EasyChair Instruction

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EasyChair Account

At https://www.EasyChair.org/conferences/?conf=is17 is the login page.

Users who have previously created EasyChair account for any conference, have a valid account and can be used for this event, logging on to the system by entering your username and password.

If user does not have EasyChair account it is necessary to click on sign up for an account (Figure 1).
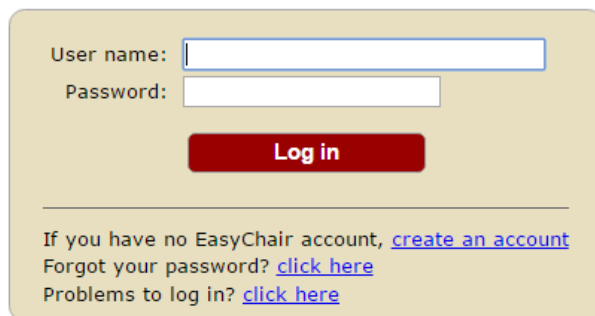

Figure 1. User Log in

How to create an EasyChair account

In order to use EasyChair system it is necessary to create an account. Creation of an account on EasyChair system is performed only once.

The procedure for creating EasyChair account is as follows:

1. Enter the words that are shown in the box (Figure 2), and then click the *Continue* button,

2. If words are entered correctly, you will see a form to fill in (Figure 3),

3. After the completed form, EasyChair sent to the entered email address link that is used to create the account, and the message is displayed as shown in Figure 4,

4. After clicking on the link received in the mail, the new page will open with the form to be filled (Figure 5),

5. EasyChair account is created when the message *Your EasyChair account has been created appears* (Figure 6).

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image next to the text.
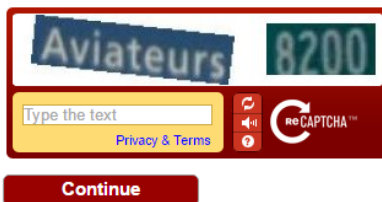
Figure 2. Create EasyChair account, step 1

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 3. Create EasyChair account, step 2

EasyChair
The conference system

Help / Log in

Account Application Received

We received your application. A mail with further instructions has been sent to the email address tiactestmail@gmail.com.

If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
This is still the most likely cause of delays.
Slow mail processing
Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.
"Reply-me" mail protection.
Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.
Mail box problems and quotas
Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.
Anti-spam filters
It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.
General connection problems
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email adress in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

Figure 4. Create EasyChair account, step 3

EasyChair
The conference system

Create an EasyChair Account: Last Step

Hello Michael Clark! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

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 (*):
Your personal Web page:

Enter your address.

Phone:
Address, line 1 (*):
Address, line 2:
City (*):
Post code (*):
State (US only) (*): ▼
Country (*): ▼

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

User name (*):
Password (*):
Retype the password (*):

Create my account

† 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.

Figure 5. Create EasyChair account, step 4

EasyChair
The conference system

Account Created

Your EasyChair account has been created.

If you want to submit to a conference hosted by EasyChair, you should find the conference Web page and follow the link to the submission page of that conference.
For a general log in to EasyChair click this link.

Figure 6. Create EasyChair account, step 5

Instruction for Paper Submission

At https://www.EasyChair.org/conferences/?conf=is17 is the login page.

Users can log in by entering their username and password into the appropriate fields as shown in Figure 7.

Figure 7. User Log in

After logging the user is given an option to enter the conference as an author (Figure 8).

Figure 8. IS 17 Select role page

After entering as an author, the user is redirected to the IS '17 home page. From this page the user can enter all the required information and submit the paper to the conference (Figure 9 through Figure 13).

It is necessary to fill in the fields:

1. Authors

2. Title, abstract and other information

3. Keywords and

4. Topics.

Figure 9. IS 14 Home page (part 1)

Authors

EasyChair system automatically provides input data for the three authors. If there are multiple authors, you need to add by clicking the Click here to add more (Figure 10).

Explanation of some items:

- Email address will be used only for communication with the authors and will never be shared with any 3rd parties.

- Authors who are designated as Corresponding author will receive the e-mails with information about the paper and conference. You need to be at least one author who is designated for correspondence.

Author 1 (click here to add yourself) (click here to add an associate)

First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

☐ corresponding author

Author 2 (click here to add yourself) (click here to add an associate)

First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

☐ corresponding author

Author 3 (click here to add yourself) (click here to add an associate)

First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

☐ corresponding author

Click here to add more authors

† Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, read the Help article about names.

Figure 10. IS 14 Home page (part 2) – Author information

Title, Abstract and Other Information

In this section, title and abstract must be entered (Figure 11). Maximum length of abstracts is 1500 characters. Each keyword should begin on a new line. You need to enter at least three keywords.

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

Title (*):

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 11. IS 14 Home page (part 3) – Title, abstract and keywords

Topics

Authors need to select the topic for which they are submitting a paper (Figure 12).

Figure 12. IS 14 Home page (part 4)

Send (upload) the paper

Papers should be submitted in the .pdf format. If you are only submitting the abstract, there is no need for uploading the paper.

The paper is submitted by selecting the paper via *Choose File* button, which opens a new window to select the file you want to send. By selecting a file, you need to click on Submit button to send the file, and the application is completed (Figure 13).

NOTE: Do not press the Submit button multiple times, because uploading may take time!

Figure 13. IS 14 Home page (part 5)

Section IS 17

IS 17 section provides general information about the conference. Also, if the author is a reviewer at the same time, here is possible to change the "role" (Figure 14).

Figure 14. Section IS 17

IS 17 Information

In this section are links to the conference web site and the submission page, and email addresses of contact persons. Here you can find all the important dates of the conference (Figure 15).

NOTE: Applications after the deadline will not be possible. Applications are done in an automated system and the system does not allow the application after the deadline.

Figure 15. IS 14 information

GENERAL NOTE: If there are no work in the system for more than 2 hours, session will automatically stop, and the authors will be logged out of the system. In this case, author must login again to the system. This should be taken into account if authors are submitting a new version of the paper several minutes before the application deadline.

EasyChair

Card EasyChair contains news and settings for EasyChair system (Figure 16). Account information, as well as insight into the user previous conferences, can be seen and edited here.

Figure 16. EasyChair settings