Instructions for EasyChair Abstract Submission

The submission of abstracts for Data Flow 2016 will be managed through an online conference manage system called EasyChair. The conference submission page is: https://easychair.org/conferences/?conf=df2016.

EasyChair Account

Authors must have an EasyChair account in order to submit an abstract. If you have previously used EasyChair, that account may be used for Data Flow 2016.

Create an EasyChair Account

1. Clicking on the conference submission page link will take you to the EasyChair login screen (Figure 1).

![EasyChair Login Screen](image)

**Figure 1. EasyChair Login Screen**

2. Select Create an Account.

3. A new screen with a Captcha will appear. Enter the text in the image and click Continue (Figure 2).

![Create an EasyChair Account: Step 1](image)

**Figure 2. Step 1: CAPTCHA**
4. If the text is entered correctly, you will be taken to the Create an EasyChair Account form to enter your name and email address (Figure 3). Then click Continue.

![Create an EasyChair Account: Step 2](image)

**Figure 3. Enter basic information for account creation.**

5. The Account Application Received screen will appear confirming the receipt of your application. EasyChair will also send a confirmation email to the address provided. This email will be the corresponding email in the EasyChair system.

6. Select the link in the email. A new page will open that includes a form to create your user name and password, as well as provide additional user information (Figure 4). Complete the form, then select Create My Account. Your user name and password will be required to login to the system.

![Create an EasyChair Account: Last Step](image)

**Figure 4. Create Account**
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7. A confirmation screen will appear with a link to login to Data Flow 2016 (Figure 5).

![Account Confirmation](image)

Figure 5. Account Confirmation

Abstract Submission

1. Login to EasyChair at the conference link: https://easychair.org/conferences/?conf=df2016.

2. Select New Submission from the menu bar (Figure 6).

![Conference Information Page](image)

Figure 6. Conference Information Page

3. Conference specific instructions are available in the red box on the form. This page will provide some detailed information about completing the form, which is also available in these Abstract Submission Instructions (Figure 7).

![Submission Page](image)

Figure 7. Submission Page
4. Complete the form, which includes:
   - Author Information
   - Title and Abstract
   - Keywords
   - Topics
   - Other Information and Uploads

5. Click Submit. Please click submit only once as it will take a moment for the submission to load.

6. The submission confirmation screen will appear and an email will be sent to the corresponding author confirming that the submission was received. In the upper right-hand corner is a box with options to update the submission. See below for guidelines for Updating Submission.

7. A confirmation email will also be sent to the corresponding author.

Author Information (Figure 8)

1. Author 1 must be the lead author must be named here. For Panels and Roundtable discussions, the lead author should be the moderator or chair of the session. The lead author does not need to be the corresponding author.

2. The corresponding author will receive emails regarding the status of the abstract. Multiple corresponding authors may be selected.

3. The default in EasyChair shows 3 author fields. However, only one must be provided. If additional authors are needed, there is an option to add additional authors.

Title and Abstract (Figure 9)

1. Enter Title and Abstract.

2. Abstracts should not exceed 500 words. Abstracts should detail the expertise of the author as well as the importance of the material to be presented.
3. For Panel abstracts, an additional one page PDF document may be loaded at the bottom of the form to provide expertise and presentation information for each of the panel participants. This document will only be reviewed for Panels.

![Figure 9. Submission Page: Title and Abstract](image)

**Keywords (Figure 10)**

1. Specify at least three keywords that describe your abstract.
2. Each keyword should be entered on its own line as in the sample below. The Enter key will create a line break.

![Figure 10. Submission Page: Keywords](image)

**Topics (Figure 11)**

The conference will be broken into four blocks focused on one of the conference themes—each featuring a keynote speaker. Select the theme most relevant to your abstract. Please see the Call for Abstracts for more information on the topic areas.

![Figure 11. Submission Page: Topics](image)

**Other Information and Uploads (Figure 12)**

1. **Student:** If a student will serve as the lead author, select the checkbox.
2. **Session Format:** Data Flow 2016 will include several session formats: individual presentations, panels, roundtable discussions, and a poster session. See the Call for Abstracts for more detailed information on each session format. Please select the format for the submission.
3. **Additional Session Formats:** The chairs may request that presenters participate in a different session format that of their original submission in order to minimize
subject-matter overlap and create the most dynamic and engaging event possible. Check the boxes for each of the additional formats you would be open to presenting in. Multiple boxes may be selected.

4. **Repository**: The conference would like to maintain an archive of presentations in LSU’s digital repository. The repository will extend access to presentations on a virtual online platform and provide for continuous scholarly exchange. Please select whether you are open to your abstract being stored in the digital repository.

5. **Extended Panel Abstract**: For those submitting abstracts for a panel, an additional one page document may be uploaded as a PDF. The overall abstract should describe the theme for the panel and the expertise of the moderator. The additional one page document may be uploaded to indicate the expertise of each panelist and the specific area that the panelist will present on.
   - Select Choose File.
   - A new window will appear. Select the file from your documents. Select Open.

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#### Other Information and Uploads

- **Student**: Check the box if a student will serve as the lead for the submitted abstract if chosen to present at the conference.
- **Sponsor (for sessions)**: Data now 2016 will include several session formats: Individual presentations, panels, roundtable discussions, and a poster session. See the Call for Abstracts for more detailed information on each session format. Please select the format for the submission.
- **Panel**
- **Roundtable Discussion**
- **Poster**

**Repository**: The conference would like to maintain an archive of presentations in LSU’s digital repository. The repository will extend access to presentations on a virtual online platform and provide for continuous scholarly exchange. Please select whether you are open to your abstract being stored in the digital repository.

- **Yes**
- **No**

**Extended Panel Abstract**: For those submitting abstracts for a panel, an additional one page document may be uploaded as a PDF. The overall abstract should describe the theme for the panel and the expertise of the moderator. The additional one page document may be uploaded to indicate the expertise of each panelist and the specific area that the panelist will present on.

- **Choose File**: No file chosen.

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**Figure 12. Submission Page: Other Information and Uploads**

**Updating a Submission**

1. Once signed in to EasyChair, select the submission that you want to edit from the menu.

2. In the upper right corner of the submission page, select the information to update.
   - **Update information**: This will allow the author to update the Title & Abstract, Keywords, Topic, and Other Information.
   - **Update authors** (Figure 13):
     - A table will appear with the previously entered information for each of the authors. Select the box with the text you wish to update in order to make the field editable. Once you have entered the new information, click Save.
Additional authors may be added by selecting Add New Author in the upper right corner (Figure 14).

Complete the Add Author form, and select Add Author (Figure 15).

To save your changes, select Update Submission Information in the upper right corner.
This will take you to the Update Submission Page. Select Update Information at the bottom of the page to complete the update.

- **Add/Update file**: This will allow you to view the current file, delete it or select a new file to upload. Click Submit to finalize your change.
o Upload a new file (Figure 16): Select Choose File. A new window will appear. Select the file from your documents. Select Open.

o To view the current version select the file icon. The file will be downloaded to your computer.

o To delete the file select the x in the Delete column. The file will automatically be deleted without asking for a confirmation, and you will be redirected back to the submission page.

Figure 16. Update File

- Withdraw (Figure 17): This will allow you to withdraw your application. A confirmation screen will appear. Authors can select to withdraw with or without sending a message to the program chairs.

Figure 17. Submission Withdrawal