

# The Desert Fishes Council

## Submitting Abstracts Using EasyChair

Starting with the 2017 meeting, DFC is using an abstract submission and processing service provided by EasyChair.org. It is widely used and has been thoroughly tested by many other conferences, but being new for Desert Fishes Council we here provide:

### Detailed instructions for using EasyChair

The submission process requires two stages:

- Get your own **EasyChair** account
- Submit your abstract(s)

### Creating an account in EasyChair:

- Go to the EasyChair site: [www.easychair.org](http://www.easychair.org)
- Click “sign up” at the top right corner of the page and follow the instructions for entry into the system.
- Enter your name and e-mail address and other complete your profile (the content of which is used in your abstract), then click “continue”
- Check your e-mail for a message from EasyChair and follow the instructions there.
- Make a note of your user name and password for future reference.

### Submitting your abstract:

Go to the meeting’s submission page:

<https://easychair.org/conferences/?conf=dfc2017> (this will change every year – simply edit the year in the URL)

Log in using your EasyChair username and password.

Click "New Submission". In the page that appears, you will see a link to further **instructions - please read them fully before starting to enter your content, and refer back to them as questions arise.**

Enter your content, then **PRESS SUBMIT**

**LOGOUT** by selecting “Sign out” in the top menu bar.

**CHECK YOUR EMAIL** and follow instructions there to return to edit your abstract at any time prior to deadlines for doing so.

The Program Committee and Proceedings Chair may ask questions about your submission using emails sent via this system. Please watch for, and quickly respond to those.

**Note that travel assistance is available** – see <https://www.desertfishes.org/upcoming-meeting/travel-grants/> and follow instructions there.

**Questions?** Please [contact the Program Chair or Proceedings Editor](#) if you have any questions about, or difficulty with, your abstract submission.