



Guidelines for authors - SALTISE 2024

This guide is intended to support authors during the submission process. It consists of three parts:

- Abstract criteria
- Setting up an EasyChair account
- Proposal submission in EasyChair

If you do need help, please contact our team at: info@saltise.ca

1) Abstract criteria

a) Proposals must include

- Proposal title
- Keywords - at least 3
- Abstract – 75 words (this will appear in the conference program)
- Description – min. 250, max. 600 words
- Submissions and presentations may be in either English or French.

b) Topics can include

- Best practices and advice on using new pedagogies (i.e., using active learning approaches, flipped-classroom, blended learning, e-learning, etc.)
- Implementation of technological innovations (i.e., online technologies, using tablets, interactive whiteboards, etc.)
- Research findings from educational psychology, science education, educational technology, learning sciences, adapted education, etc.
- Special topics that impact instruction and learning (i.e., universal design learning (UDL), student cognitive development, data mining, data analytics, etc.)

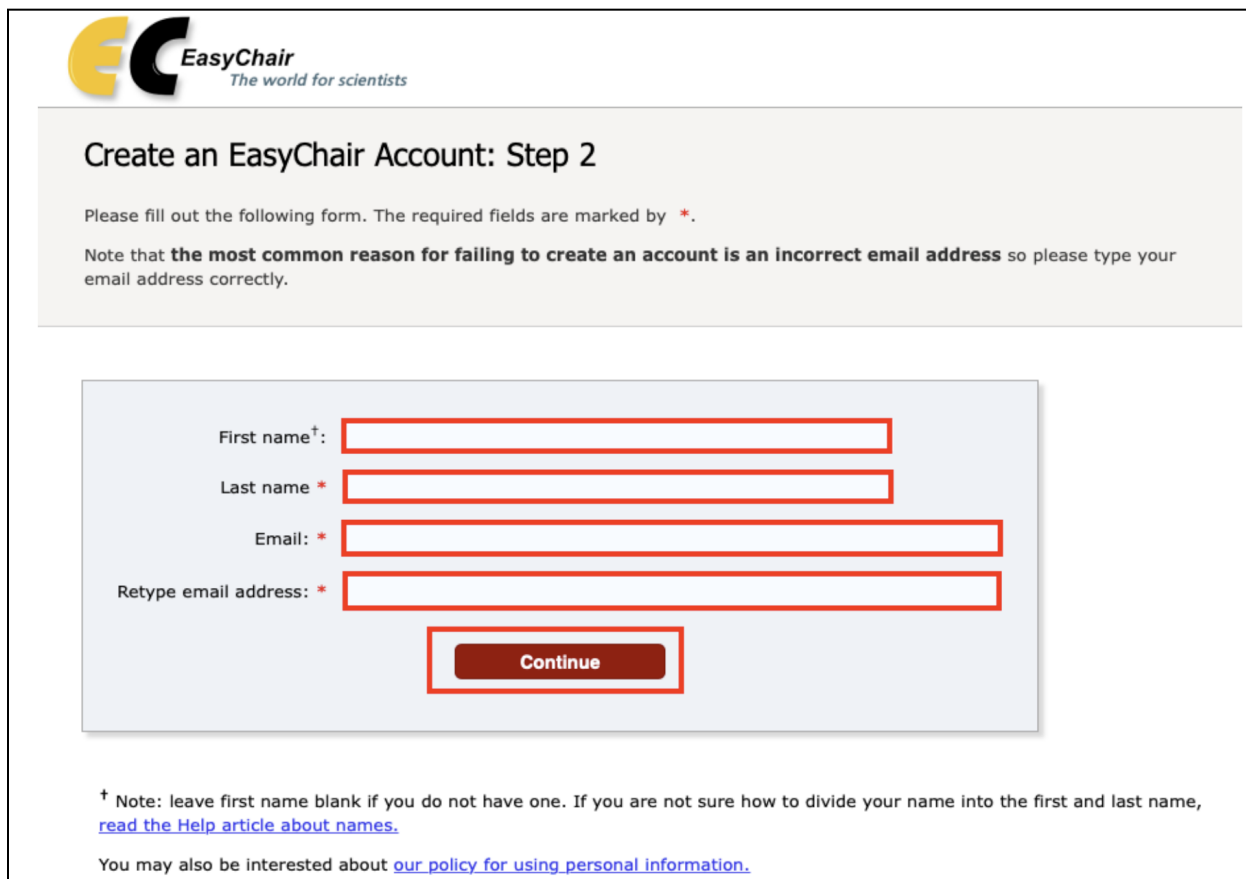
c) Evaluation criteria

- Submissions will be evaluated according to:
- Potential to contribute to the knowledge base of the SALTISE community
- Theoretical orientation / conceptual framework
- Research design / method
- Findings / conclusion
- Clarity and writing

2) Set up an EasyChair account

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

Follow the provided instructions to verify and then click on “Continue”. Complete the form (as shown in Figure 1).



EasyChair
The world for scientists

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: *

[†] 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 1: Fill in the form

You will receive a confirmation email. Use the link provided in the email to continue the account registration process. Fill out all of the required information (as shown in Figure 2), and click the “Create my account” button to finalize the account registration process.

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

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[†]:

Last name *

Organization: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

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

User name: *

Password: *

Retype the password: *

Figure 2: Create an account

After the account is registered, you may log in to SALTISE 2024 simply by clicking on the following link <https://easychair.org/my/conference?conf=saltise2024>. You might need to fill in the username and password you set when creating your account in the previous step.

3) Submit your proposal in EasyChair

- Log in to the EasyChair website for SALTISE 2024: <https://easychair.org/my/conference?conf=saltise2024>
- Select “make a new submission”

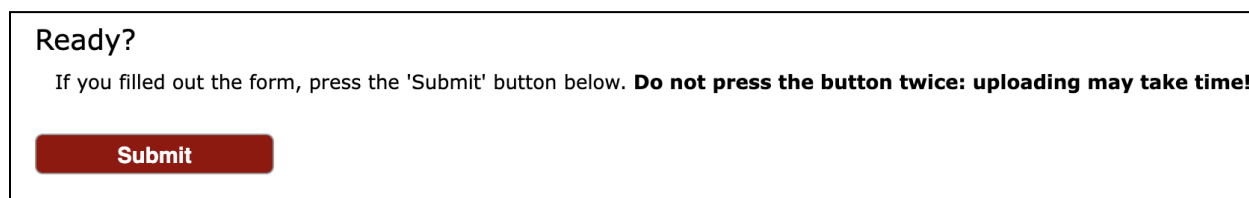
The link is located under “Author” (as shown in Figure 3).



The screenshot shows the My EasyChair interface for the SALTISE 2023 conference. At the top, there is a navigation bar with tabs for Conferences, CFP, VCS, Preprints, Slides, and EasyChair. The main content area is titled "SALTISE 2023 (SALTISE 2023)" and includes a message: "You are logged in to SALTISE 2023 (SALTISE 2023). Use the links below to access SALTISE 2023." Below this, there are two sections: "Author" with a link to "make a new submission" and "CFP" with a link to "CFP manager".

Figure 3: The main page for authors

- Fill out the information about each of the authors
- Fill out the title, text abstract, and keywords for your paper
- Fill out the section “Other Information and Files”
- Finally, click on the “Submit” link to submit your abstract (as shown in Figure 4)



The screenshot shows a confirmation page titled "Ready?". It contains the text: "If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**" Below the text is a red button labeled "Submit".

Figure 4: Proposal submission

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from SALTISE2023@easychair.org. Once the review process is completed, you will also receive acceptance/rejection notification with reviews by email.