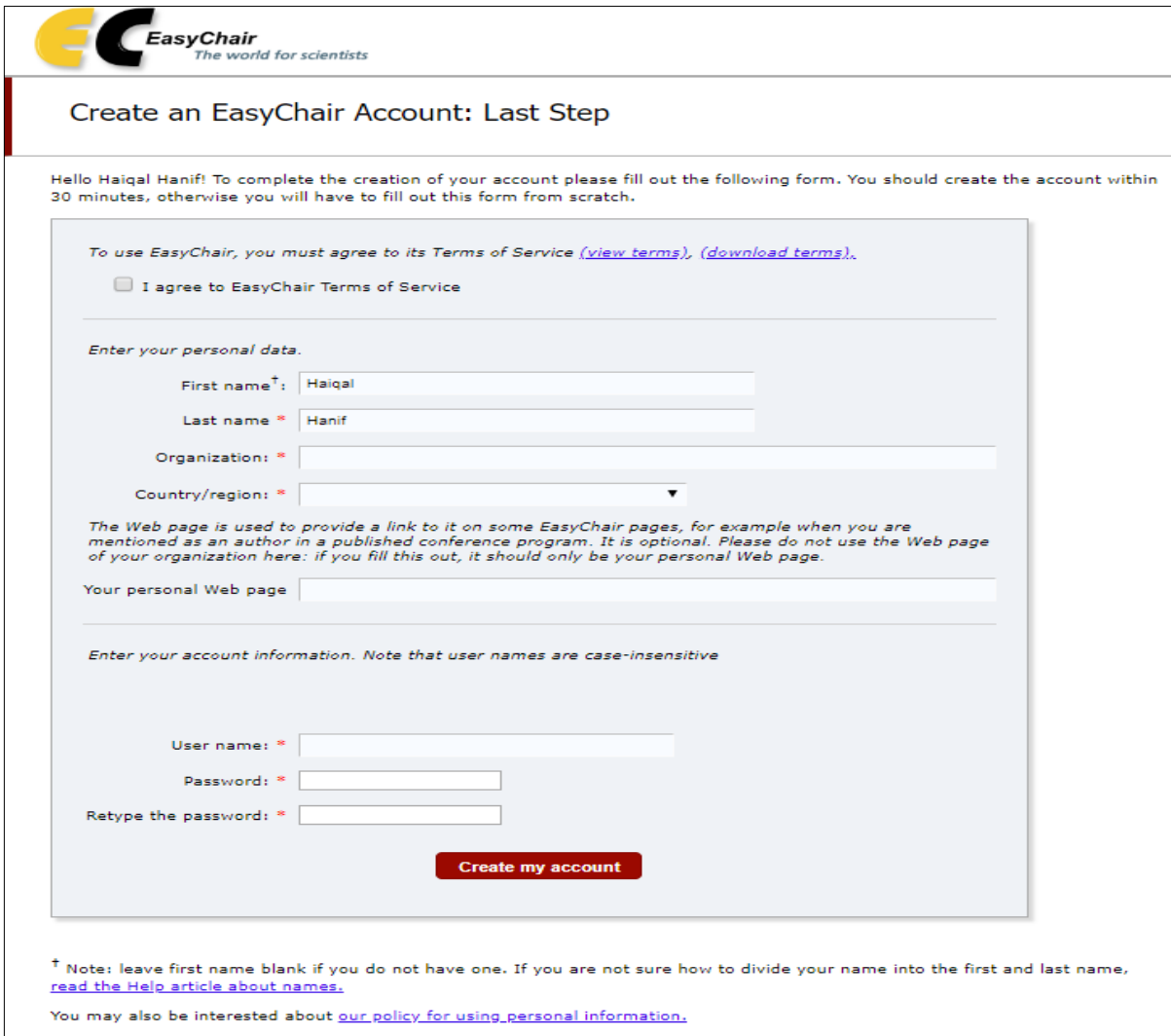


Figure 3: Login email

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

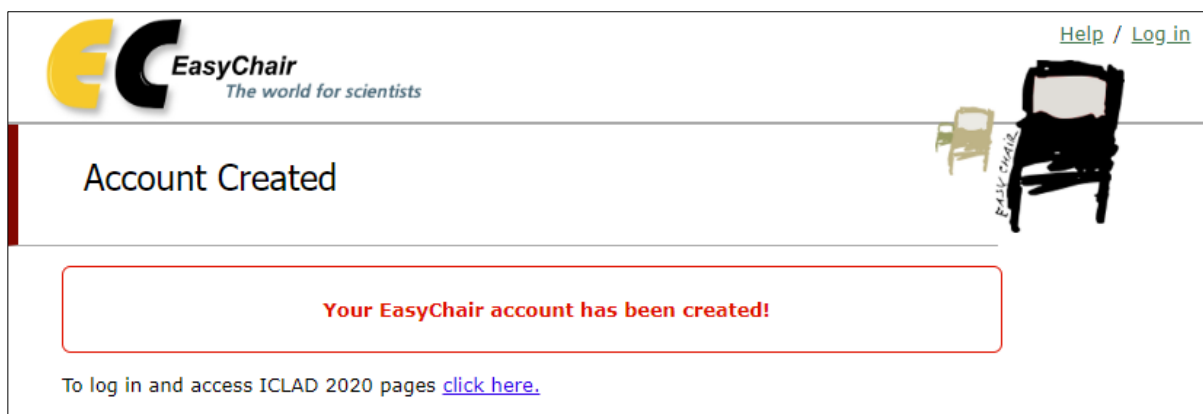


The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. The main heading is 'Create an EasyChair Account: Last Step'. Below this, a message reads: 'Hello Haiqal Hanif! To complete the creation of your account 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.' A light blue box contains the registration form. It starts with a checkbox for 'I agree to EasyChair Terms of Service' and links to 'view terms' and 'download terms'. The 'Enter your personal data' section includes fields for 'First name' (filled with 'Haiqal'), 'Last name' (filled with 'Hanif'), 'Organization', and 'Country/region'. A note explains the 'Web page' field. The 'Enter your account information' section includes fields for 'User name', 'Password', and 'Retype the password'. A red 'Create my account' button is at the bottom of the form. Below the form, a note explains the first name field and provides a link to a help article. At the very bottom, there is a link to the 'our policy for using personal information'.

Figure 4: Create an account.

After the account is registered, you may log in to ICLAD 2020 simply by clicking on the “click here” link or on the following link:

<https://easychair.org/conferences/?conf=iclad2020>



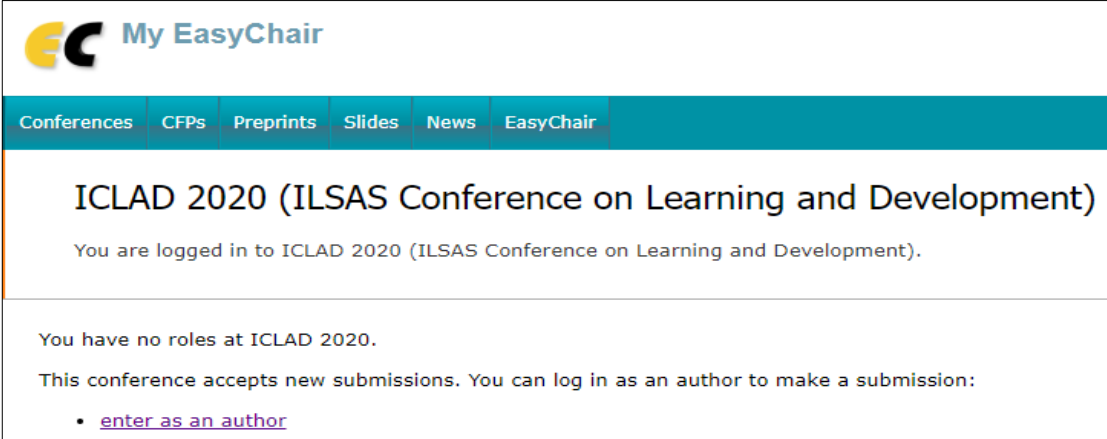
The screenshot shows the 'Account Created' confirmation page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in'. The main heading is 'Account Created'. Below this is a red-bordered box containing the message: 'Your EasyChair account has been created!'. At the bottom, there is a link to 'click here' to log in and access ICLAD 2020 pages. On the right side of the page, there is a stylized illustration of a chair with the text 'EASY CHAIR' written vertically next to it.

2. Submit an Abstract

The New Submission form is pretty standard, but there are some things to keep in mind:

- Please use the same email address with which you registered your Easy Chair account for at least one of the authors. Easy Chair will yell at you otherwise.
