



## Easy Chair Instructions for Submissions

The submission and review of abstract submissions for New Directions Yokohama will be managed through an online paper management system called [EasyChair](#). The 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 consists of three stages:

1. Abstract Submission
2. Abstract Review
3. Announcement of Selected Papers

The Assessment Research Group at the British Council will review all abstracts and notify the results to authors. The authors of accepted abstracts will **not** need to submit a formal paper of the research to be presented but will be expected to prepare appropriate power point presentations and present their findings at the conference on December 8-9. This guide is intended to support authors during the submission process. It has three parts:

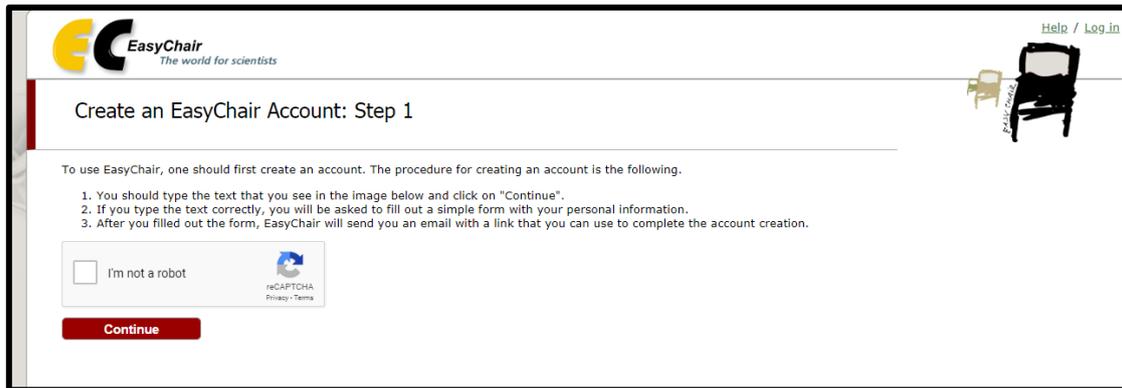
- Setting up an account
- Abstract Submission
- Submission revision

While this procedure is quite simple, we understand that some users may encounter problems and may need assistance. In this case, please visit <https://easychair.org/faq.cgi> or contact our team at [NewDirectionsEastAsia@britishcouncil.org](mailto:NewDirectionsEastAsia@britishcouncil.org).

**You can register and submit a proposal for the conference at  
<https://easychair.org/conferences/?conf=nd2019>.**

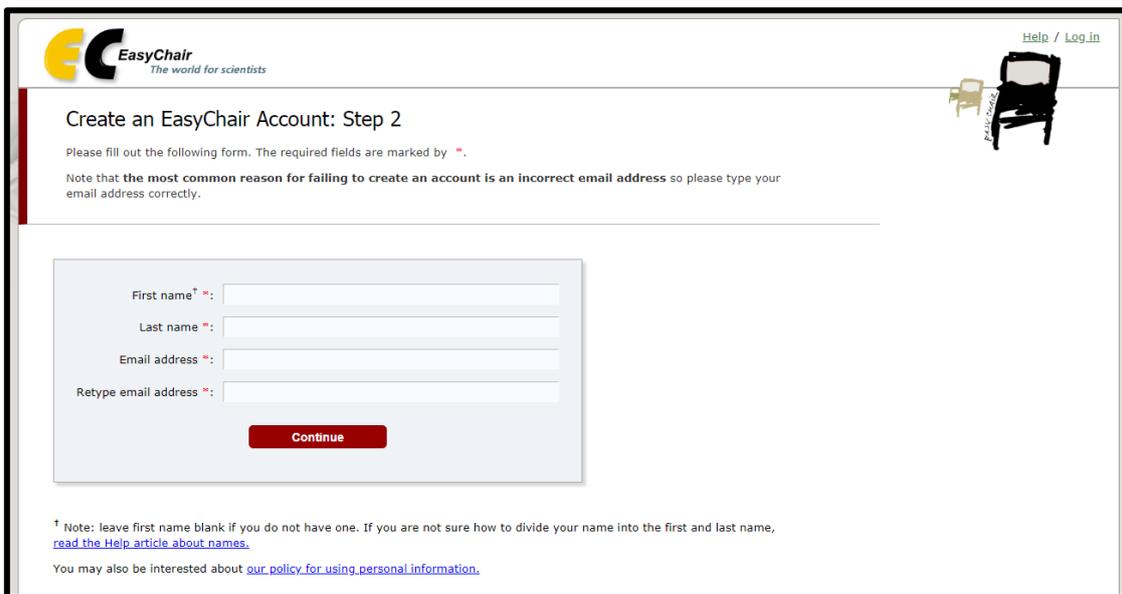
# 1 Set up an Account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=nd2019>. You will then be automatically directed to the page shown in Figure 1. Click on the “I’m not a robot” box and follow the instructions.



