Instructions for Submitting Abstracts and Papers for LCA2024 using EasyChair©
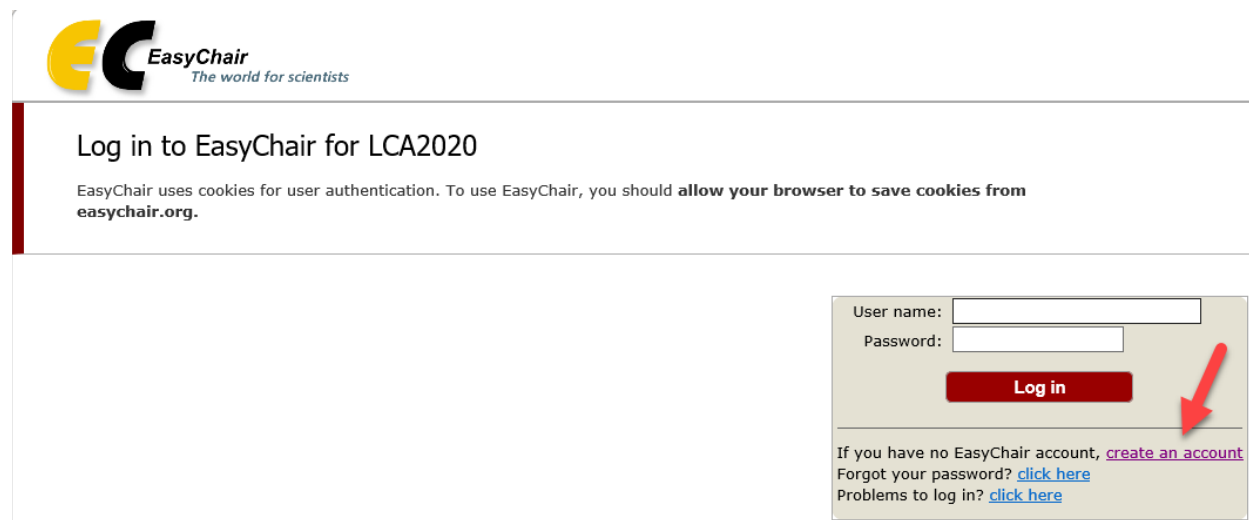
The submission and review of abstracts and papers for LCA2024 will be managed through the EasyChair online conference paper management system. This system gives you, the author, complete control over your submission.

You can submit your abstract and check on the review status of your submission. You will be notified by email if your abstract has been accepted or rejected. If it is accepted, then you can <u>update</u> your <u>submission</u> by uploading your draft paper. If the draft paper is accepted, then you can <u>update</u> your <u>submission</u> again by updating the previously uploaded <u>file</u>.

Note: Screenshots are from the 2020 event, but the process is the same for 2024.

1 Create an EasyChair account

You need to set up an account with EasyChair before you can submit your abstract. Go to https://easychair.org/conferences/?conf=lca2024 and click "create an account".

Check the "not a robot" checkbox and follow the instructions and then click continue.

Fill out the fields and click continue.

You will see the following telling you that a confirmation email will be sent to you.

EC *EasyChair*
The world for scientists

Account Application Received

We received your application. A mail with further instructions has been sent to the email address jon.lea@engitsolutions.com.

If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
     This is still the most likely cause of delays.
Slow mail processing
     Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.
"Reply-me" mail protection.
     Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.
Mail box problems and quotas
     Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.
Anti-spam filters
     It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.
General connection problems
     There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email adress in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

Click the link in the confirmation email and you will see the following. Fill out the fields and click "Create my Account".

You will see the following.

2 Submit your Abstract

After clicking the link above, you will then see the following.

Click the link to submit your abstract.

You will then see the following. Fill out the fields for all authors (you can add additional authors by clicking the link at the bottom). Select "corresponding author" in order to receive emails (i.e., get correspondence) from the conference committee via EasyChair. The web page field is for indicating an author's personal website, not his/her organization's website.

Only the first author is required at abstract submission. You can add (remove or update) additional authors later if you would like, up until abstract submission is closed, by logging into EasyChair and updating your submission.

Abstracts are limited to 250 words.

