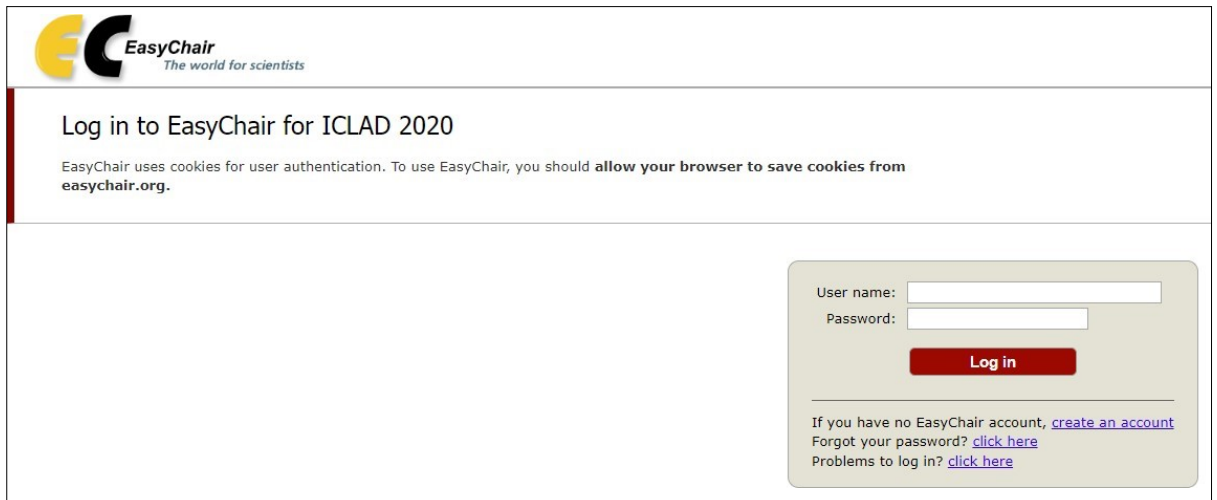




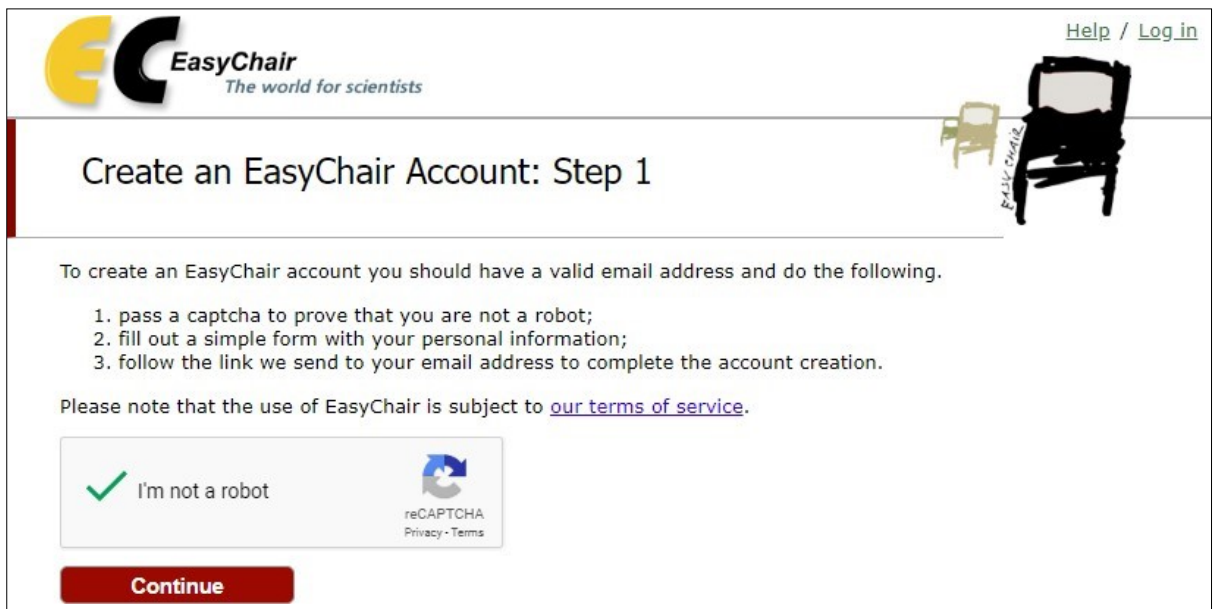
❖ **EASYCHAIR INSTRUCTIONS**

**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”.



**Figure 1a: EasyChair for ICLAD 2020 main page**



**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.

**EasyChair**  
The world for scientists

Help / Log in

### 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<sup>†</sup>:

Last name \*

Email: \*

Retype email address: \*

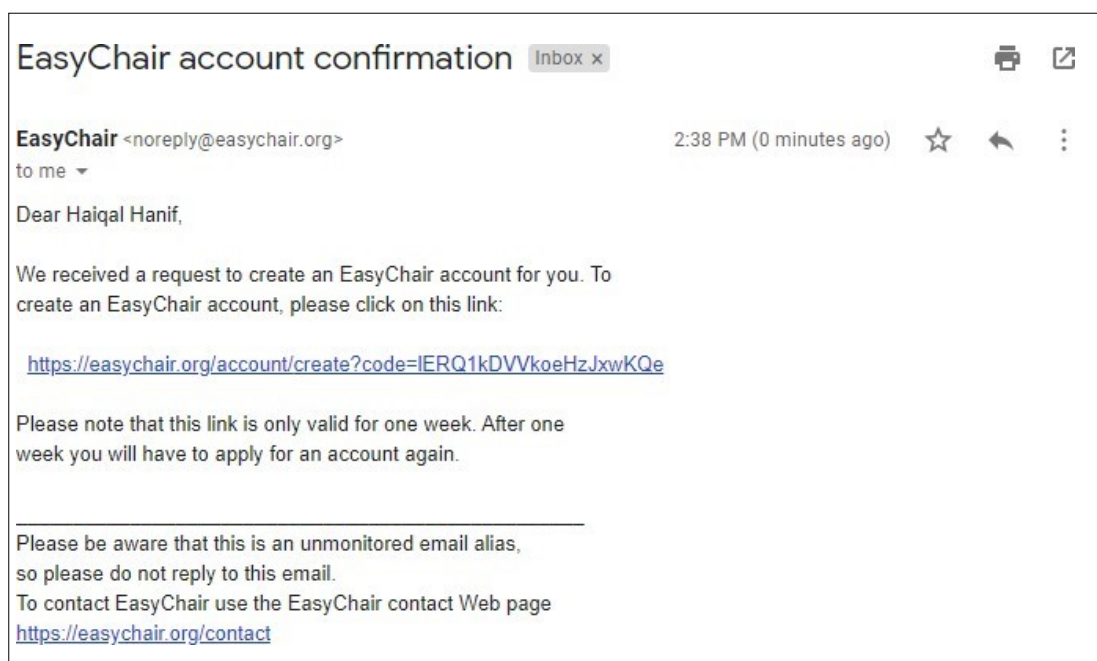
**Continue**

<sup>†</sup> 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 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.