The screenshot shows the EasyChair website header with the logo and tagline "The world for scientists". In the top right corner, there are links for "Help / Log In" and a small illustration of a chair. The main heading is "Create an EasyChair Account: Step 1". Below this, there is a paragraph of instructions: "To use EasyChair, one should first create an account. The procedure for creating an account is the following." followed by a numbered list: 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. Below the instructions is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" and a "Continue" button.

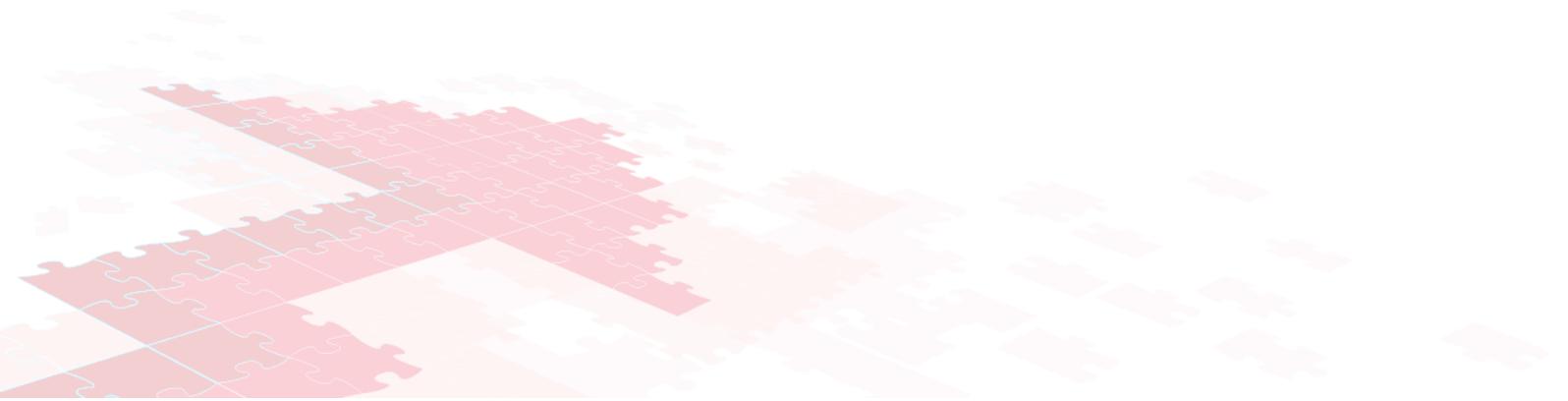
Figure 1: Captcha Recognition



The screenshot shows the EasyChair website header with the logo and tagline "The world for scientists". In the top right corner, there are links for "Help / Log In" and a small illustration of a chair. The main heading is "Create an EasyChair Account: Step 2". Below this, there is a paragraph of instructions: "Please fill out the following form. The required fields are marked by \*." followed by a note: "Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly." Below the instructions is a form with four input fields: "First name\*", "Last name\*", "Email address\*", and "Retype email address\*". A "Continue" button is located below the form. At the bottom of the page, there is a footnote: "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." and a link to "our policy for using personal information."

Figure 2: Fill in the form

Then follow the on-screen instructions and complete the form (as shown in Figure 2). Click continue.



You will then be notified that your application has been received, and you will be sent an e-mail to confirm your account. Please enter into your e-mail account and click the link to verify your account.



