

29th Conference of
The International Association for Forensic Phonetics and
Acoustics

22nd August – 25th August 2021, Marburg

EasyChair instructions for Authors

The submission and review of papers and posters for IAFPA-2021 will be managed through an online conference paper management system called EasyChair. This system gives you, the author/reviewer, complete control over your submission/evaluation.

The submission process for authors consists of 3 stages:

1. Create an EasyChair account
2. Abstract submission (text + pdf)
3. Revised abstract submission

Abstracts for papers and posters will be reviewed with the help of a team of experienced reviewers. The authors of accepted abstracts (talks/posters) will be given the opportunity to submit a revised/updated version of the abstract to be published in the conference abstract booklet.

This guide is intended to support authors during the submission process.

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the team at: iafpa2021@uni-marburg.de

1. Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=iafpa2021>

You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.

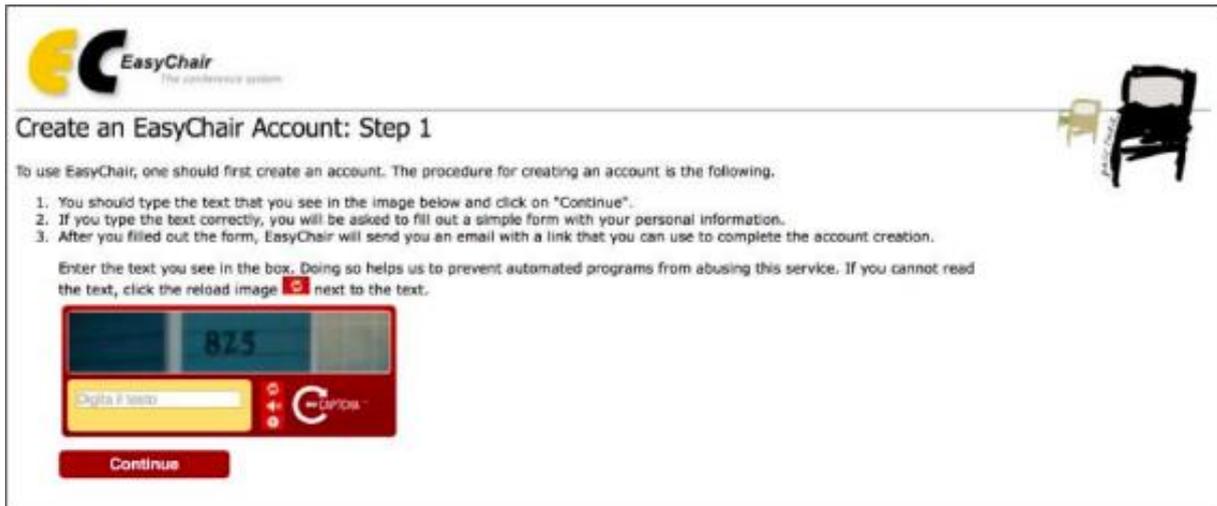


Figure 1: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on "Continue."

EasyChair
The conference system

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

† 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](#).

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.



Figure 3: Login email

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

The image shows a screenshot of the EasyChair website's account creation page. The page title is "Create an EasyChair Account: Last Step". The EasyChair logo is in the top left, and a chair icon is in the top right. The main content area contains a form with the following fields:

Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:

First name†:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Figure 4: Create an account

After the account is registered, you may log in to IAFPA2021 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link: <https://easychair.org/conferences/?conf=iafpa2021>



Figure 5: Link to the login page

2. Abstract submission

After logging in to the EasyChair website for IAFPA2021, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).

New Submission FORM-2019 News EasyChair

New Submission for FORM-2019

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 author 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 not corresponding authors. 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.
- One of the authors should be marked as a **speaker**. If you are not sure, choose your best guess.

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

First name^{*}:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

speaker

Figure 6: The main page for authors

Follow the on-screen instructions and fill out all of required information about the authors. You will need to submit your abstract as text (for the reviewers) and as a pdf-file (for the abstract booklet). At the top, please indicate (Talk/Poster, Talk only, Poster only) or whether your submission is eligible for the student paper award. For the award, being a student member of IAFPA is not a requirement. Second, it applies to presentations and posters. (See: [Best Student Paper Award](#))

Title and Abstract
The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (*):

The abstract should not exceed 500 words

Abstract (*):

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 (*):

Figure 7: Abstract submission as text.

Click on the “Submit” link to upload your abstract (as shown in Figure 8).

Files

The following part of the submission form was added by FORM-2019. It has neither been checked nor endorsed by EasyChair

Paper. Upload your paper. The paper must be in doc/docx format (file extension .doc or docx)

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

Figure 8: Abstract submission as pdf-file (with author information)

Making changes

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created. Click on "Submission #" for changing any information about the submission.

Use the links at the top-right corner for:

- Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.

- Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- Uploading files: the “Add file” link may be used to upload files.
- Withdrawing the submission: select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), your action will be confirmed by a confirmation email.

Once the reviewing process is completed, you will receive acceptance/rejection notification with feedback by email.

3. Revised abstract submission

If your abstract was accepted, we request that you submit your revised abstract electronically until the 1st of July. To upload your final abstract, click on "Submission # and select “Update file” from the right-hand menu of the Submission screen then “Submit”.