EasyChair Instructions: How to Submit Your Abstract

Navigate to the GRS 2019 Submission Portal:
https://easychair.org/conferences/?conf=uncgrs2019

If you have an account, you may skip to Step 2 below.

1. **Sign up for an account.**

If you have never used EasyChair before, you will need to create an account.

You will first encounter the Terms of Service page. Agree to continue. Follow the account setup steps.

Contact the Committee for questions and/or concerns: gpssvicepresident@uncc.edu
You will receive an email from EasyChair to finalize your setup. Then, you’ll want to go to the GRS 2019 Submission Portal: https://easychair.org/conferences/?conf=unccgrs2019

2. Log in and Create a New Submission

Things to Note:

- 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.

- Each presenter should be indicated by checking speaker.

- 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.

Contact the Committee for questions and/or concerns: gpsgvicepresident@uncc.edu
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 (*):

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

- Arts & Architecture
- Business
- Computing & Informatics
- Education
- Engineering
- Health & Human Services
- Liberal Arts & Sciences

Other Information and Files

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

Category (*): Please, choose the proper category for your proposal. Note, this will be the category your presentation will be placed in.
- Poster Session

Press Paragraph and Supplement Info (*): Please, utilize this portion of the submission to upload a Word document (file extension .doc) containing your
1) Press Paragraph (no more than 100 words),
2) Advisor’s or PI’s name and email
3) Indication of your choice to have your presentation judged for a monetary prize (Utilized the statement: I would/would not like to participate in the presentation competition.)
4) Indicate if you would like to be considered for a poster presentation in the event you are not selected for an oral presentation.

Please note, this information will be free of identifying information prior to committee review. All submissions are anonymous to reviewers.

Choose File: No file chosen

3. Submit

Once your submission has been processed, EasyChair will send a confirmation to the corresponding author’s email. If this confirmation is not received, your form did not submit. Log back into your account to review.

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