Figure 3: Account application received

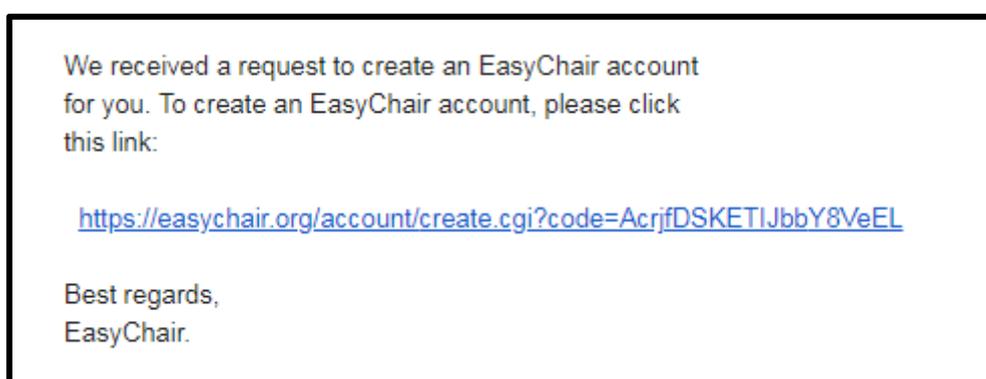
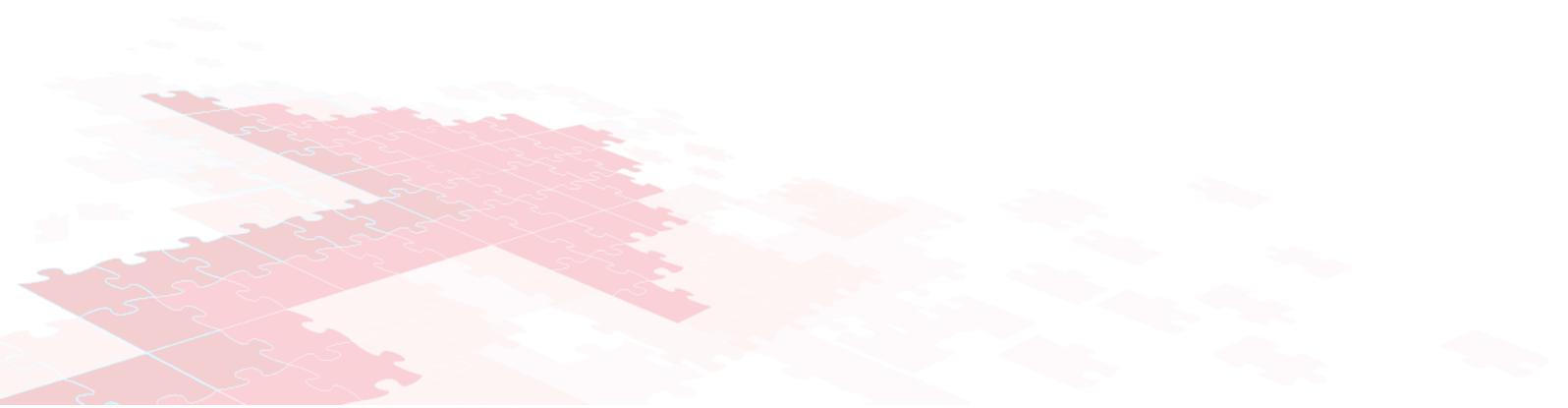


Figure 4: E-mail Verification

Following verification, you will be asked to create an account. On this page please complete all fields and remember to keep a note of the username and password you choose.



### Create an EasyChair Account: Last Step

Hello Dylan Burton! 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: \*

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. 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](#)

Figure 5: Create an account

After the account is registered, you may log in to ND2019 simply by clicking the link following the registration page or by clicking the following link: <https://easychair.org/conferences/?conf=nd2019>.

**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)

After logging in to the EasyChair website for [ND2019](#), you may click on the “Enter As an Author” link located in the middle of the page to submit a new abstract (as shown in Figure 6).

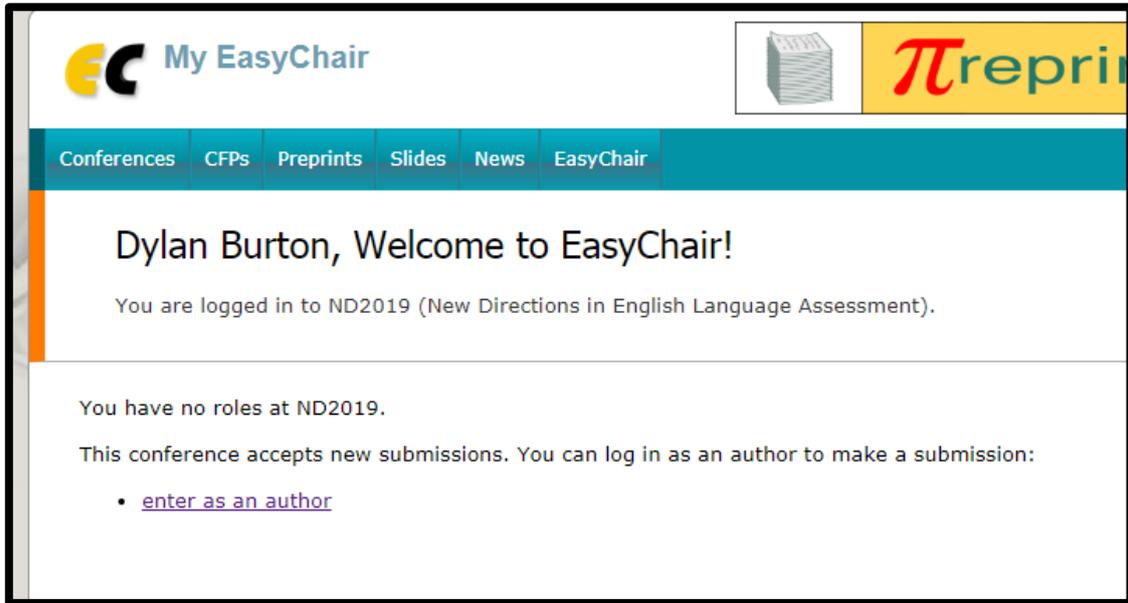


Figure 6: The main page for authors

This will direct you to the main submission page for New Directions 2019. At the top of the page you will find instructions for the submission and for the abstracts. Please read this information carefully.

