

# EasyChair Directions

## Step 1: Make an account.

If you have never used EasyChair before, then you will need to make an account. If you already have an account than you may skip these preliminary steps (see step 2: Submit Abstract).

- i. Navigate to the TLM 2019 EasyChair system at: <https://easychair.org/conferences/?conf=2019tl>
- ii. Log in or click on the "create an account" link and follow the instructions.



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](#)


- iii. Fill in the Captcha text and click Continue.

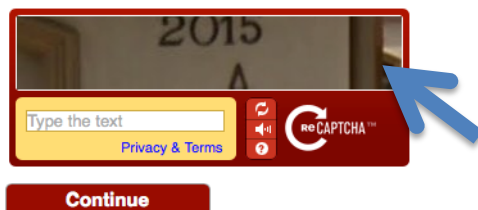


## Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.



- iv. Fill out your name and email address. Click “continue”.



## 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> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>
<input type="button" value="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.](#)

- v. The system will send you a confirmation email containing a link to continue your registration. Click the link.
- vi. Complete your registration by providing all the required information, and picking a username and password, then click “create my account”.



## Create an EasyChair Account: Last Step

Hello Tamiko Porter! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

*User names are case-insensitive*

User name:	<input type="text"/>
First name <sup>†</sup> :	<input type="text" value="Tamiko"/>
Last name (*):	<input type="text" value="Porter"/>
Company/organization (*):	<input type="text"/>
Web site:	<input type="text"/>
Phone (*):	<input type="text"/>
Address, line 1 (*):	<input type="text"/>
Address, line 2:	<input type="text"/>
City (*):	<input type="text"/>
Post code (*):	<input type="text"/>
State (US only) (*):	<input type="text"/>
Country (*):	<input type="text"/>
Password (*):	<input type="text"/>
Retype the password (*):	<input type="text"/>
<input type="button" value="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.](#)

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## Step 2: Submitting Your Abstract

- i. Navigate to the EasyChair page for TLM 2019 at <https://easychair.org/conferences/?conf=2019tl>
- ii. Sign in using your new or existing username and password.
- iii. From the main menu, choose “New Submission”. NOTE: If you have used EasyChair in the past for other conferences, then you should ensure that you select TLM2019 as your conference before you click “new submission.”
- iv. Fill out the forms to provide author names and affiliation.

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.

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 of the authors 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 authors who are not corresponding. 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](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web page:

corresponding author

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

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

Corresponding author:

**Author 3** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

Corresponding author:

[Click here to add more authors](#)

<sup>†</sup> Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

- v. Now, fill in the title and text of the abstract. Please note that there is a **300 word limit** on the abstract.

You should also type a list of keywords, one per line to characterize your submission. Please provide three to five keywords and select the status of the presenter.

### Title and Abstract

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

Title (*):	<input type="text"/>
Abstract (*):	<input type="text"/>

### 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 (*):	<input type="text"/>
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### Topics

Please select topics relevant to your submission from the following list.

<b>Presenter Status?</b>	
<input type="checkbox"/> Project SEED student	<input type="checkbox"/> Undergraduate student
<input type="checkbox"/> Graduate student	<input type="checkbox"/> Industry scientist
<input type="checkbox"/> Faculty member	

- vi. Click Submit to complete the process.