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

First name†: * [   ]

Last name: * [   ]

Email: * [   ]

Country/region: * [▼]

Affiliation: * [   ]

Web page: [   ]

☑ corresponding author

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

First name†: * [   ]

Last name: * [   ]

Email: * [   ]

Country/region: * [▼]

Affiliation: * [   ]

Web page: [   ]
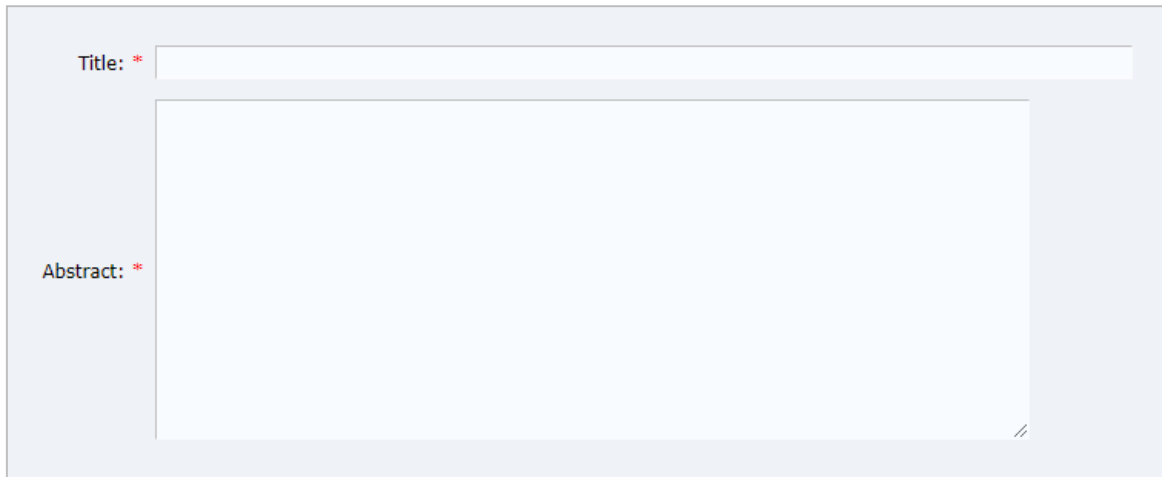
☑ corresponding author

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.

Next, fill out the fields for the abstract. Abstracts are defined here and are **not uploaded**.

Title and Abstract

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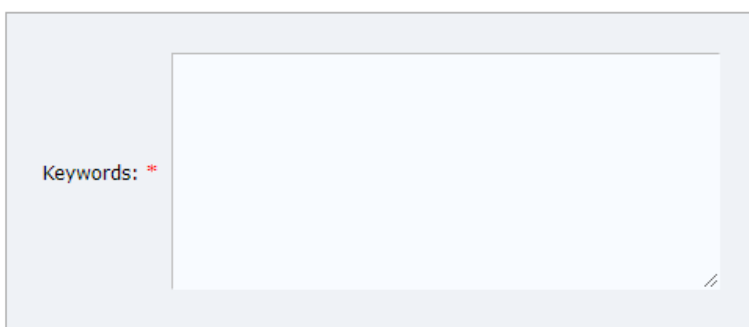
Title: *

Abstract: *

Next, add keywords for your abstract, one per line. Please list at least three keywords.

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: *

Do not upload any files at this stage since you are only submitting the text of your abstract (above). Once your abstract has been accepted, you will then update your abstract submission by adding (uploading) your draft paper. Once your draft paper has been accepted, you will then update the submission again by updating the previously uploaded file with your final version.

Files

The following part of the submission form was added by LCA2024. It has neither been checked nor endorsed by EasyChair

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

[Choose File] No file chosen

Ready?

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

[Submit]

After submitting your abstract you will see the following and you will also receive an email. The conference committee will also receive an email indicating that you have submitted your abstract.

Verify the information in Section "1". If you need to make changes, select "Update information" in Section 3. If you need to make changes to the authors, add/delete/reorder, select "Update authors in Section 2.

Once you have submitted your abstract, a "Submission #" menu will be present, shown at Section 2. Clicking that menu will allow you to manage your submittal; also, a "Withdraw" item will be added to Section 3 (not shown).

When your abstract has been accepted, you will use the "Add file" link in Section 3 to upload your draft paper. Once your draft paper has been accepted, you can upload an updated paper by using the "Update file" link, which will be present once the draft paper has been uploaded.