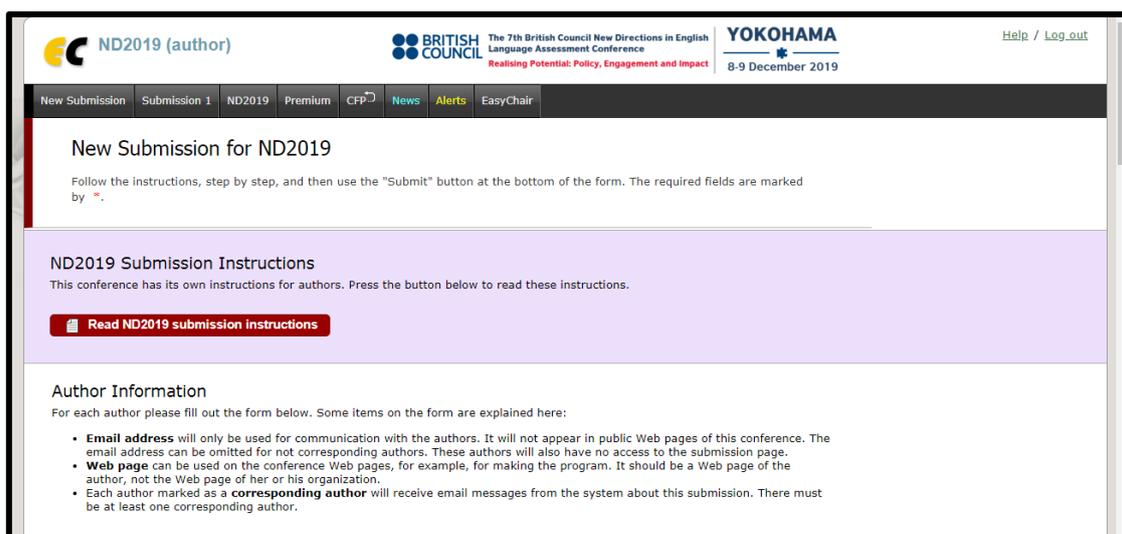
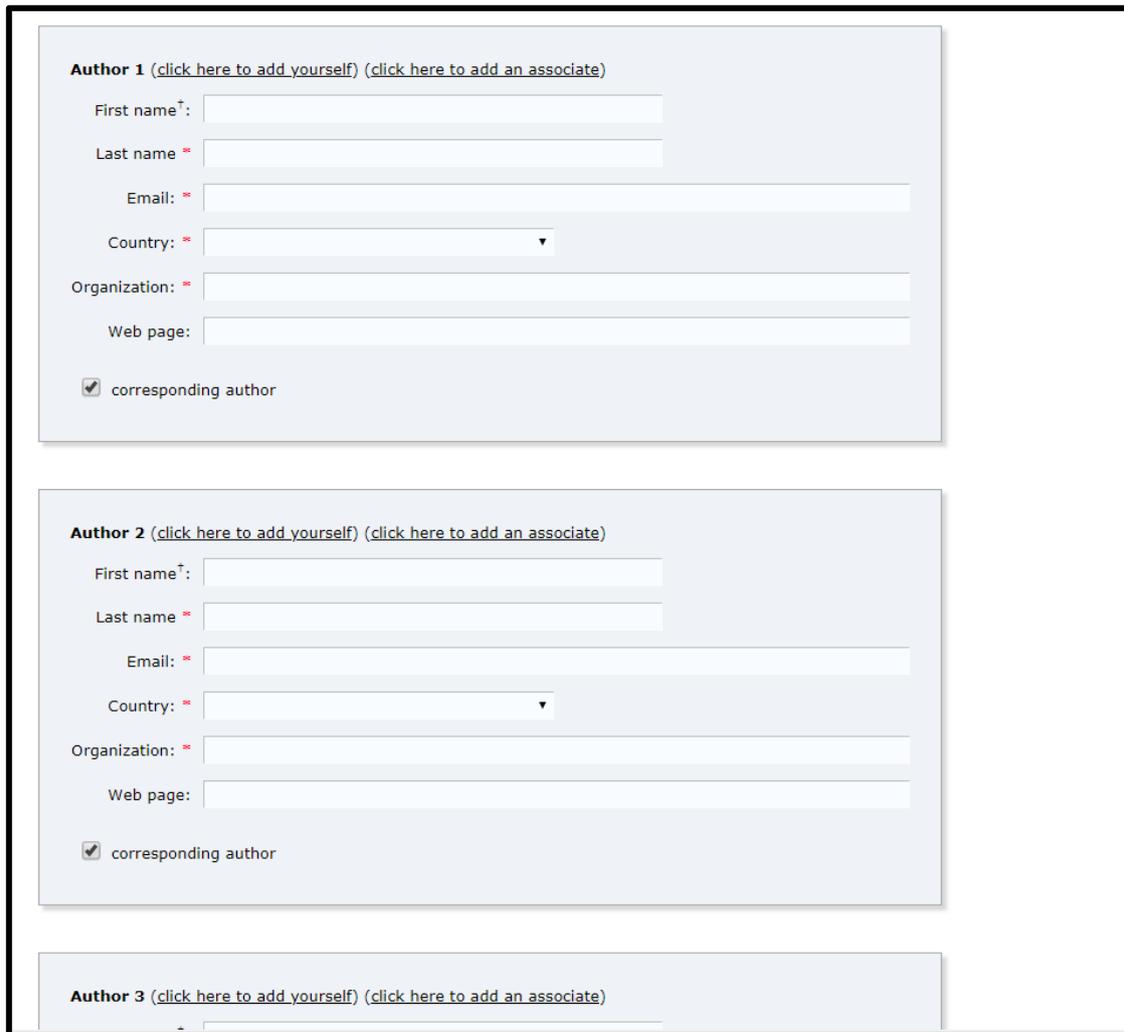


