

(1) 【EasyChair アカウント新規作成の手順】

EasyChair を利用するためには、アカウント登録する必要があります。新規にアカウントを取得される方は、以下の手順に従ってアカウント登録をお済ませください。

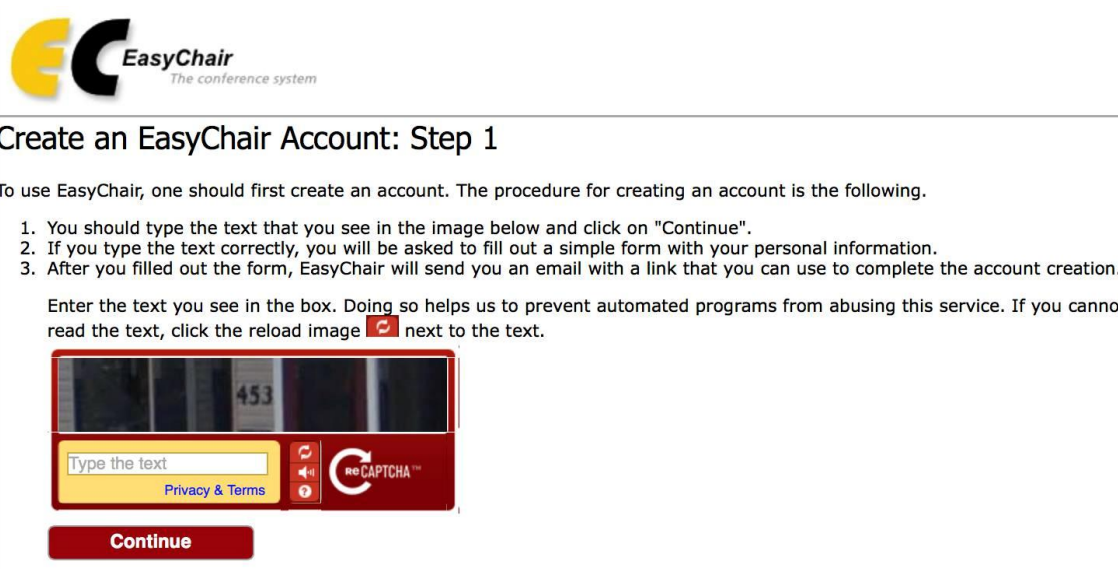
※すでに EasyChair のアカウントをお持ちの方は、そのアカウントをご使用いただけますので、(2) 【発表登録の手順】にお進みください。

①アカウント作成ページにアクセス。

<https://easychair.org/account/signup.cgi>

つぎのような画面が表示されるので、画像に表示された数字 or テキストを入力して、「Continue」をクリック。

※下記画像はサンプル。各自の画面に表示されたものを記入。






EasyChair
The conference system

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

Type the text  

[Privacy & Terms](#)

Continue

②つぎのような画面が表示されるので、必要な情報を入力して「Continue」をクリック。

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 address (*):

Retype email address (*):

Continue

First Name (名、必須)

Last Name (姓、必須)

Email address (E メールアドレス、必須)

Retype email address (E メールアドレス (確認)、必須)

③入力した E メールアドレスにメールが送られてくるので、そこに記載された URL をクリック。つぎのような画面が表示されるので、EasyChair 利用規約 (EasyChair Terms of Service) を確認してチェックを入れた後、必要な情報を入力して「Create my account」をクリック。

The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. The main heading is 'Create an EasyChair Account: Last Step'. Below this, a message reads: 'Hello 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.' A note states: 'To use EasyChair, you must agree to its Terms of Service (view terms), (download terms).' There is a checkbox labeled 'I agree to EasyChair Terms of Service'. The form is divided into three sections: 'Enter your personal data.' with fields for 'First name†', 'Last name (*)', 'Organization (*)', and 'Your personal Web page'; 'Enter your address.' with fields for 'Phone', 'Address, line 1 (*)', 'Address, line 2', 'City (*)', 'Post code (*)', 'State (US only) (*)' (a dropdown menu), and 'Country (*)' (a dropdown menu); and 'Enter your account information. Note that user names are case-insensitive' with fields for 'User name (*)', 'Password (*)', and 'Retype the password (*)'. A red 'Create my account' button is at the bottom right of the form. At the bottom of the page, there is a note: '† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names. You may also be interested about our policy for using personal information.' and a copyright notice: 'Copyright © 2002-2018 EasyChair'.

