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](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.

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.”

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

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

**Figure 2. Enter information to signup**

**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**

![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=usaaSZI0NG99y](https://easychair.org/account/create.cgi?code=usaaSZI0NG99y)

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: 

First name*:  

Last name (*):  

Company/organization (*):  

Web site:  

Phone (*):  

Address, line 1 (*):  

Address, line 2:  

City (*):  

Postal code (*):  

State (US only) (*):  

Country (*):  

Password (*):  

Retype the password (*):  

[Create my account](image)

1 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 5. Create an account*
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).

![Account Created](image)

**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).

![NYU2016FOET (author)](image)

**Figure 7. The main page for authors**
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 500 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 personal biography (PDF) that is not longer than 100 words.

![Proposal submission](image)

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

**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 (\*)**:  

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

- [ ] Drama In Education  
- [ ] Applied Theatre  
- [ ] Theatre for Young Audiences and Play Production  

**Uploads**
The following part of the submission form was added by NYU2016POET. It has neither been checked nor endorsed by EasyChair.

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

**Ready?**  
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

![Submit](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.