Figure 7: The submissions page

You will first be required to enter information about the author[s] of the paper to be presented, as shown in Figure 8. Please include all information *in English*. Website information is *optional*.

The **corresponding author** box indicates which authors will receive e-mails about the conference through EasyChair. At least *one* author *must* be corresponding.

If the paper is presented by one, sole author, leave other author spaces blank. For every additional author, please enter the information appropriately. If the paper is to be presented by more than three authors, please click add additional author below these fields.



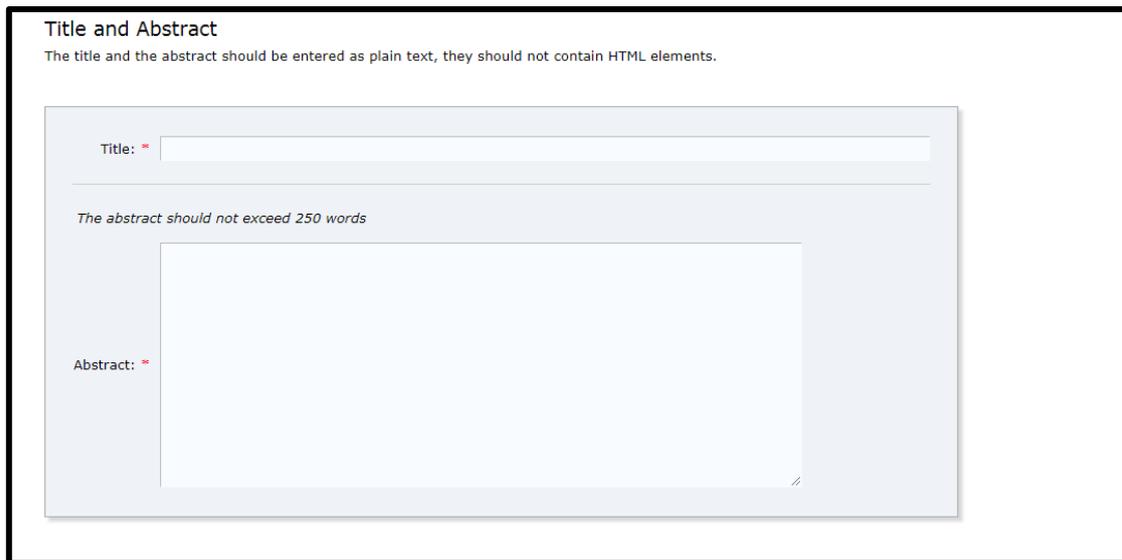
The image shows a screenshot of a web form for entering author information. It consists of three vertically stacked sections, each for an author. Each section is titled 'Author 1', 'Author 2', and 'Author 3' respectively, with links to 'click here to add yourself' and 'click here to add an associate'. Each section contains the following fields: 'First name' (with a '†' symbol), 'Last name' (with a '\*' symbol), 'Email' (with a '\*' symbol), 'Country' (with a '\*' symbol and a dropdown arrow), 'Organization' (with a '\*' symbol), and 'Web page'. At the bottom of each section is a checkbox labeled 'corresponding author', which is checked in all three sections shown. The third section is partially cut off at the bottom.

Figure 8: Author[s] information

Next, you will be required to contribute information about the abstract you wish to submit. You must include a **title** (*up to 10 words*) and an **abstract** text (*up to 250 words*).

