

# Submitting your abstract via EasyChair

## 1. Register your account

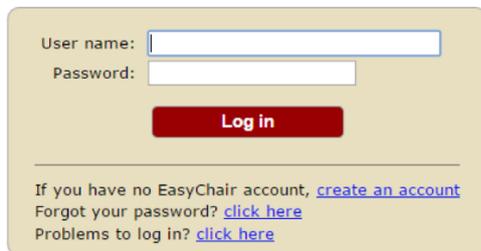
If you have never used EasyChair before you must register a free account. If you already have an account then you may skip these initial steps (please see: 2. Submit your abstract)

i) Navigate to the WIL'24 EasyChair system at: <https://easychair.org/conferences/?conf=wil24>  
(opens in new window)

ii) Click "Create an account".

## Log in to EasyChair for WIL'24

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.



A login form with a light beige background. It contains two input fields: "User name:" and "Password:". Below the fields is a red "Log in" button. At the bottom, there are three links: "If you have no EasyChair account, [create an account](#)", "Forgot your password? [click here](#)", and "Problems to log in? [click here](#)".

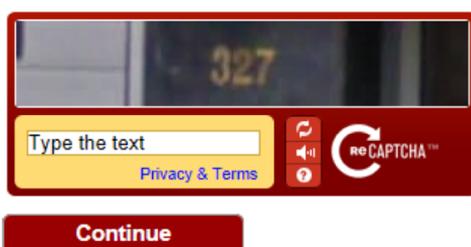
iii) Fill in the Captcha – then click "Continue".

## 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 programmes from abusing this service. If you cannot read the text, click the reload image next to the text.



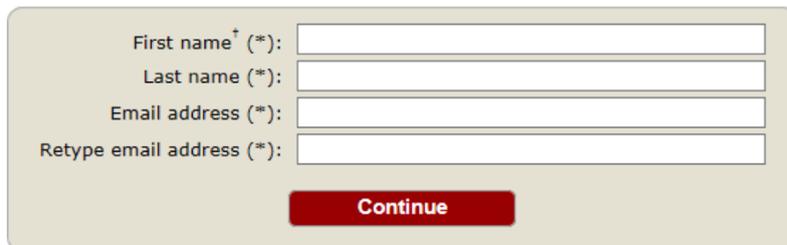
A reCAPTCHA verification box with a red border. It shows a blurred image of the number "327". Below the image is a text input field with the placeholder "Type the text" and a "Privacy & Terms" link. To the right of the input field are a reload icon and the reCAPTCHA logo. Below the entire box is a red "Continue" button.

iv) Fill out your name and email address. Click “Continue”.

### 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.



A registration form with four input fields and a red 'Continue' button. The fields are: 'First name† (\*):', 'Last name (\*):', 'Email address (\*):', and 'Retype email address (\*):'. The 'Continue' button is located below the fields.

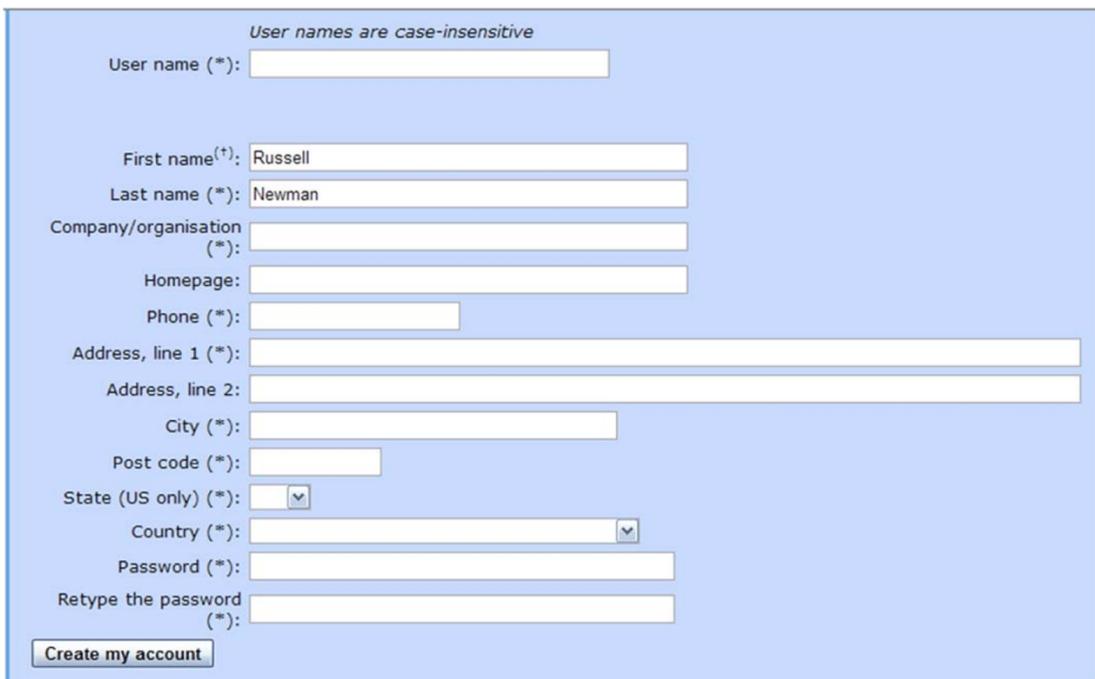
† Note: leave the first name blank if you do not have one. If you are unsure how to divide your name into the first and last name, read the help article about names.

([https://easychair.org/help/article.cgi?art=first\\_name\\_and\\_last\\_name](https://easychair.org/help/article.cgi?art=first_name_and_last_name))

You may also be interested about our policy for using personal information. (<https://easychair.org/privacy.cgi>)

v) You will be sent a confirmation email containing a link to continue your registration. Click the link.

vi) Complete your registration by providing all the required information and picking a username and password. Then click “Create my account”.



A registration form with a light blue background. At the top, it says 'User names are case-insensitive'. The fields are: 'User name (\*):', 'First name(†):' (filled with 'Russell'), 'Last name (\*):' (filled with 'Newman'), 'Company/organisation (\*):', 'Homepage:', 'Phone (\*):', 'Address, line 1 (\*):', 'Address, line 2:', 'City (\*):', 'Post code (\*):', 'State (US only) (\*):' (dropdown menu), 'Country (\*):' (dropdown menu), 'Password (\*):', and 'Retype the password (\*):'. A 'Create my account' button is at the bottom left.

## 2. Submit your abstract

i) Once you have registered with EasyChair please navigate to the WIL’24 EasyChair system, at <https://easychair.org/conferences/?conf=wil24>

ii) Sign in using your new or existing username and password.

iii) From the main menu, choose "*New Submission*"

iv) Fill out the forms to provide author names and affiliation. If any of your co-authors have already signed up to EasyChair, you can click "Add an Associate" to search for them. Otherwise, you should add their information manually. Note that only the submitter of the abstract is required to have an EasyChair account.

### **New Submission for WIL'24**

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