



**EasyChair Instruction for
9TH INTERNATIONAL SCIENTIFIC
AND EXPERT CONFERENCE
TEAM 2018**



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UNIVERSITY OF NOVI SAD, SERBIA

WWW.TEAMCONFERENCE.EU



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Login page:

<https://easychair.org/conferences/?conf=team20180>

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 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. Click on the “I’m not a robot” checkbox (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).

Step 1

Click on the “I’m not a robot” checkbox (Figure 2), and then click the **Continue** button

EasyChair
The world for scientists

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.

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

Figure 2. Create EasyChair account – Step 1

Step 2

Fill in the form

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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

Step 3

Account Application

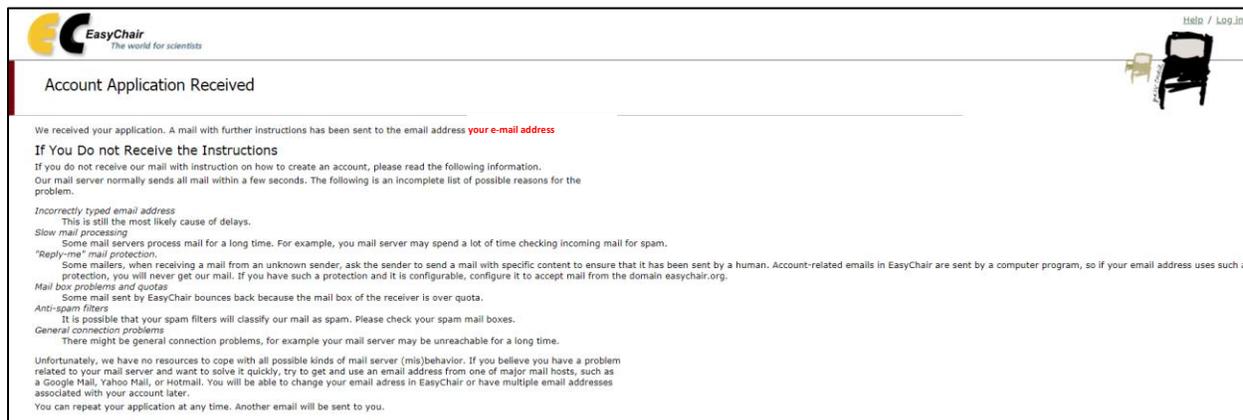


Figure 4. Create EasyChair account – Step 3

Step 4

Fill in the form and click on “I agree to EasyChair Terms of Service”

Figure 5. Create EasyChair account – Step 4

Step 5

Account created

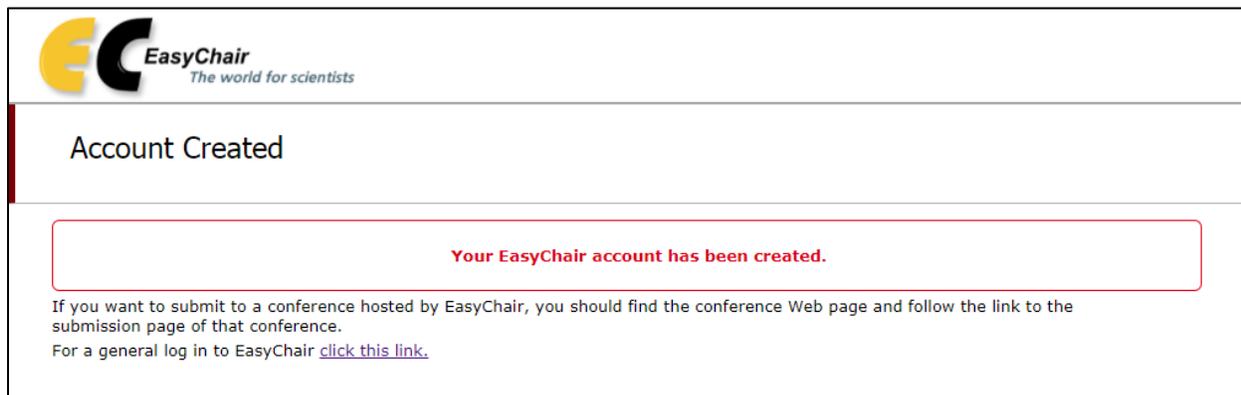


Figure 6. Create EasyChair account – Step 5

INSTRUCTION FOR PAPER SUBMISSION

Go to the login page:

<https://easychair.org/conferences/?conf=team20180>

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

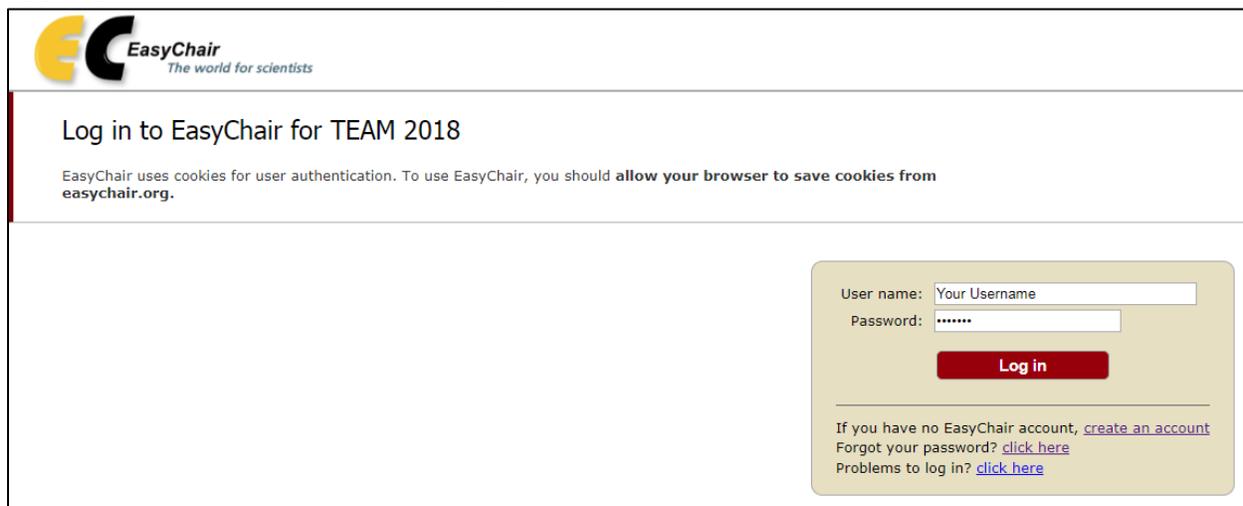


Figure 7. User Log in

After logging enter the conference as an author (Figure 8).

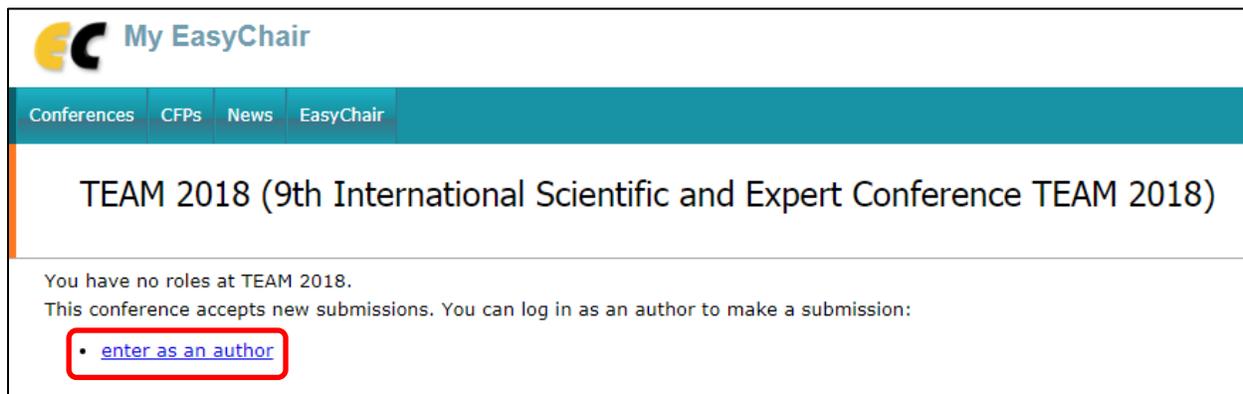


Figure 8. Select role – enter as an author

It is necessary to fill in the fields:

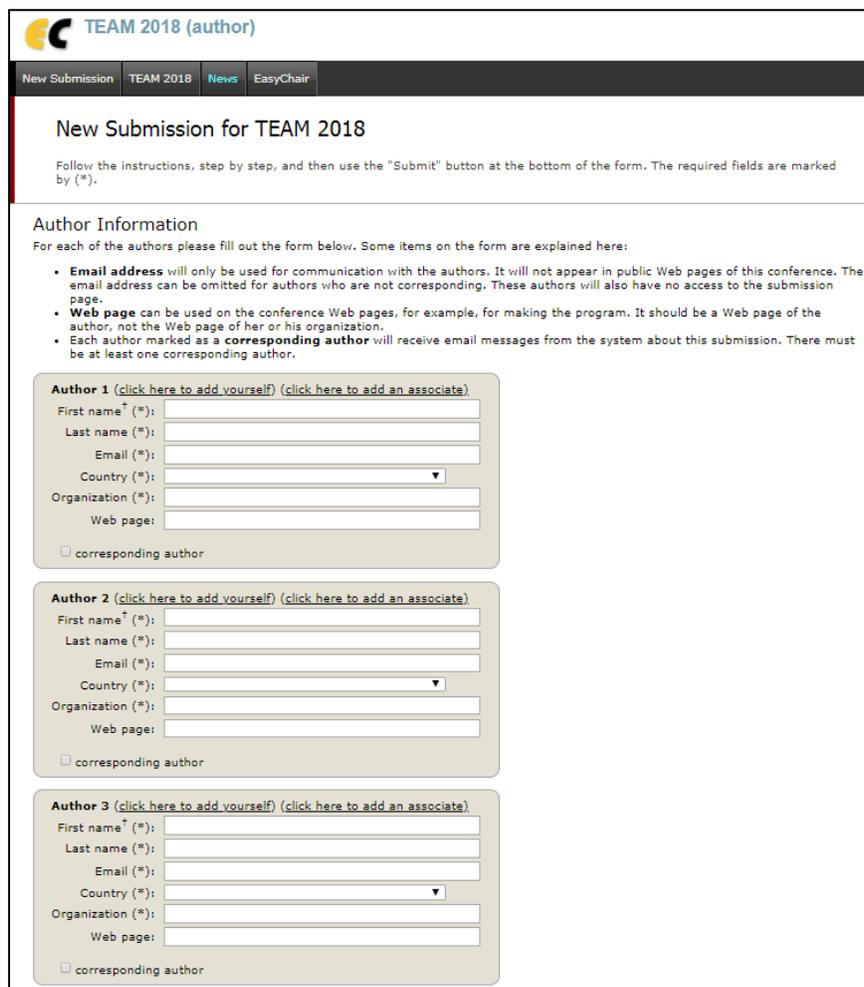
- 1. Authors, 2. Title,abstract and Keywords and 3. Topics**

1. Authors (Fig.9)

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*.

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 (at least one) will receive the e-mails with information about the paper and conference.



The screenshot shows the 'New Submission for TEAM 2018' form. At the top, there is a navigation bar with 'New Submission', 'TEAM 2018', 'News', and 'EasyChair'. Below the navigation bar, the title 'New Submission for TEAM 2018' is displayed. A note states: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).' The main section is titled 'Author Information' and includes instructions: 'For each of the authors please fill out the form below. Some items on the form are explained here:'. Three bullet points provide details: 1. 'Email address will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.' 2. 'Web page can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.' 3. '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.' Below the instructions are three identical form sections for 'Author 1', 'Author 2', and 'Author 3'. Each section includes: 'First name (*)', 'Last name (*)', 'Email (*)', 'Country (*)' (a dropdown menu), 'Organization (*)', and 'Web page:'. At the bottom of each section is a checkbox labeled 'corresponding author'.

Figure 9. Author(s) information

2. Title, Abstract and Keywords (Fig.10)

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

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 10. Title, Abstract and Keywords

3. Topics (Fig. 11)

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

Production Engineering	
<input type="checkbox"/> Mechanical Engineering	<input type="checkbox"/> Electrical Engineering
<input type="checkbox"/> Vehicle Engineering	<input type="checkbox"/> Structural Engineering
<input type="checkbox"/> Materials Science	<input type="checkbox"/> Computer and Information Technologies
<input type="checkbox"/> Industrial Logistics	<input type="checkbox"/> Industry 4.0
Knowledge Transfer	
<input type="checkbox"/> Education, Pedagogy and Didactics	<input type="checkbox"/> Kinesiology Education in the Function of Health
<input type="checkbox"/> Prevention, Mobility in Education	<input type="checkbox"/> Education of Engineering
<input type="checkbox"/> Teaching of Soft Skills in Engineering Study Programs	<input type="checkbox"/> E-Learning and Virtual Teams
<input type="checkbox"/> Tuning Educational Structure in Europe	<input type="checkbox"/> Internationalisation Profile of HEI
<input type="checkbox"/> Innovative Educational Framework for Producing the Next Generation of Engineers	
Biotechnology in Agricultural Environment	
<input type="checkbox"/> Advanced Technology and Technics in Agriculture	<input type="checkbox"/> Agriculture and Environment Protection
<input type="checkbox"/> Plant Growing Under Different Circumstances	<input type="checkbox"/> Horticulture
<input type="checkbox"/> Plant Protection	<input type="checkbox"/> Agro-Ecology and Organic Farming
<input type="checkbox"/> Landscape Architecture and Decoration	<input type="checkbox"/> Plant Protection, Wine and Fruit Production
Market Oriented Management	
<input type="checkbox"/> Cost Management	<input type="checkbox"/> EU Funding
<input type="checkbox"/> Macroeconomics, Microeconomics	<input type="checkbox"/> Knowledge Management
<input type="checkbox"/> Innovation Management	<input type="checkbox"/> New Opportunities in Financial Entrepreneurship