Prospective presenters should provide an abstract of their paper, according to the following criteria:

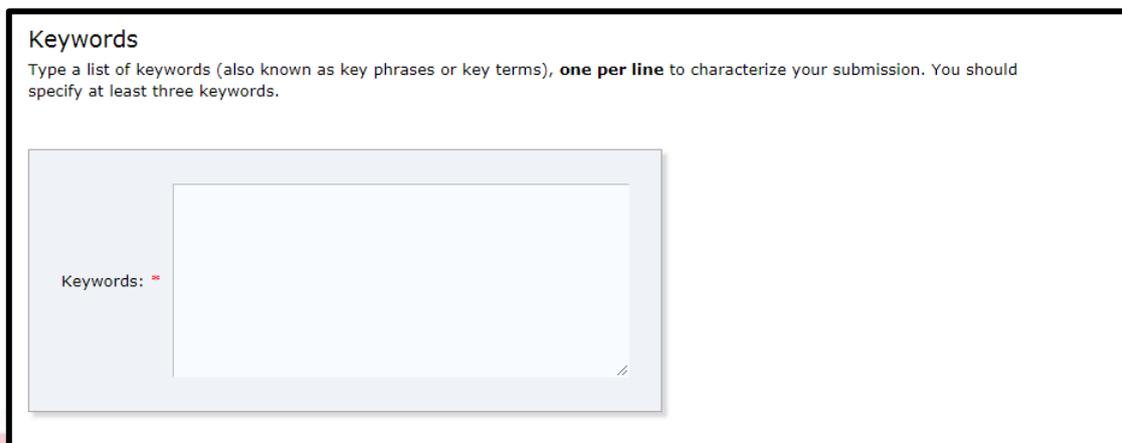
1. Abstracts should be no more than 250 and meet the submission guidelines below.
2. The subject of the proposed paper should clearly reflect the main theme or one or more of the sub-themes of the conference.
3. The proposed paper should be relevant and of practical interest to the audience.
4. A paper of a more general or international focus should indicate its relation to the region or add a regional perspective.
5. Work presented should be original and offer insight.



The screenshot shows a web form titled "Title and Abstract". Below the title is a note: "The title and the abstract should be entered as plain text, they should not contain HTML elements." There is a text input field for the title, followed by a horizontal line. Below the line is a note: "The abstract should not exceed 250 words". There is a larger text area for the abstract, with a red asterisk next to the label "Abstract:".

Figure 9: Title and Abstract

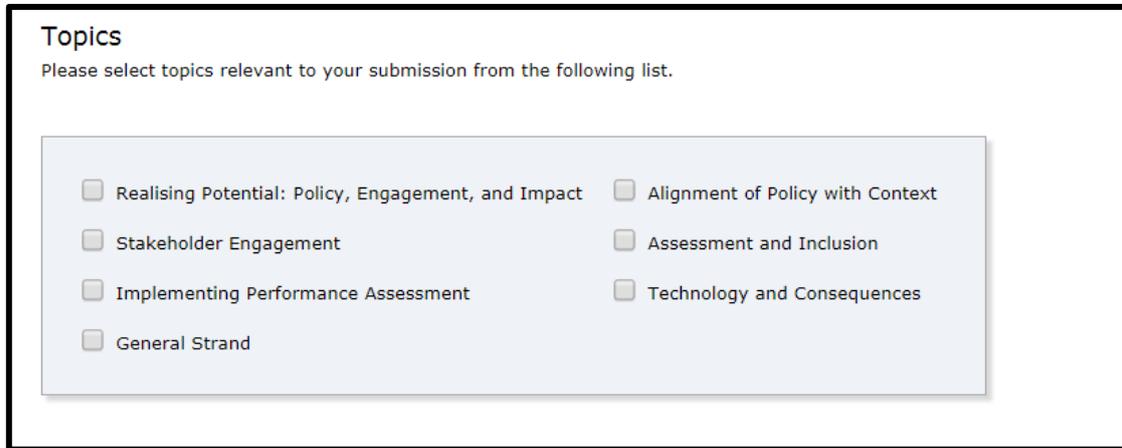
After entering your abstract, you will have to enter in at least three keywords that offer a brief idea about what your project focuses on, as shown in Figure 10. Please enter in only **one word or phrase per line**. Examples may include *policy, ministry of education, rater engagement, standard setting, etc.*



The screenshot shows a web form titled "Keywords". Below the title is a note: "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." There is a text area for keywords, with a red asterisk next to the label "Keywords:".

Figure 10: Keywords

Next, Figure 11 shows how you will need to specify the theme or subthemes in which your abstract belongs. You can select one or more by ticking the appropriate boxes, but please be as specific as possible. Any abstracts submitted without reference to the theme or subtheme may be considered general strand submissions or rejected.