**EC EasyChair**  
The world for scientists

### Create an EasyChair Account: Last Step

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.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name<sup>†</sup>:

Last name \*

Organization: \*

Country/region: \*

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

Enter your account information. Note that user names are case-insensitive

User name: \*

Password: \*

Retype the password: \*

**Create my account**

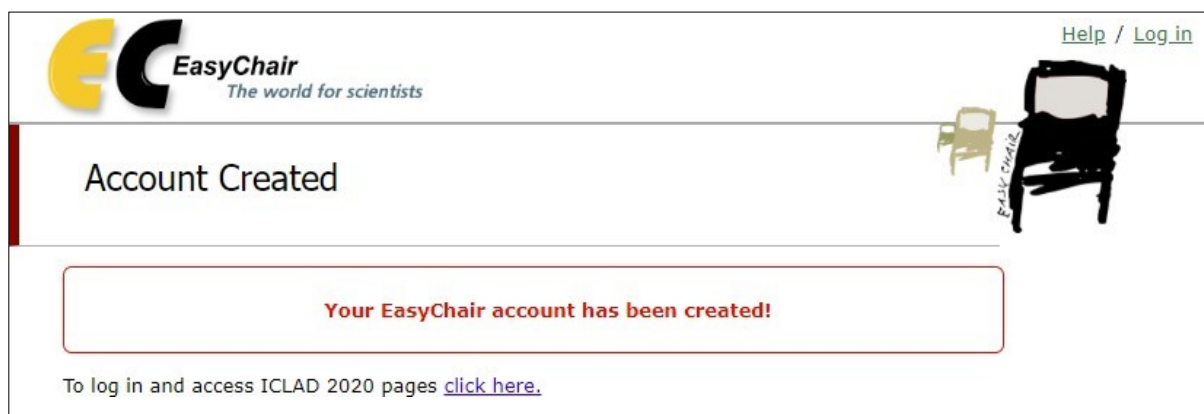
<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

