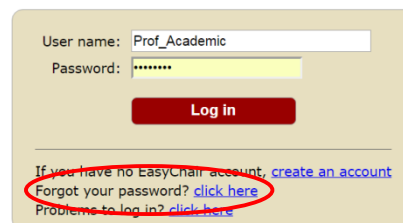## Using EasyChair to Submit a Paper/Themed Panel/Poster to SLS 2017

This document provides step-by-step instructions on how to: (i) set up an EasyChair account, and (ii) submit a paper/themed panel/poster to the SLS 2016 conference.

Sometimes EasyChair is not as "easy" as the name implies; if you experience any problems or have questions about these instructions, please contact jed.meers@york.ac.uk.

1. Setting up an EasyChair Account

N.B. If you already have an EasyChair account – for the SLS last year or for any other conference – you should login using the same username and password. If you have forgotten your login details, please visit EasyChair's password recovery page below the login box.
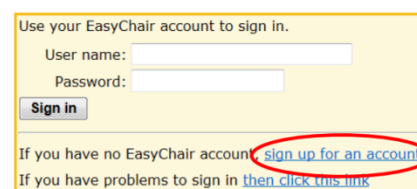
1. Visit:
   https://easychair.org/conferences/?conf=sls2017
2. Create an EasyChair account by clicking the "sign up" link.

3. Complete the security test and click "continue."

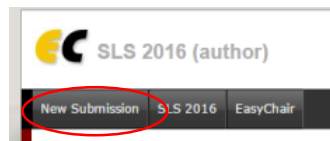4. Enter your details and click continue (please note: only passwords of 8 characters or more will be accepted by the system).

5. Either log straight into your account to submit a paper/themed panel/poster, or retain your username and password to login at a later date.

Submitting a Paper/Poster/Themed Panel to SLS 2017

1. Visit the conference link at: https://easychair.org/conferences/?conf=sls2017
2. Login to your EasyChair account.

3. Click on the "New Submission" tab.

4. Select the Subject Section for your paper or choose to "Submit a Poster" or "Submit a Themed Panel Session" (N.B. If you wish to make a submission for more than one of these, after you have submitted the first, click again on the "New Submission" tab in your EasyChair account).

The themed panel and poster options display at the top of the subject sections list.

- ○ Submit a Themed Panel Session
- ○ Submit a Poster
- ○ Banking
- ○ Civil Liberties and Human Rights
- ○ Company
- ○ Comparative
- ○ Conflict of Laws
- ○ Contract, Commercial & Consumer
- ○ Criminal Justice
- ○ Cyberlaw
- ○ Legal Education
- ○ Energy Law
- ○ Environmental
- ○ EU and Competition
- ○ Family
- ○ Legal History
- ○ Intellectual Property
- ○ International
- ○ Jurisprudence
- ○ Labour
- ○ Maritime

5. You will then be taken to the Submissions Page (see overleaf).

Author 1 (click here to add yourself) (click here to add an associate)

First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web site:
Corresponding author

Author 2 (click here to add yourself) (click here to add an associate)

First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web site:
Corresponding author:

Author 3 (click here to add yourself) (click here to add an associate)

First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web site:
Corresponding author:

Please enter the author information – if there are multiple authors, corresponding authors should be identified using the check-box.

For themed panel submissions, please enter the information of the lead academic contact(s).

Title and Abstract

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

Title (*):

The abstract should not exceed 400 words

Abstract (*):

Please enter the paper title and abstract. For themed panel submissions, please enter the title and complete the dedicated summary box.

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 (*):

Please provide at least three keywords for the paper/poster/ themed panel.

Please confirm if you have submitted this paper to another subject section (*). A paper can only be submitted for consideration under one subject section at a time - if you are unsure about the scope of a section, please contact the relevant conveners (http://www.slsconference.uk) or general enquiries can be addressed to the subject sections secretary (sss@legalscholars.ac.uk).

○ I confirm that this paper has NOT been submitted to another subject section
○ This paper has been submitted to another stream

Please confirm if you have submitted a different paper to another subject section. If you have submitted a separate paper to a different subject section, please indicate which below.

☐ Banking
☐ Civil Liberties and Human Rights
☐ Company

Uploading your Paper. If your paper is ready to upload, please attach the file here. You are able to upload your paper at a later date by logging into your EasyChair account and visiting your "submissions" page (.PDF/.Doc/.Docx/.Odt formats are accepted).

Choose File   No file chosen

Papers can only be submitted for consideration under one subject section.

If you have submitted a different paper elsewhere, please indicate that here.

You may upload the written paper at this point, or login at a later date and upload using the "submissions" tab.

Ready?

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

Submit

One you have submitted your paper/poster/themed panel you will receive an email confirming receipt. The relevant subject section convenor will then contact you with a decision after the call has closed.