First Name (名、必須) ※自動入力

Last Name (姓、必須) ※自動入力

Organization (所属機関名、必須)

Your Personal Web page (個人ウェブサイト、任意)

Phone (電話番号、任意)

Address, line 1 (住所 (市区町村より後の部分)、必須)

Address, line 2 (住所 (書ききれない場合)、任意)

City (市区町村名、必須)

Post code (郵便番号、必須)

State (US only) (州名) ※日本在住の場合は不要。アメリカ在住の場合は必須。

Country (国名、必須)

User name (任意のユーザー名、必須) ※ログインの際に使用。大文字と小文字は区別しない。入力したユーザー名がすでに使われている場合は警告が出るのでユーザー名を変更して再入力。

Password (パスワード、必須)

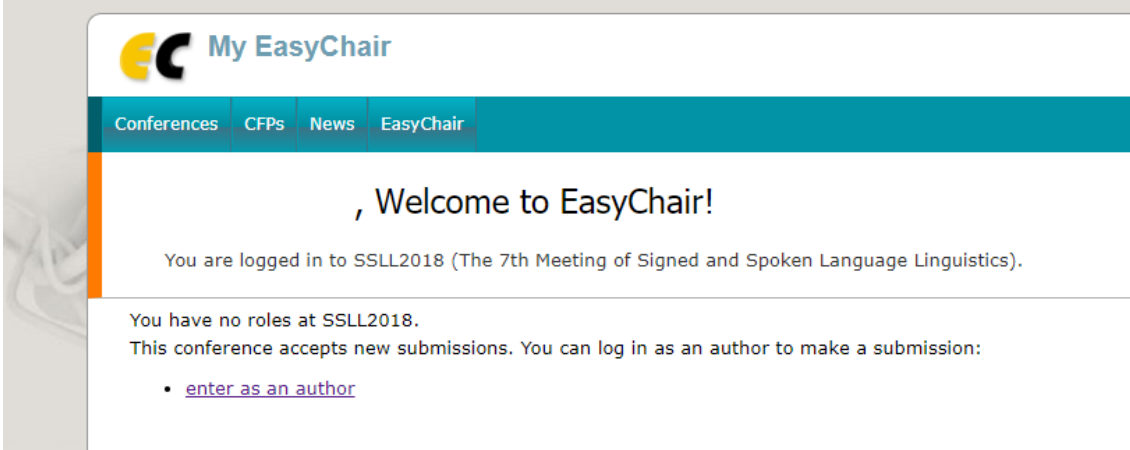
Retype password (パスワード (確認)、必須)

(2) 【SSLL2018 発表登録の手順】

①SSLL2018 発表登録ページにアクセスし、EasyChair のアカウントでログインする。

<https://easychair.org/conferences/?conf=ssll2018>

つぎのような画面が表示されるので「enter as an author (発表者として入場)」をクリック。



The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with the EasyChair logo and the text "My EasyChair". Below the navigation bar, there are tabs for "Conferences", "CFPs", "News", and "EasyChair". The main content area displays a welcome message: ", Welcome to EasyChair!". Below this, it states "You are logged in to SSLL2018 (The 7th Meeting of Signed and Spoken Language Linguistics)". A message follows: "You have no roles at SSLL2018. This conference accepts new submissions. You can log in as an author to make a submission:". A bullet point lists a link: "• [enter as an author](#)".