You may also be interested about [our policy for using personal information](#).

Figure 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>

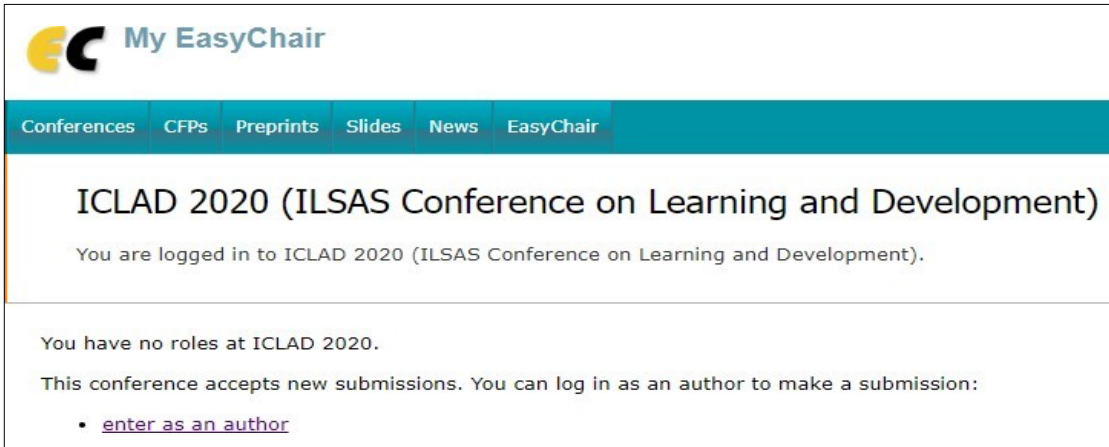


## 2. Submit an Abstract

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 logo "My EasyChair" with a stylized "EC" icon. Below the logo is a navigation bar 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<sup>+</sup>:

Last name \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

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

First name<sup>+</sup>:

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.**

❖ **PAPER GUIDELINES**

Every paper should have a cover page (not counted in the page count) that includes:

- ✓ The paper ID (which you received in the notification of acceptance);
- ✓ The paper title (large, bold font, centered);
- ✓ Full name, affiliation and e-mail address of the contact author centered;
- ✓ The other author and their affiliations, centered;
- ✓ The topic area and key words;
- ✓ A brief abstract of 100 – 150 words;
- ✓ Papers should not exceed 15 pages;
- ✓ The papers should be typeset for ISO A4 paper (210cm x 297 cm). If you can only print on a different sized paper (e.g. US letter size), please be mindful that we will be copying it on A4 paper;
- ✓ The page layout margin must at least 2.5cm (roughly 1 inch) all around the page – i.e. left / right sides, as well as top and bottom;
- ✓ The font must be a 12pt, preferably Times New Roman or Arial. Fonts for embedded code or tables may be varied at your discretion. Internal styles for headings, figures, references etc. within the document are at your own discretion;
- ✓ Paper must be in WORD or PDF format;
- ✓ In order to facilitate the registration of your paper, please name the file as ID\_author(s) SURNAME\_paper title.doc (or pdf).

*Please ensure that you have carefully reviewed the theme and sub-theme descriptions, and submit your abstract for only ONE sub-theme. You will be asked to indicate your chosen sub-theme at the abstract submission stage. The abstract must convey the importance and relevance of the topic to the conference theme. Abstracts are to be submitted online*