

## Submission Process

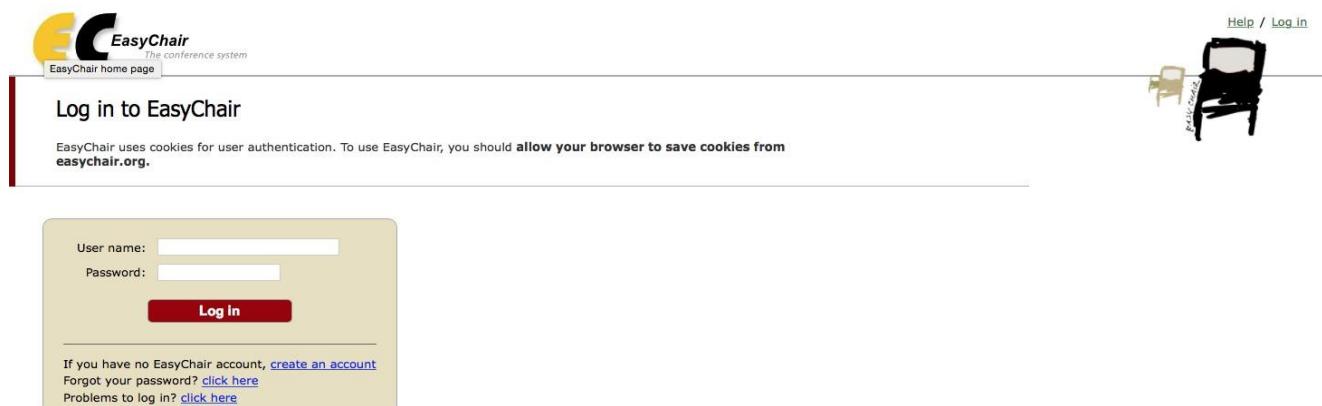
### **Lancaster Conference on Infant and Early Child Development**

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](mailto:lcicd.enquiries@lancaster.ac.uk)

When your abstract is completed and ready to send, visit the [Lancaster Conference on Infant and Child Development website](#).

#### **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://easychair.org/account/signup>) or click on the submission link on our website:



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

User name:

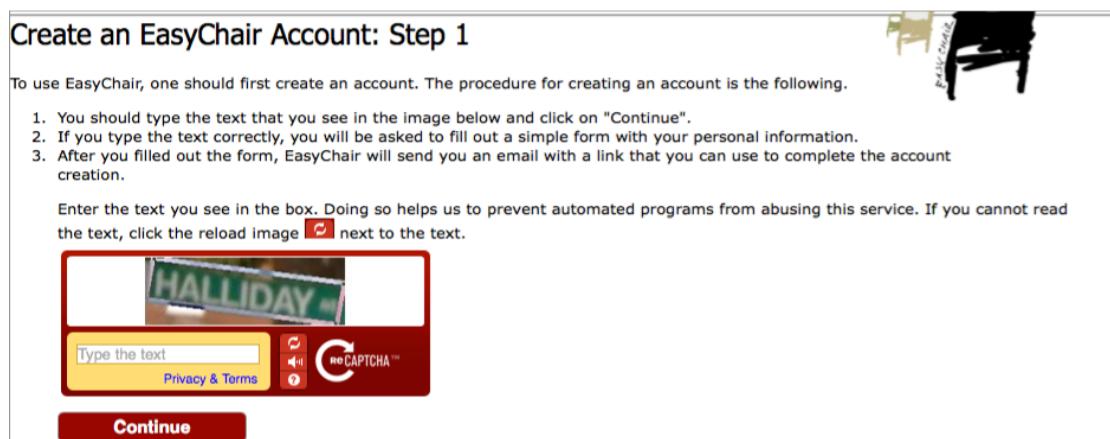
Password:

**Log in**

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

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

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



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:

[Privacy & Terms](#) [reCAPTCHA](#)

**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 <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/> 
Retype email address (*):	<input type="text"/>

**Continue**

<sup>†</sup> 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](#).

