

# EasyChair Account Creation and Submission Instructions for AALHE 2022 Conference

**Step 1:** Go to the EasyChair Online Proposal Submission Portal at:  
<https://easychair.org/conferences/?conf=aalhe2022> to access the page below.

Help / Log in

Log in to EasyChair for AALHE 2022

User name:

Password:

Log in

[Forgot your password?](#)

[Create an account](#)

Submission of new papers for AALHE 2022 is open.

**Step 2:** Select the “Create an account” link.

**Step 3:** Review the information on the webpage below that will display, pass the captcha, and select “Continue.”

Help / Log in

## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

reCAPTCHA  
Privacy - Terms

Continue

**Step 4:** Enter your information in the First name, Last name, and Email fields and then select “Continue.”

Help / Log in

## 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\*:

Last name\*:

Email\*:

Retype email address\*:

Continue

**Step 5:** Review the EasyChair Terms of Service and check the box “I agree to EasyChair Terms of Service.” Next complete the requested fields with your additional personal data and “Submit” to create your account.

EC EasyChair [Help](#) / [Log in](#)

### Create an EasyChair Account: Last Step

Hello Angela Hoffman! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name: Angela

Last name: Hoffman

Organization: [ ]

Country/region: [ ]

Your personal Web page: [ ]

Enter your account information. Note that user names are case-insensitive

**Step 6:** You should receive the message below on your webpage after submitting to create your account, directing you to check your email for further instructions.

EC EasyChair [Help](#) / [Log in](#)

### Account Application Received

We received your application. A mail with further instructions has been sent to the email address hoffman.angela@gmail.com.

#### If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

**Incorrectly typed email address**  
This is still the most likely cause of delays.

**Slow mail processing**  
Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.

**"Reply-me" mail protection.**  
Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.

**Mailbox problems and quotas**  
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

**Anti-spam filters**  
It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

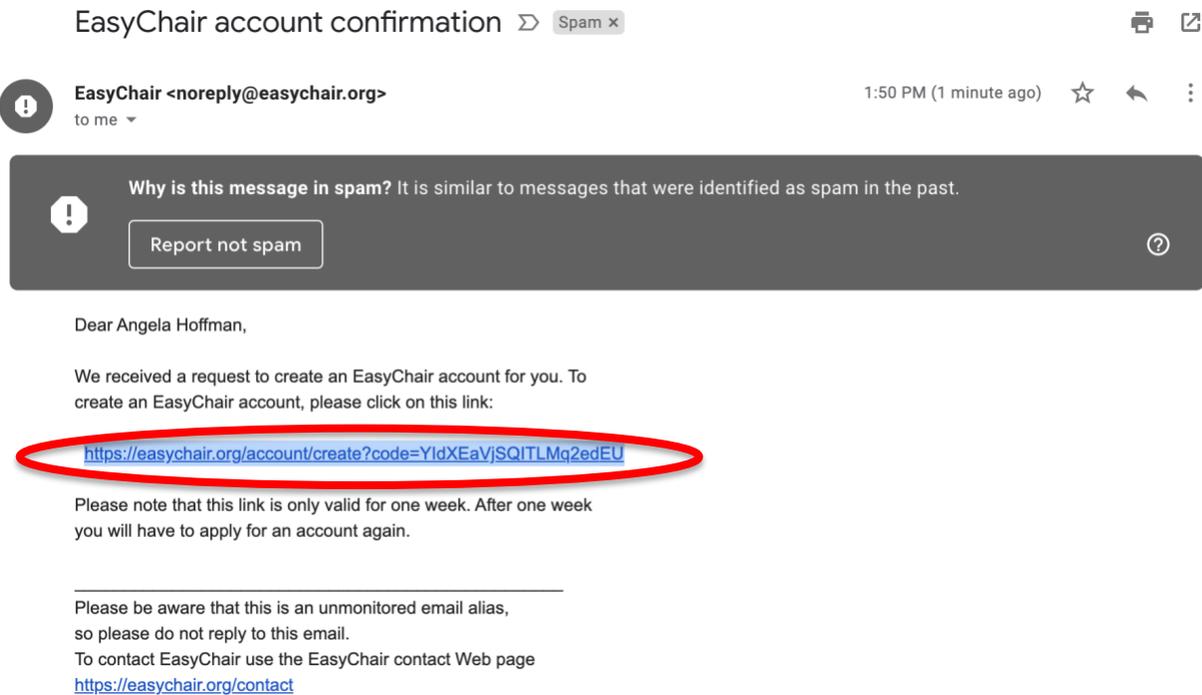
**General connection problems**  
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

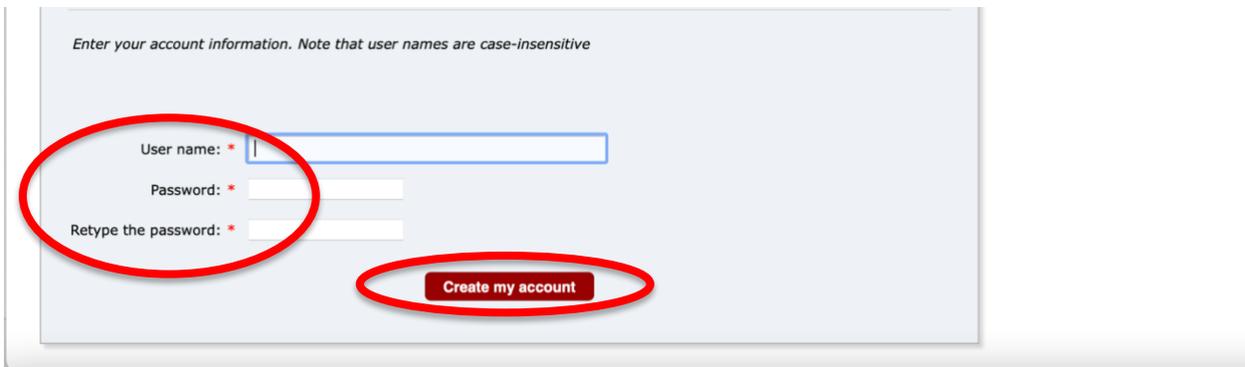
You can repeat your application at any time. Another email will be sent to you.

