

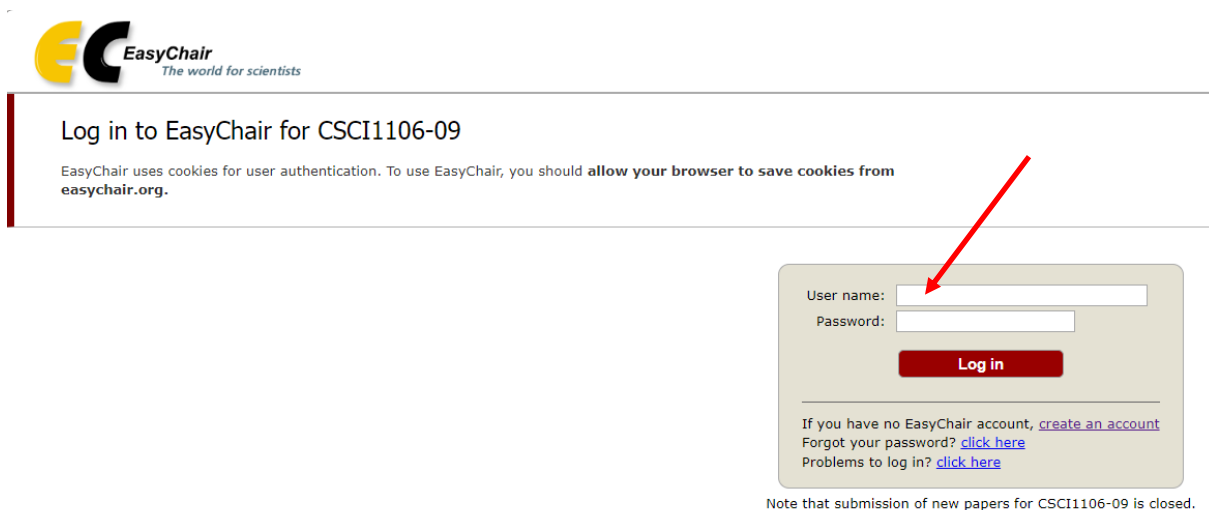
# EasyChair User Guidelines

(to submit Abstracts / Papers)

## Set up an Account

First, you will need to set up an account (username and password). Go to <http://www.easychair.org/conferences/?conf=csci110609>.

This link will bring up a login page for the course (Figure 1). Select on the link at the bottom to set up an account.



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

User name:

Password:

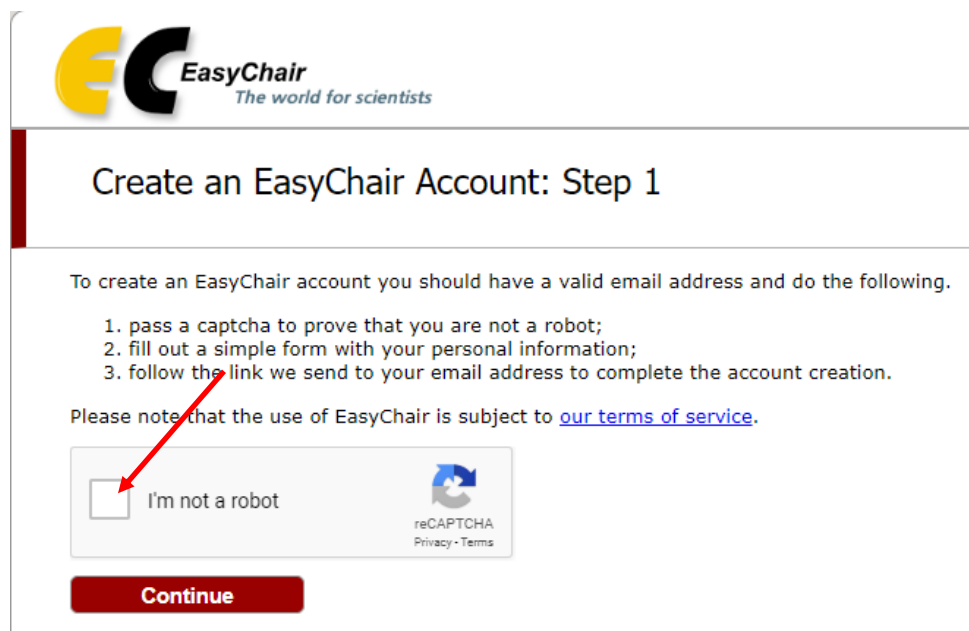
**Log in**

If you have no EasyChair account, [create an account](#)  
Forgot your password? [click here](#)  
Problems to log in? [click here](#)

Note that submission of new papers for CSCI1106-09 is closed.

**Figure 1. Login page of EasyChair for CSI1106-09**

This will take you to a new page (Figure 2). Select the link to obtain an account.



**Create an EasyChair Account: Step 1**

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

reCAPTCHA  
Privacy - Terms

**Continue**

**Figure 2. Account requirements**

You will then be directed to a page where you will enter in your information (Figure 3 below).

**EasyChair**  
The world for scientists

## 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<sup>†</sup>:

Last name \*

Email: \*

Retype email address: \*

**Continue**

<sup>†</sup> 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. Name & email address**

You will then be directed to the 'Account Application Received' page and you should receive an email from EasyChair to the account stated in Figure 3 above.

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Help / Log in

## Account Application Received

We received your application. A mail with further instructions has been sent to the email address tech2@homebond.ie.

### If You Do not Receive the Instructions

If you do not receive our email 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, your mail server may spend a lot of time checking incoming mail for spam.