- One of the authors has to be a “Corresponding author”, even if you only have one author. This is the person to whom we’ll send all of our questions or comments.
- Title and Abstract are required, but should adequately describe the message you’re trying to convey.


After logging in to the EasyChair website for ICLAD 2020, you may click on the “Enter as an Author”.



The screenshot shows the EasyChair website interface. At the top left is the "My EasyChair" logo. Below it is a navigation menu with tabs for "Conferences", "CFPs", "Preprints", "Slides", "News", and "EasyChair". The main content area displays the title "ICLAD 2020 (ILSAS Conference on Learning and Development)" and a message: "You are logged in to ICLAD 2020 (ILSAS Conference on Learning and Development)". Below this, it states "You have no roles at ICLAD 2020." and "This conference accepts new submissions. You can log in as an author to make a submission:". A bullet point lists a link: "• [enter as an author](#)".

Follow the on-screen instructions and fill out all of required information (as shown in Figures below) about the authors. Fill out the title, abstract, and the keywords (as shown in Figures below).

Note: You must use the same email address that you signed up with when creating the EasyChair account

 ICLAD 2020 (author)

New Submission | ICLAD 2020 | News | EasyChair

New Submission for ICLAD 2020

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

Author 1 ([click here to add yourself](#))

First name[†]:

Last name *

Email: *

Country/region: *

Organization: *

Web page:

corresponding author

Author 2 ([click here to add yourself](#))

First name[†]:

Last name *

Email: *

Country/region: *

Organization: *

Web page:

corresponding author

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: *

Abstract: *

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Files

The following part of the submission form was added by ICLAD 2020. It has neither been checked nor endorsed by EasyChair

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

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!**

Figure 5: Then you have to upload the abstract paper by selecting the choose file and click submit.