The screenshot shows a form titled "Topics" with the instruction "Please select topics relevant to your submission from the following list." Below this, there is a light blue box containing eight checkboxes arranged in two columns. The first column includes "Realising Potential: Policy, Engagement, and Impact", "Stakeholder Engagement", "Implementing Performance Assessment", and "General Strand". The second column includes "Alignment of Policy with Context", "Assessment and Inclusion", and "Technology and Consequences".

Figure 11: Themes and Subthemes

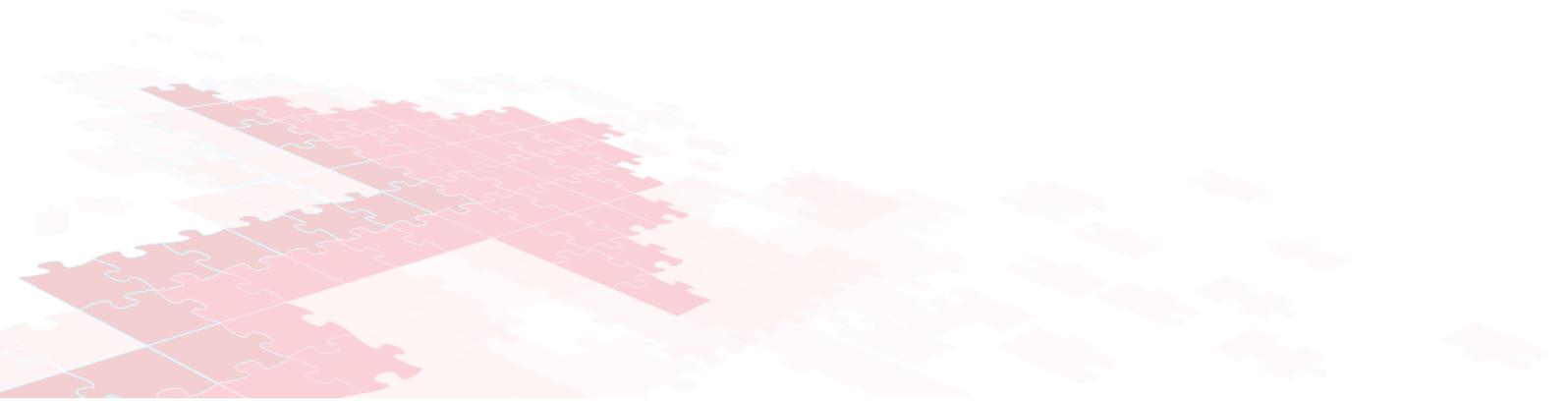
In addition, you will also be required to submit an academic bio, as seen in Figure 12. This bio should be no more than 100 words and written in the third person. Successful proposals will have this bio printed in the conference guide.



The screenshot shows a form titled "Other Information and Files". Inside, there is a section for "Bio." with the instruction: "\* Please enter your academic bio of up to 100 words. Please write in the third person, e.g. Bob Jones is a professor of linguistics at...". Below the text is a large, empty text input field.

Figure 12: Academic bio

If you require any special facilities for your presentation, this can be specified as seen in Figure 13. If you have no special requests, you can leave this field blank.



**Facilities.** We will provide the following facilities for your presentation:

- Laptop
- Projector and Screen
- Internet Access
- Disk Drive for Laptop

If you have any special requirement, please specify:

Figure 13: Facilities

Finally, please follow the instructions at the end of this page, indicating your interest in the following by ticking the appropriate boxes, as seen in Figure 14.

The middle text box is an electronic signature that guarantees that the British Council will protect your data and that you can request a copy of all information that we hold on you. Please sign by entering your name in CAPITAL letters, e.g. DYLAN BURTON.

At the end of the page, you will also be required to submit a photo of yourself for the conference guide. The photo specs are included on this page.

**Data Protection.** Please read this carefully and tick as appropriate. This information will only be used for statistics and marketing purposes and will not be shared with any third-party outside of the organisation.

I am willing to publish my email address in conference informational media.

I am interested in allowing my session to be filmed and shared online (including my presentation/materials) onto the web to share it with a wider audience

I am interested in writing an article based on my session for publication

---

**Data Protection Signature.** \* Your personal details will only be used in line with British Council standards. The British Council will not sell or disclose your details to third parties for commercial or other reasons.

The British Council will treat all personal details in accordance with UK law and its own privacy policy.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact your local British Council office or the Data Protection Team [dataprotection@britishcouncil.org](mailto:dataprotection@britishcouncil.org).

Please write your name and sign below. note that a CAPITALS signature is acceptable and will count as an electronic signature.