②SSLL2018 投稿規定 (SSLL2018 Submission Instructions) を確認のうえ必要事項を入力し、最後に「Submit (提出)」をクリック。

SSLL2018 (author)

New Submission | Templates | SSLL2018 | News | EasyChair

New Submission for SSLL2018

Click on "Submission templates" to **download submission templates for this conferences**.
Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

SSLL2018 Submission Instructions

This conference has its own instructions for authors. Click on the button below to read these instructions.

[Read SSLL2018 submission instructions](#)

Author Information

For each of the authors please fill out the form below. 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 page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- 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.

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

First name^{*} (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name^{*} (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author Information (発表者情報) ※共著者がいる場合は Author 2 以降も入力。

First name (名、必須)

Last name (姓、必須)

Email (メールアドレス、必須) ※責任発表者以外は省略可。

Country (国名、必須)

Organization (所属機関、必須)

Web page (発表者のウェブサイト、任意)

Corresponding author (責任発表者) ※責任発表者のみチェック。必ず1名以上は責任発表者になること。

Title

The title should be entered as plain text, it should not contain HTML elements.

Title (*):

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):

Topics

Please select topics relevant to your submission from the following list.

- | | |
|--|--|
| <input type="checkbox"/> Comparison between signed and spoken languages | <input type="checkbox"/> Language Documentation and Conservation |
| <input type="checkbox"/> Sociolinguistics | <input type="checkbox"/> Language Acquisition |
| <input type="checkbox"/> Historical Linguistics | <input type="checkbox"/> Linguistic Typology |
| <input type="checkbox"/> Linguistic Engineering | <input type="checkbox"/> Cognitive Linguistics |
| <input type="checkbox"/> Various approaches to sign languages | <input type="checkbox"/> Phonetics, Phonology |
| <input type="checkbox"/> Syntax, Morphology, Morphosyntax | <input type="checkbox"/> Lexicography |
| <input type="checkbox"/> Pragmatics | <input type="checkbox"/> Conversation Analysis |
| <input type="checkbox"/> Information Structure | <input type="checkbox"/> Communication Studies |
| <input type="checkbox"/> Other areas related to sign language and deaf studies | |

Other Information and Uploads

Presentation Types (*). Please chose one of the following which you prefer.

- Stage presentation
 Poster presentation
 Either Stage or Poster presentation

Abstract (.doc or .docx) (*). Upload your abstract in modifiable format .

ファイルを選択 選択されていません

Abstract (in .pdf format) (*). Upload your abstract in PDF format.

ファイルを選択 選択されていません

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit

発表内容

Title (発表題目、必須)

Keyword (関連キーワード、必須) ※1行に1つずつ記入。最低でも3つ記入すること。

Topics (トピック、任意) ※複数選択可。

Presentation Types (発表形式、必須) ※「ステージ発表 (Stage presentation)」「ポスター発表 (Poster presentation)」「どちらでもか

まわない (Either Stage or Poster presentation)』
のいずれかを選択。

Abstract (要旨、必須) ※Word ファイル (.doc あるいは.docx) と PDF ファイルの両方をアップロード。Word ファイルの書式はページ右上の「提出書式 (Submission templates)」からダウンロード可。

③つぎのような画面が表示され、登録完了のメールが届いたら発表登録は完了。

SSL2018 (author)

New Submission Submission 7 Templates SSL2018 News EasyChair

SSL2018 Submission 7

The submission has been saved!

Paper 7	
Title:	test
Paper:	(Jan 11, 07:26 GMT)
Abstract:	(Jan 11, 07:26 GMT)
Author keywords:	test test2 test3
Topics:	
Submitted:	Jan 11, 07:26 GMT
Last update:	Jan 11, 07:26 GMT
Presentation Types	Stage presentation

Authors						
first name	last name	email	country	organization	Web page	corresponding?
Test	Test		Japan	Minpaku		✓
Test	Test		Japan	Minpaku		