EASYCHAIR TUTORIAL

CREATING AN ACCOUNT/LOGGING IN, SUBMITTING AN ABSTRACT AS TEXT AND AS PDF

Go to the CBTS 2016 conference submission system webpage on EASYCHAIR: (Figure 1)

https://easychair.org/conferences/?conf=cbts2016

1. Log in to conference system

- If you already have an EasyChair account then use your *User name* and *Password* to log in (Figure 1). If you need details on how to submit your abstract go to part 2 (Submitting an abstract) of this tutorial.
- If you need to create an EasyChair account click on create an account/sign up for an account (see an example in Figure 1)

Figure 1: Log in or create an account into EasyChair for CBTS 2016

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.





• Write down the captcha code and click on continue (Figure 2)

Figure 2: Captcha code



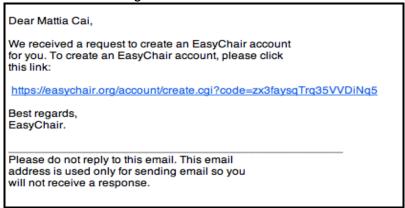
• Fill in your name and email address and click on continue (Figure 3)

Figure 3: Enter basic information to set up an account

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			

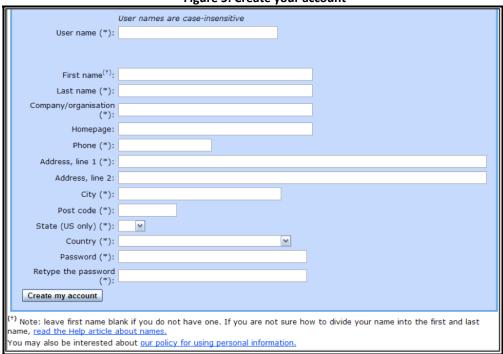
• You will receive a confirmation email. Click on the link provided in the e-mail to continue your registration (see an example in Figure 4)

Figure 4: Confirmation email



• Complete your registration (in your browser) by providing all the required information and click on *create my account* (Figure 5)

Figure 5: Create your account



 Now you are successfully registered. To log in to the conference submission system EasyChair webpage use your *User name* and *Password*. The link to the submission system is available through the conference webpage or here:

https://easychair.org/conferences/?conf=cbts2016

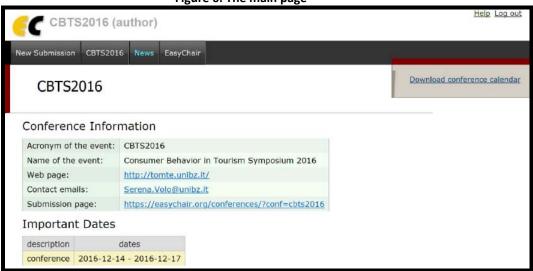
2. Submitting an abstract (as text and as PDF)

• Go to the CBTS 2016 conference submission system webpage (EasyChair):

https://easychair.org/conferences/?conf=cbts2016

• From the main menu (on top) choose New Submission (Figure 6)

Figure 6: The main page



• Now you are on the submission page. Follow the instructions and fill in all the requested information. At first you must fill in *Address for Correspondence* (Figure 7)

Figure 7: Address for correspondence

	Address for Correspondence				
The information below will only be used for communication by post, if necessary.					
	Address, line 1 (*):	Freie Universität Bozen – Libera Università di Bolzano			
	Address, line 2:	Universitätsplatz 1 – Piazzetta dell'Università 1			
	City (*):	Bruneck - Brunico			
	Post code (*):	39031			
	State (US only) (*):	*			
	Country (*):	[Italy ‡			

• In the next step please fill in author/authors information. You may speed up the process by clicking on *click here to add yourself* (Figure 8).

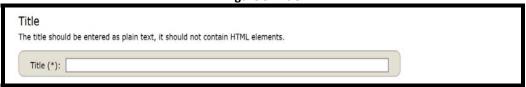
Figure 8: Authors

Authors					
For each of the authors please fill out the form below. Some items on the form are explained below.					
 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 omitte authors will also have no access to the submission page. Web site can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his Each author marked as a corresponding author will receive email messages from the system about this submission. There should be at least one corresponding 					
Author 1 (click here to	Author 1 (click here to add yourself) (click here to add an associate)				
First name [†] (*):	Mattia				
Last name (*):	Cai				
Email (*):	Mattia.Cai@unibz.it				
Country (*):	İtaly ‡				
Organization (*):	Free University of Bolzano-Bozen				
Web site:					
Corresponding author:	Ø				

Now is necessary to fill in *Title* of the *Abstract* and choose *Category* and *Group* (Figure 9).

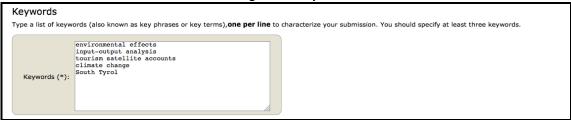
To submit an ordinary research paper, select "Research paper". PhD students wishing to present their work during the PhD session must indicate this by choosing "PhD session presentation"

Figure 9: Title



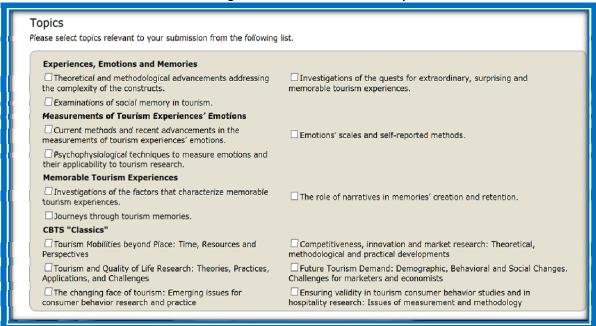
• At this step provide a <u>list of keywords</u> that describe your paper. You must specify at least three keywords, **one per line** (Figure 10).

Figure 10: Keywords



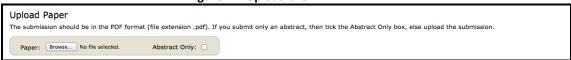
Select those <u>topics</u> that apply to your presentation (Figure 11).

Figure 11: Choose the relevant topics



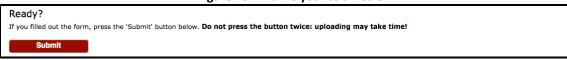
Finally, you MUST submit a PDF of your abstract by using the field "Upload paper" (Figure 12).

Figure 12: Upload the PDF



• <u>Click on the Submit button</u> (Figure 13). Do <u>not</u> press the button twice: uploading may take time!

Figure 13: Finalize your submission



Now you will see basic information about your submission (Figure 14). You can get back to the page with your submission details anytime by clicking on *Submission* # (# denotes the number of your submission) in the main menu. If you need to make any changes to your submission (update information, update authors, submit a new version or withdraw your submission), use the links on the right side.

Figure 14: Submission overview

