

## Quick Guide for IASCL2017 Abstract submission

Creating an account on the submission system (it is recommended that the corresponding author/convener of symposium does this)

1. Go to <https://iascl2017.sciencesconf.org/>



Figure 1 – IASCL2017 submission system's Home

2. Click on the "Submit" command on the left (circled in orange on Figure 1) to get the screen displayed Figure 2



Figure 2 – IASCL2017 submission system's account creation 1/4

3. Click on the "I do not have an account" button to get the screen displayed Figure 3



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Child Language  
17-21 Jul 2017 Lyon (France)

Language flags: [fr] [en] [de]

MAIN MENU  
Home  
Submit  
Registration

HELP  
@ Contact  
@ Technical contact

CREATE ACCOUNT

Thank you for filling out the form below to create your account on the Sciencesconf.org platform

(\*: Required fields)

Email address \*  
Enter your email address

Login \*  
Choose a user login for the Sciencesconf.org platform

Password \*  
Type a valid password (alpha numeric from 7 characters)

Re-type your password \*  
Please re-type your password

Lastname \*

Firstname \*

Default language of the website  
All the texts of the interface (home, menu, content) will be posted in the selected language  
French

Create account

Figure 3 – IASCL2017 submission system's account creation 2/4

4. Fill in the form displayed on Figure 3 and then click on the “Create account” button. A window (as the one illustrated Figure 4) will appear and an email with an activation link will be sent to you.

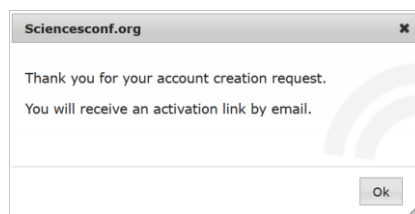


Figure 4 – IASCL2017 submission system's account creation 3/4

5. Activate your account following the link in the email that has been sent to you. A confirmation window will be displayed (see Figure 5).



Figure 5 – IASCL2017 submission system's account creation 4/4

## Submitting a proposal

1. You should first prepare your proposal using the templates given at : <http://iascl2017.org/?Page=AbstractSubmission>
2. Log in using the login and password you entered in the form displayed on Figure 3. You should get the screen displayed Figure 6. Click on the “Submit” command on the left.



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Charles Darwin

**MAIN MENU**

- Home
- Submit
- Registration

**MY SPACE**

- My Space**
- Submissions
- Register

**HELP**

- Contact
- Technical contact

**MY SPACE**

**Submissions (-)**

- My submissions
- Articles list

**Register (-)**

- Registration
- Registration module

Figure 6 – Welcome screen when logged in

Then, the submission procedure counts 4 steps (metadata, authors, file(s), overview)

3. You should first enter the title and type of your proposal as well as its topic and its keywords as asked in the form displayed Figure 7 and then click on “Next step” to get to screen displayed Figure 8.



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**MAIN MENU**

- Home
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**MY SPACE**

- My Space
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- Register

**HELP**

- Contact
- Technical contact

**NEW SUBMISSION**

1 Metadata 2 Author(s) 3 File(s) 4 Overview

(\* : Required fields)

**Title \***

**Type \***  
Choose the type of document you are uploading  
Symposium

**Topic \***  
Select themes that may apply to your proposal. Please note that the organizers may re-allocate proposal. For multiple selection, hold down the Ctrl or cmd key when selecting items.

- 1. L1 Acquisition
- 1. L1 Attribution
- 2. Multilingualism

**Key words \***  
Indicate relevant keywords, using a semicolon to separate keywords. They may be used to search for related topics on the conference website.

Next step

Figure 7 – Submission – step 1 (general info)



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**NEW SUBMISSION**

1 Metadatas 2 Author(s) 3 File(s) 4 Overview

You must add all authors individually. To add an author, first click on "Add an author" and fill in the form, secondly click on "Add an affiliation" to add details of the author's institution(s).

Author(s) **Add an author (+)**

SPEAKER	AUTHOR(S)	ACTIONS
<input checked="" type="checkbox"/>	Charles Darwin (Charles.Darwin@gmail.com) LanguageLab Add an affiliation...	<input type="checkbox"/>

Next step

**MAIN MENU**  
Home  
Submit  
Registration

**MY SPACE**  
My Space  
Submissions  
Register

**HELP**  
@ Contact  
@ Technical contact

Figure 8 – Submission – step 2 (Author's info)

4. Then you should enter all authors (of the poster or symposium proposal) information using the "Add and author" command (circled in orange on Figure 8) which will display the window Figure 9. Please note that one author should be the corresponding author and indicate if you already have this information which of the authors will be speakers in the symposium/presenters of the poster. Each Author should have an affiliation (See Figure 10)

**Author**

(\*: Required fields)

Use the reference author's tool of SciencesConf.org or complete the form below  
Start typing the name of the author. If it appears click. If not, fill out the form below

Lastname \*

Firstname \*

Middlename

Email

Corresponding author \*  
The email address of this author will be displayed in the submission page  
 No  
 Yes

Speaker \*  
At least one of the authors must be speaker  
 No  
 Yes

Research team

Uri personal page

Ok Cancel

Figure 9 - Author form

Figure 10 - Affiliation form

- When you are done with Authors click on the “Next step” button. The screen displayed Figure 11 should appear. You should upload the file you made on the basis of the template given at <http://iascl2017.org/?Page=AbstractSubmission> (if your file is not in pdf format it will be automatically converted in pdf) by clicking on the “Browse...” command and selecting the file on your computer and then clicking on the “upload” command. The name of your file will appear in the table circled in orange on Figure 11.



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Figure 11 – Upload abstract file form

- Click on the “Next step” button, which will lead you to the final step illustrated Figure 12

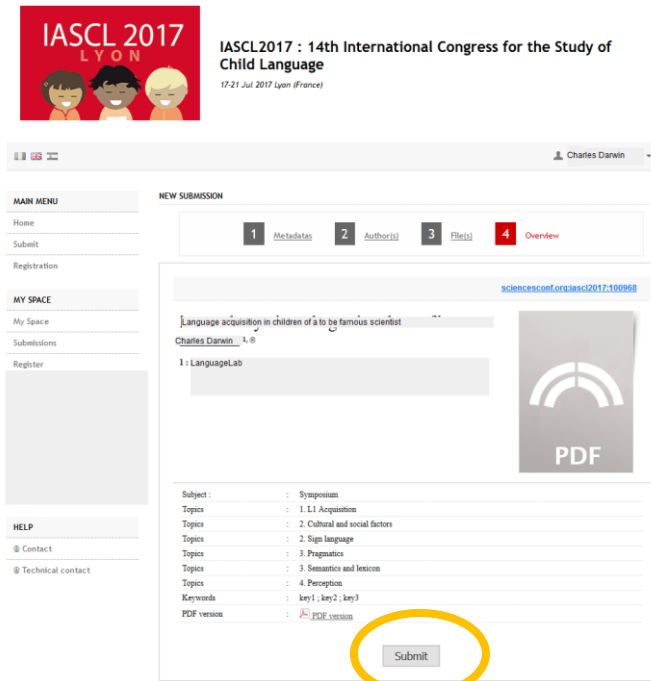


Figure 11 – Final step: submitting the proposal

7. After having reviewed your submission, click on the “Submit” button

You are done !  
Hope to welcome you in Lyon next July !