

Submission Process

Lancaster Conference on Infant and Early Child Development

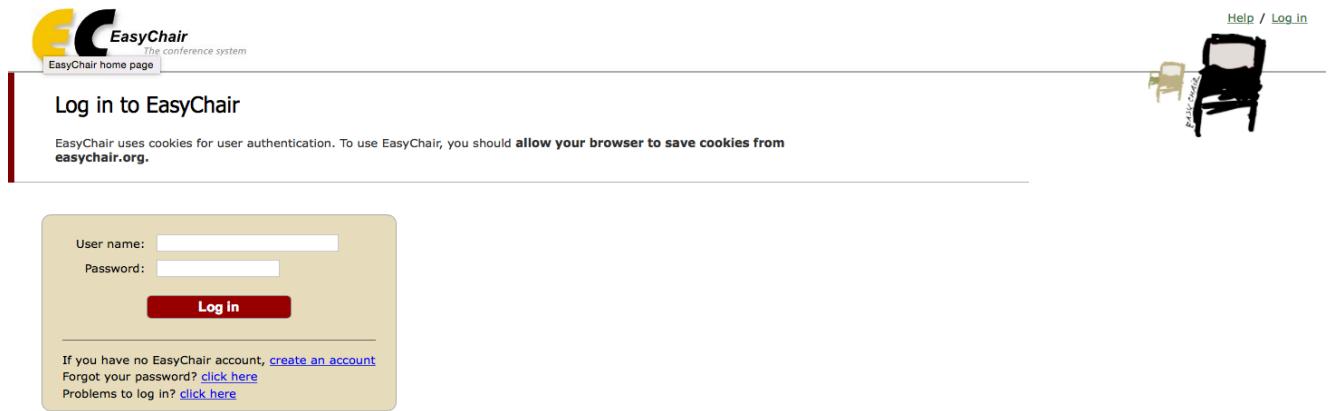
In the next lines we will walk you through the submission process. It is straightforward but we are pleased to help if you encounter problems. You can contact us at lcicd.enquiries@lancaster.ac.uk

When your abstract is completed and ready to send, visit the Lancaster Conference on Infant and Child Development website (<http://wp.lancs.ac.uk/lcicd/>) and follow the link to **Submission** and then to the online abstract submission platform: (<https://easychair.org/conferences/?conf=lcicd2017>)

1) Create your EasyChair account (Only if you do not have one)

To create an account you can either visit the Easy Chair website (<https://www.easychair.org/account/signin.cgi>) or click in the Lancaster Conference on Infant and Child Development (LCICD 2016) submission link: (<https://easychair.org/conferences/?conf=lcicd2017>)

You will be brought to a login page for the conference. To set up an account please select “sign up for an account”.



EasyChair
The conference system
EasyChair home page

Log in to EasyChair

EasyChair uses cookies for user authentication. To use EasyChair, you should [allow your browser to save cookies from easychair.org](#).

User name:
Password:
Log In

If you have no EasyChair account, [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

This will bring you to step 1 of the account request. Complete the image recognition test before creating an account.

Next, you will be shown an acknowledgement and a list of instructions. Almost immediately you will receive an email to your account introduced in step 2. Please check your spam/junk folder if you do not receive an

email from EasyChair. Click on the link to confirm and complete your account creation.

It will bring you to the last step. Complete your registration by providing all required information. Then click “Create my account” and your account will be set up.

Create an EasyChair Account: Step 1



To use EasyChair, one should first create an account. The procedure for creating an account is the following.

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.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.



Type the text

reCAPTCHA™

[Privacy & Terms](#)

Continue

In step 2 you are requested to fill in personal information.

Create an EasyChair Account: Step 2



Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

| | |
|------------------------------|----------------------|
| First name [†] (*): | <input type="text"/> |
| Last name (*): | <input type="text"/> |
| Email address (*): | <input type="text"/> |
| Retype email address (*): | <input type="text"/> |

Continue

[†] 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](#).

User names are case-insensitive

User name:

First name*:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

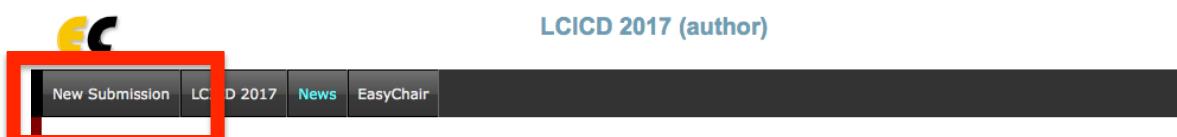
Retype the password (*):

2) Your Abstract(s) Submission.

Do not forget to submit your abstracts before 5:00pm (GMT), **8th of March 2017**. To submit your abstract, please click on the LCICD 2017 abstracts submission link
<https://easychair.org/conferences/?conf=lcicd2017> and enter your EasyChair login information.

This link will bring you to your own online submissions panel for the Lancaster Conference on Infant and Child Development. Here you can manage all your submissions as well as follow the state of your submissions.

To make a submission, first click on “New Submission” button located in the top-left corner of the menu bar.



Then, you will be shown a list of fields to enter. At the beginning, you will find the author's information. Fill out the required information for as many authors as you consider. This information will not be visible for the Program Committee.

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New Submission for LCICD 2017

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

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

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name⁺ (*):

Last name (*):

Email (*):

Country (*): 

Organization (*):

Web page:

corresponding author

Bellow the author's field, you will find the title and abstract boxes. Write in plain text (or copy and paste) the title of your abstract and the abstract. Remember that the abstract can have a maximum extension of 300 words.

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 300 words

Abstract (*):

Afterwards, you will find a box, where you have to write or paste at least three descriptive keywords of your submission.

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 (*):

The last step before submitting your abstract is to indicate what you would like your abstract to be considered for. The paper section is optional. We kindly ask you to create a PDF document if you were to upload your paper.

Finally, click on “Submit” once to submit your abstract

Ready?

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

Submit

When the abstract submission is completed, you can check the submitted information and modify it in bar menu at the top of your portal.

