**Instructions**
Click and hold on the images to see a bigger version.

1. Visit the link [https://easychair.org/conferences/?conf=25oxfordgradconf](https://easychair.org/conferences/?conf=25oxfordgradconf), and click on 'create an account'.

![Create an EasyChair Account](image1.png)

2. You may be asked to fill in a CAPTCHA phrase - which helps to prevent spam. Click 'continue' when you are done.

![Create an EasyChair Account](image2.png)
3. Fill in your details. Make sure they are accurate, as we will contact you using the details you have provided. Click 'continue' when you are done.

4. You will be asked to verify your email address. Check your email account for an email from EasyChair.
5. When you open the email from EasyChair, you will see a link. Click the link to verify your account.

```
Dear [Name],

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://easychair.org/account/create.cgi?code=[RandomCode]

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending emails so you will not receive a response.
```
7. You will receive a notification that your account has been created. To log in to EasyChair and submit a paper, follow the link provided on this page.

8. Login to EasyChair with the details of the account that you have just created. Click 'log in' when you are done.
9. After logging in, click ‘enter as an author’.
10. This is the submission page. Fill in the author(s) details, give your paper a title, include an abstract and three keywords, and finally upload your document. Please ensure that your document does not contain any information that could identify you.

And you're done! You will hear from us after all the submissions have been reviewed.