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.

This 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.

Last step:

User names are case-insensitive

User name:	<input type="text"/>
First name <sup>†</sup> :	<input type="text"/>
Last name (*):	<input type="text"/>
Company/organization (*):	<input type="text"/>
Web site:	<input type="text"/>
Phone (*):	<input type="text"/>
Address, line 1 (*):	<input type="text"/>
Address, line 2:	<input type="text"/>
City (*):	<input type="text"/>
Post code (*):	<input type="text"/>
State (US only) (*):	<input type="text"/> 
Country (*):	<input type="text"/> 
Password (*):	<input type="text"/>
Retype the password (*):	<input type="text"/>

**Create my account**

## 2) Your Abstract(s) Submission.

Do not forget to submit your abstracts before 23:59 pm (GMT), **April 22, 2022**. To submit your abstract, please click on the abstract submission link on our website 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.

### Author Information

For each author 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 not corresponding authors. 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<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

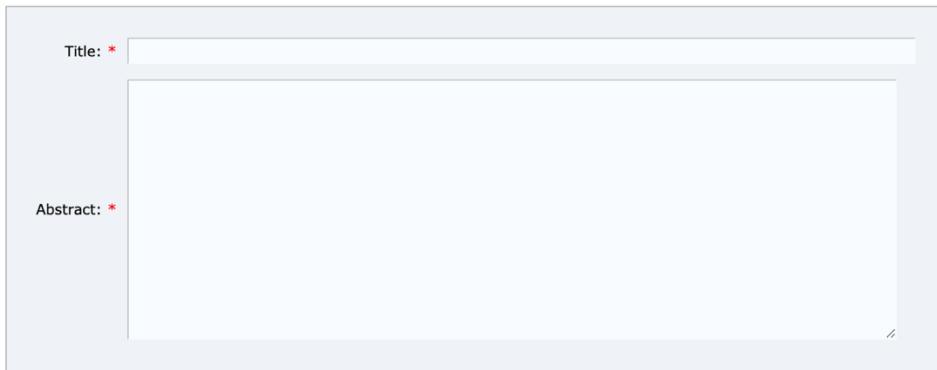
Web page:

corresponding author

Below 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 length of 300 words.

### Title and Abstract

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

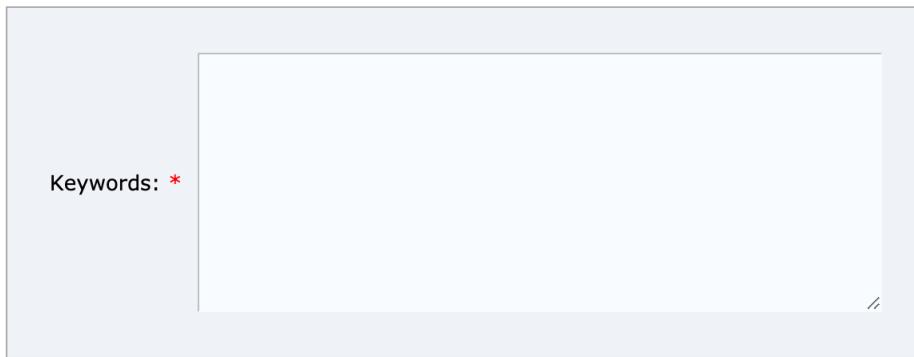


A screenshot of a web form input box. The label 'Title: \*' is at the top left. The input field is a large rectangular area for text entry. Below it, the label 'Abstract: \*' is on the left, and there is a large empty rectangular area for text entry.

Afterwards, you will find a box, where you must 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.



A screenshot of a web form input box. The label 'Keywords: \*' is on the left. The input field is a large rectangular area for text entry.

Using the drop-down menu, please indicate what you would like your abstract to be considered for: Oral presentation, poster presentation, or the early-career poster presentation.

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

**Submission Category.** \* Please choose the type of submission you want to make:

- Paper presentation
- Poster Presentation
- Early Career Research Poster Presentation

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

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**