**Step 7:** Check the email you used to create your EasyChair Account for an email from “noreply@easychair.org.” You should receive an email like the one below.

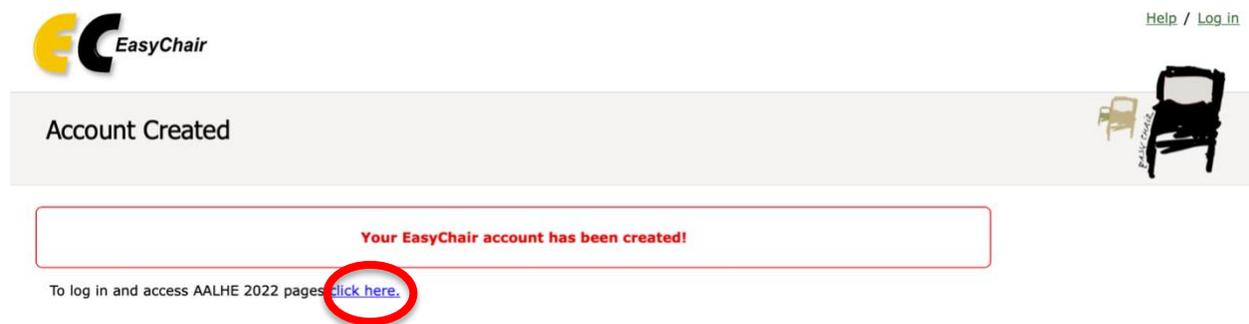
Note: The create an account email from EasyChair may automatically route to the spam folder in your email account and you may need to check there. If you cannot locate the email in your account, you can try creating an account again using Steps 1-6 using the same or a different email address. If you cannot locate the EasyChair email in your inbox or spam folder, the EasyChair email may be blocked by your organization and you may need to try another email address, particularly a personal email address.



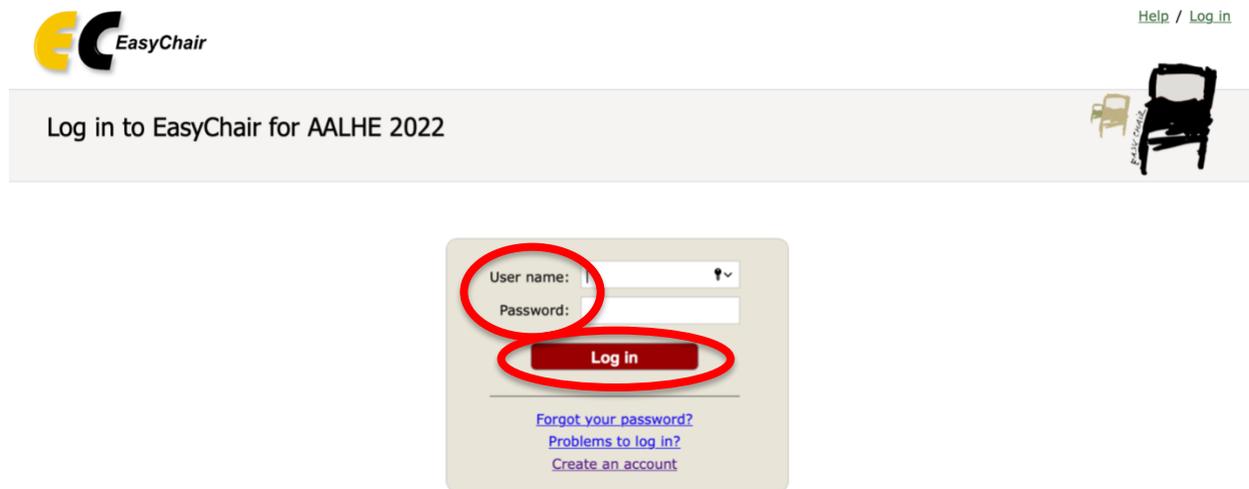
**Step 8:** Select the link in the email from EasyChair to finish creating your account. You will be directed to a webpage like the one below where you can enter your Username and Password and then select “Create my account.”



**Step 9:** You will then receive a message on a webpage like below indicating your account has been created. Select “click here” on the webpage to log in and access AALHE 2022 proposal submissions.



**Step 10:** The link will return to the EasyChair Online Proposal Submission Portal at: <https://easychair.org/conferences/?conf=aalhe2022> and can enter your User name and Password and select “Log in.”



Submission of new papers for AALHE 2022 is open.

**Step 11:** Upon logging in you will find a webpage like below. Select “make a new submission” to start a new proposal submission. The following page will request you to select your session type (e.g. Dialogue Session, Panel Session, Research Session, etc.; session types are referred to as a ‘track’ by EasyChair). Next, you will be prompted to complete the fields required for that session type. Proposal authors are encouraged to first draft their proposal on the Proposal Worksheet available on the Call for Proposals webpage and then copy and paste responses into the EasyChair fields to assure information is not lost should the EasyChair website time out before a submission is complete.

Note: AALHE is charged a fee for each proposal submission in EasyChair. Please only submit completed proposals you are committed to presenting if accepted for the AALHE 2022 Conference.

