

# Submissions via EasyChair

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

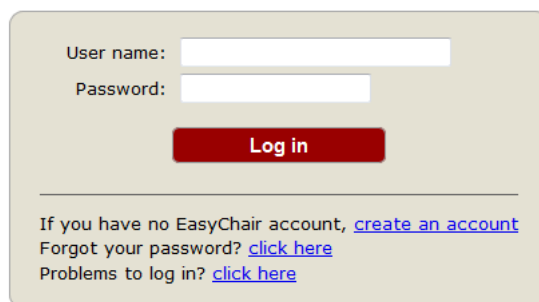
## 1. Register your account

If you have never used EasyChair before you must register a free account. If you already have an account then you may skip these preliminary steps and scroll to Section 2 below.

The procedure for creating an account is the following.

### Create an EasyChair Account: Step 1

i) Click on the SUBMIT VIA EASYCHAIR PORTAL link on the Delta 2023 website or navigate to the Delta 2023 EasyChair system at: <https://easychair.org/conferences/?conf=delta2023> and click “Create an account”.



User name:

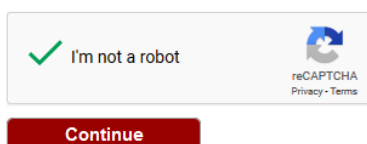
Password:

**Log in**


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

- You should Tick “I’m not a robot” (you may be asked to complete a ReCAPTCHA challenge - usually an image match quiz) – then click “Continue”.

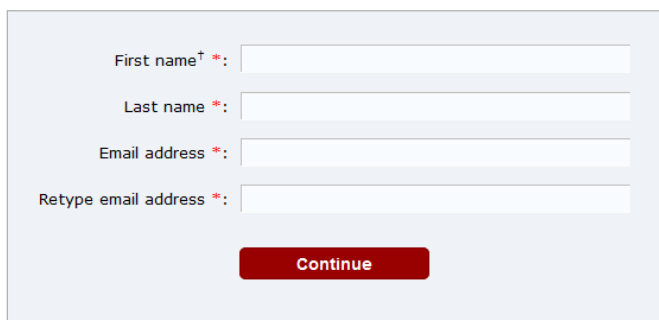


I'm not a robot

 reCAPTCHA  
Privacy - Terms

**Continue**

ii) Fill out your name and email address. Click “Continue”. 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> \* :

Last name \* :

Email address \* :

Retype email address \* :

