EasyChair Instructions for Authors

The submission and review of papers for the 2016 NYU Forum on Educational Theatre will be managed through an online conference proposal management system called ‘EasyChair’ (www.easychair.org). This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission.

The submission process requires an abstract and proposal submission via the <attach paper> portion of the submission page. Our committee members will only review submissions once both the abstract and proposal have been submitted.

This guide is intended to support authors during the submission process. It has two parts:

1. Setting up an account
2. Abstract and Proposal Submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the committee at: 
nyu.forum.on.ed.theatre.2016@gmail.com
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=nyu2016foet

This link will bring up a login page for the 2016 NYU Forum on Educational Theatre (Figure 1). Select “sign up for an account” to register an account.

Figure 1. The login page of ‘EasyChair’ for the 2016 NYU Forum on Educational Theatre

You will then be automatically directed to a new page (as shown in Figure 2). Fill in the text box with the CAPTCHA that appears directly above it, and click on “Continue.”

Figure 2. Enter information to signup

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

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.

**EasyChair account confirmation**

![EasyChair email](image)

3:20 PM (0 minutes ago)

To

Dear

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://easychair.org/account/create.cgi?code=usAaaSZIoNG99v

Best regards,

EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

**Figure 4. Login email**

Fill out all of the required information (as shown in Figure 5), and click the “Create my account” button to finalize the account registration process.

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

Hello Jonathan Jones! 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: [text field]

First name*: [text field]

Last name (*): [text field]

Company/organization (*): [text field]

Web site: [text field]

Phone (*): [text field]

Address, line 1 (*): [text field]

Address, line 2: [text field]

City (*): [text field]

Postal code (*): [text field]

State (US only) (*): [drop-down]

Country (*): [text field]

Password (*): [text field]

Retype the password (*): [text field]

Create my account

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* Notes: 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.
After the account is registered, you may login to the 2016 NYU Forum on Educational Theatre simply by clicking on the “click this link” link (as shown in Figure 6).

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**Figure 6. Link to the login page**

**Note:** If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

2. Submit Your Abstract(s) by January 15, 2016

After logging into the ‘EasyChair’ website for the 2016 NYU Forum on Educational Theatre, you may click on the “New Submission” link located in the main menu at the top left to submit a new abstract (as shown in Figure 7).

**Figure 7. The main page for authors**

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**NYU2016FOET (author)**

**NYU2016FOET Login for Click here**

Welcome to EasyChair! You are logged in as author.

This session will expire after two hours of inactivity.

If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the Help page on frequently asked questions.

Conference Information

<table>
<thead>
<tr>
<th>Acronym of the event:</th>
<th>NYU2016FOET</th>
</tr>
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<tbody>
<tr>
<td>Name of the event:</td>
<td>NYU Forum on Educational Theatre 2016</td>
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<tr>
<td>Web site:</td>
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<td>Submission page:</td>
<td><a href="https://easychair.org/conferences/?conf=nyu2016foet">https://easychair.org/conferences/?conf=nyu2016foet</a></td>
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**Important Dates**

<table>
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<th>description</th>
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</thead>
<tbody>
<tr>
<td>conference</td>
<td>2016-04-21 - 2016-04-24</td>
</tr>
</tbody>
</table>
Follow the on-screen instructions and fill out all of the required information (as shown in Figure 8).

Address for Correspondence

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 site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site 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.

**Click here to add more authors**

* 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.
Notes:

The **Abstract** should be not more than 200 words.

In the **keywords section**, be sure to indicate a category for your proposal: paper presentation, poster presentation, narrative presentation, workshop, or performance (please only identify ONE category).

In the **uploads section** you must upload a proposal (PDF) that provides more specific details for the presentation you are proposing.

![Proposal submission form](image)

Figure 8. Proposal submission

When the abstract submission is completed, you can click submit.

Once the review process is completed, you will receive acceptance/rejection notification by email on or before February 15, 2016.