Figure 14: Data Protection and Photo

When you have completed all of these steps, you can submit your application at the bottom of the page, as seen in Figure 15. However, you may return to your application after this step to make any necessary changes should this be necessary.

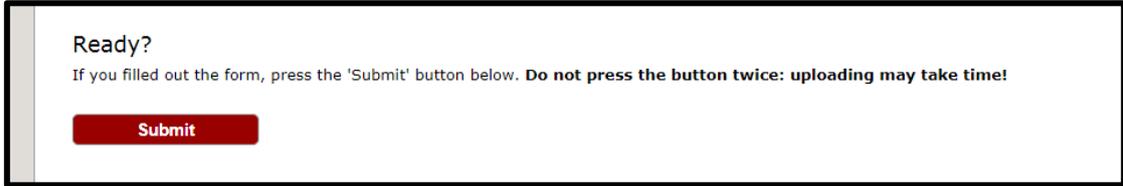
A rectangular form with a black border. Inside, the text "Ready?" is followed by a warning: "If you filled out the form, press the 'Submit' button below. Do not press the button twice: uploading may take time!". Below the text is a red button with the word "Submit" in white.

Figure 15: Submit your application



### 3 Submission Revision and Review

After submitting, you will be taken to the following page in Figure 16. Please review all information and ensure that it is correct. If there are any errors, these can be corrected by clicking on “update information” on the top right-hand corner. You will also receive an e-mail confirming your successful application.

Use the links at the top-right corner for:

- **Updating information about your submission:** select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- **Uploading files:** the “Add file” link may be used to upload files.
- **Withdrawing the submission:** select “Withdraw” to withdraw the submission.

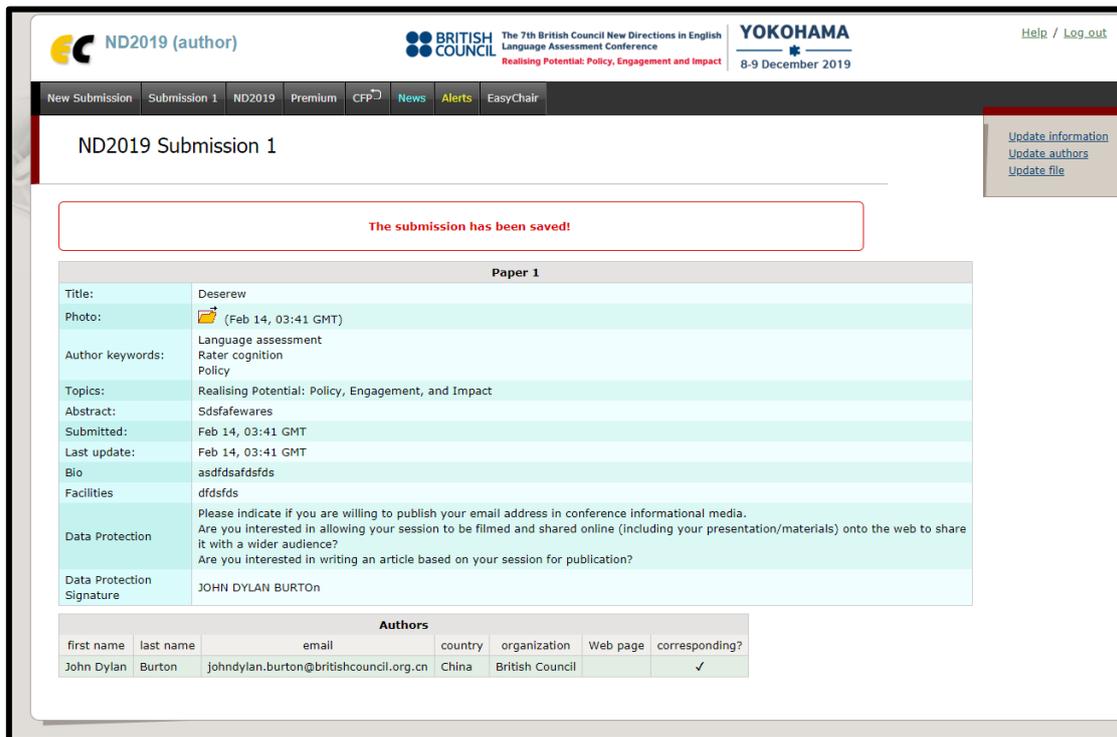


Figure 16: Confirmation

At the end of the submission procedure, you will receive a confirmation e-mail from [nd2019@easychair.org](mailto:nd2019@easychair.org). Once the review process is completed by June 15, you will receive acceptance/rejection notification with reviews by e-mail.

If you have any further questions about how to register and submit using EasyChair, please visit <https://easychair.org/faq.cgi> or contact our team at [NewDirectionsEastAsia@britishcouncil.org](mailto:NewDirectionsEastAsia@britishcouncil.org).