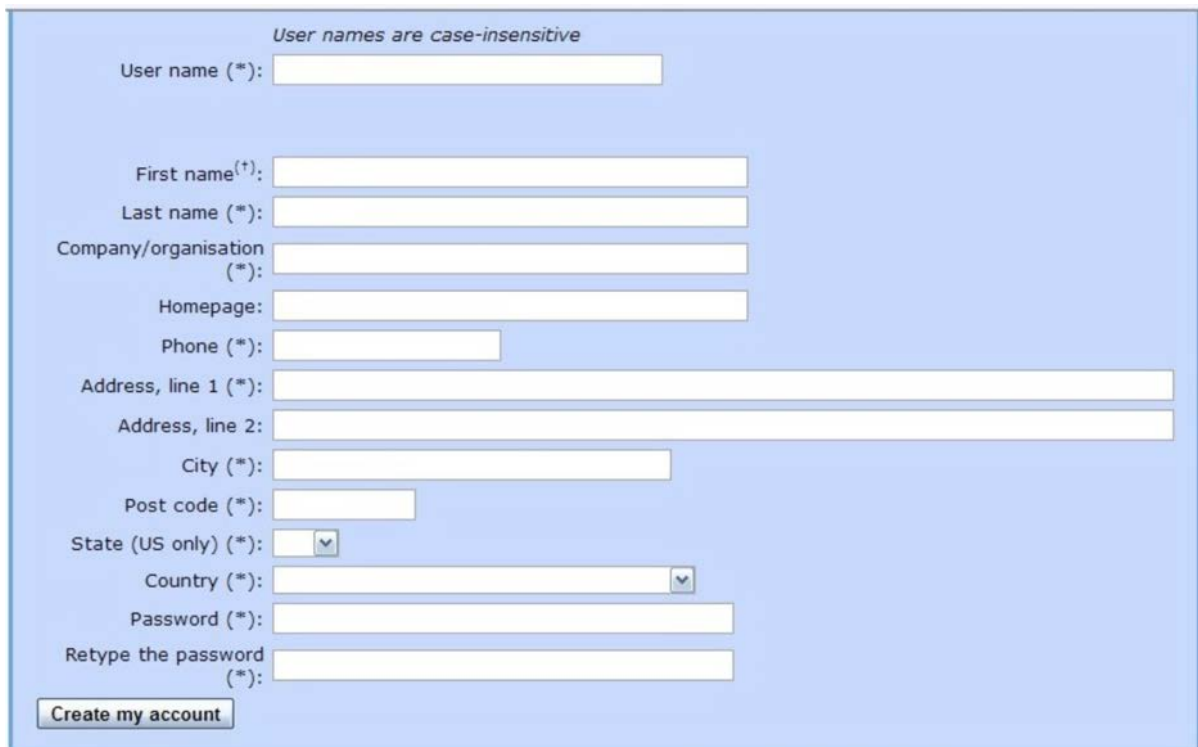
**Continue**

<sup>†</sup> 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](#).

## Create an EasyChair Account: Step 2

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

iv) Complete your registration by providing all the required information, and picking a username and password. Then click "Create my account".



The screenshot shows a registration form with the following fields and controls:

- User name (\*):** Text input field. A note above it states "User names are case-insensitive".
- First name(+):** Text input field.
- Last name (\*):** Text input field.
- Company/organisation (\*):** Text input field.
- Homepage:** Text input field.
- Phone (\*):** Text input field.
- Address, line 1 (\*):** Text input field.
- Address, line 2:** Text input field.
- City (\*):** Text input field.
- Post code (\*):** Text input field.
- State (US only) (\*):** Dropdown menu.
- Country (\*):** Dropdown menu.
- Password (\*):** Text input field.
- Retype the password (\*):** Text input field.
- Create my account:** Button at the bottom left.

## 2. Making a submission

i) Once you have registered with EasyChair

Click on the SUBMIT VIA EASYCHAIR PORTAL link on the Delta 2023 website or navigate to the Delta 2023 EasyChair system, at <https://easychair.org/conferences/?conf=delta2023>

### Log in to EasyChair for Delta 2023

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 Delta 2023

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

### Author information

For each of the authors please fill out the form. 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 authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** will be included in the conference programme. It can be your own web page (e.g. as an academic or employee), or the website of your research group or department.
- 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. If your co-author does not wish to receive emails about the abstract review, then please do not indicate them as a corresponding author.

**Author 1** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*  ▼

Organization: \*

Web page:

corresponding author

v) Now, fill in the title, text of the abstract, and choose your broad parallel session category

### Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements. 30 word limit for the title, 300 word limit for the abstract – you do not have to use all of the words!

Title: \*

Abstract: \*

### Keywords

Type a list of 3-5 keywords (also known as key phrases or key terms), **one per line**, to help characterise your submission.

Keywords: \*

### Topics

Please select the conference theme most relevant to your submission by ticking all that apply:

<input type="checkbox"/> Curriculum design and delivery that addresses the needs of the 21st century learner	<input type="checkbox"/> Successful teaching and learning practices related to mathematics and statistics
<input type="checkbox"/> Innovative teaching and assessment approaches and practices	<input type="checkbox"/> Teaching mathematics and statistics to non-mathematicians
<input type="checkbox"/> Learning Pathways into university level mathematics and statistics	<input type="checkbox"/> Use of technology
<input type="checkbox"/> Policy and support issues	

## Other Information and Files

The form also includes a number of other questions relating to your submission.

### vi) Category – Submission type

Select the category your submission belongs to:

**Category - Submission type.** \* Select the category your submission belongs to:

- Delta 2023 Oral presentation Full paper
- Delta 2023 Poster Abstract
- Delta 2023 Workshop Proposal
- Delta 2023 Oral presentation Abstract only submission must be in Word format (file extension .doc or .docx)

vii) **Upload submission:** Please upload a Word document using the Upload Submission Section.

**Submission.** Upload your submission. The submission must be in Word format (file extension .doc or .docx)

No file selected.

viii) Click on the **Submit** button. Do not press the button twice: uploading may take some time. Once submission is successful you will see basic information about your submission (see the illustrative example below). You can get back to the page with your submission details at any time by clicking on **Submission#** (where # denotes the number of your submission) in the main menu. If you need to make any changes to your submission (update information, update authors, submit a new version, or withdraw your submission), use the links on the right hand side of the page.

ix) Submission is complete!

**Please note:** EasyChair sends an automated confirmation after a submission has been received, if you **do not** receive this email then your submission has not been received. You can also login to your EasyChair account to check the status of your submission.