Figure 11. Topics

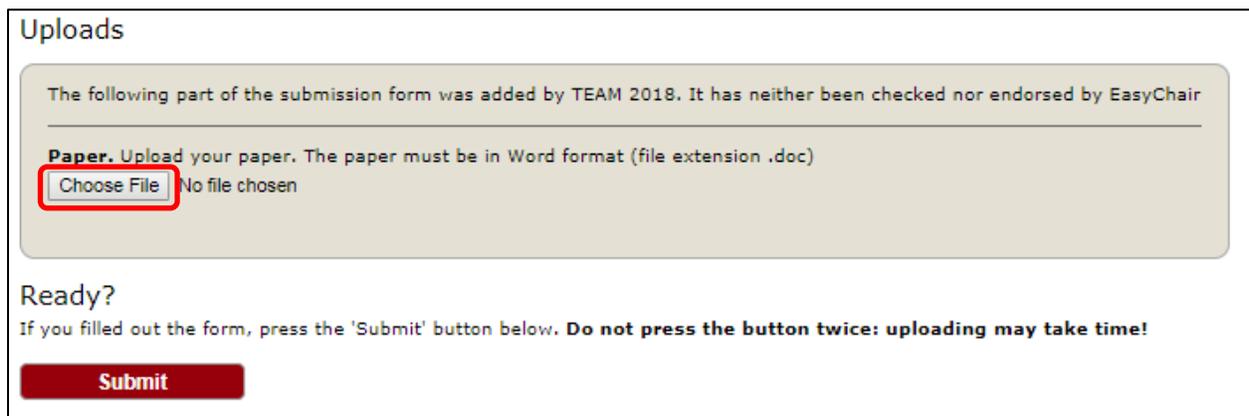
Send (Upload) the paper

Papers should be submitted in the **Word format (File extension .doc or .docx)**. 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 (Fig.12).

NOTE: Use only official template of the Conference ([download](#))

Please do not press the Submit button multiple times, because uploading may take time!

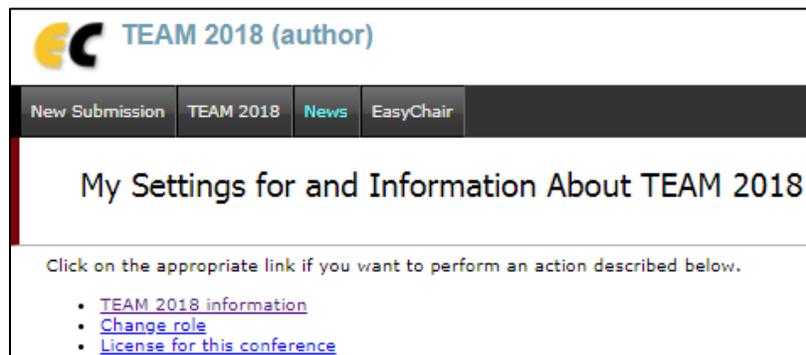


The screenshot shows the 'Uploads' section of the submission form. It contains a message: 'The following part of the submission form was added by TEAM 2018. It has neither been checked nor endorsed by EasyChair'. Below this, there is a section for 'Paper' with the instruction: 'Upload your paper. The paper must be in Word format (file extension .doc)'. A 'Choose File' button is highlighted with a red box, and the text 'No file chosen' is visible next to it. At the bottom, there is a 'Ready?' section with a 'Submit' button and a warning: 'If you filled out the form, press the 'Submit' button below. Do not press the button twice: uploading may take time!'.

Figure 12. Paper Submission

Section TEAM 2018

TEAM 2018 section provides general info about the conference. Also, if the author is a reviewer at the same time, here is possible to change the "role" (Fig. 13).



The screenshot shows the 'My Settings for and Information About TEAM 2018' page. It features a navigation bar with tabs for 'New Submission', 'TEAM 2018', 'News', and 'EasyChair'. The main content area includes a heading 'My Settings for and Information About TEAM 2018' and a list of links: 'TEAM 2018 information', 'Change role', and 'License for this conference'. A note above the links states: 'Click on the appropriate link if you want to perform an action described below.'

Figure 13. Section TEAM 2018

TEAM 2018 Information

In this section are links to the conference web site and the submission page, and email addresses of contact person (Fig. 14).

NOTE: [Applications after the deadline will not be possible.](#)

Figure 14. Section TEAM 2018

GENERAL NOTE: If there is 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 the paper several minutes before the application deadline.

EasyChair

Card EasyChair contains news and settings for EasyChair system (Fig. 15). Account info, and insight into the user previous conferences, can be seen and edited here.

Figure 15. EasyChair Settings