**"Reply-me!" mail protection.**  
Some mailers, when receiving an email 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 receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.

**Mailbox problems and quotas**  
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

**Anti-spam filters**  
It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

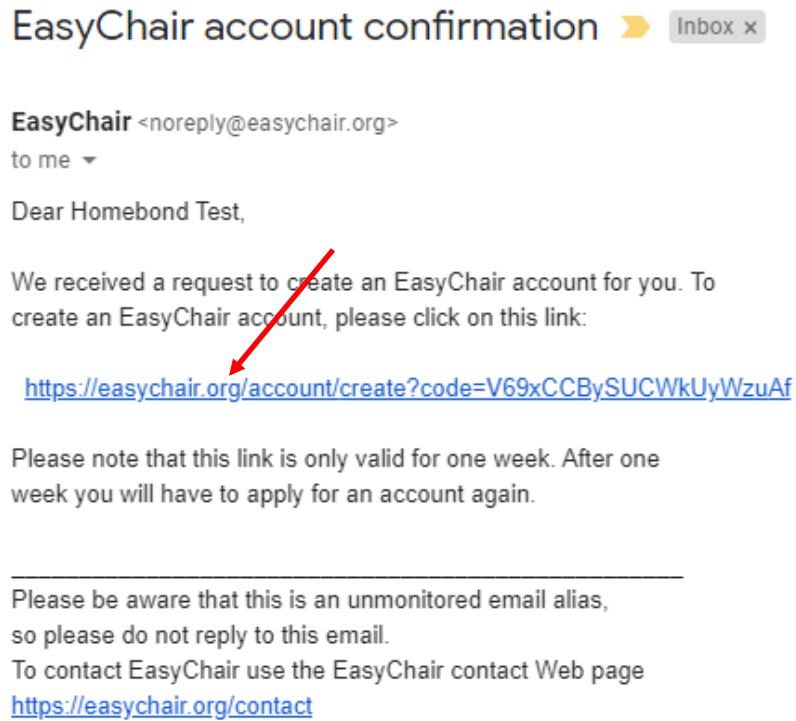
**General connection problems**  
There might be general connection problems, for example your mail server may be unreachable for a long time.

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, either contact your system administrators or 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 address 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. Account Application Received**

You will receive an email that looks similar to Figure 4. Follow the link in the message to create an actual account on Easy Chair (username and password).



**Figure 5. Email received from EasyChair**

Go to the link in the received email <https://easychair.org/account/create?code=V69xCCBySUCWkUyWzuAf> and complete the details as shown in Figure 6 below.

## Create an EasyChair Account: Last Step

Hello Homebond Test! 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

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Enter your personal data.

First name<sup>†</sup>:

Last name \*

Organization: \*

Country: \*

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.*

Your personal Web page

---

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


User name: \*

Password: \*

Retype the password: \*

**Figure 6. EasyChair Account Form**

This will take you to the main page confirming your account has been created (Figure 7 below).

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The world for scientists

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Account Created

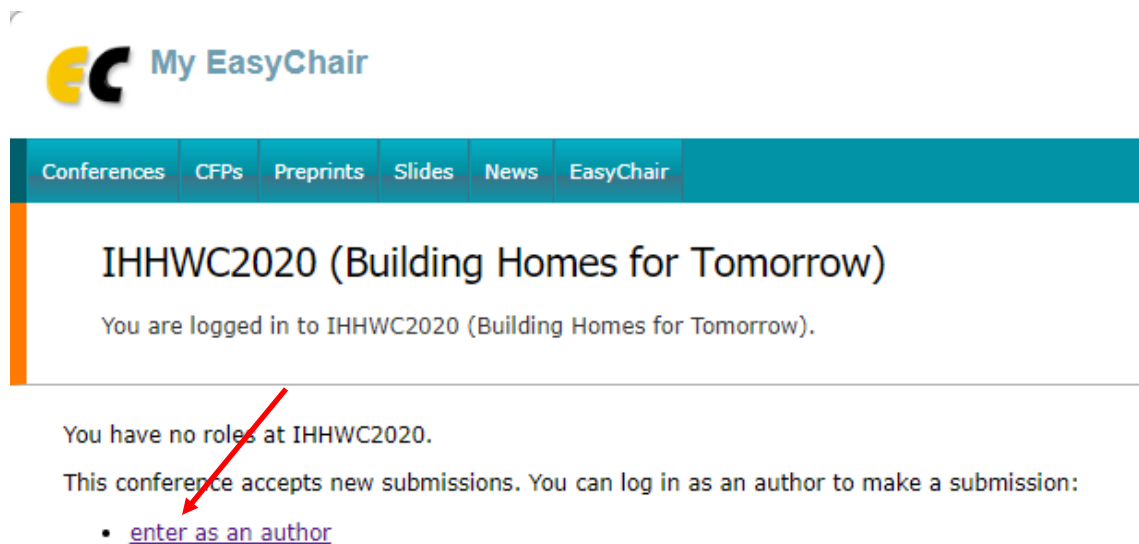
**Your EasyChair account has been created!**

To log in and access IHHWC2020 pages [click here](#).

**Figure 7. Confirmation EasyChair Account Created**

## Making a Submission

If you follow the 'click here' text shown in Figure 7 above it will bring you to the page shown in Figure 8 below.



**Figure 8. Logged into EasyChair**

Then click on the 'enter as an author' text as indicated in Figure 8 above it brings you to the EasyChair 'New Submission for IHHWC2020' page. Please follow the instructions carefully on this page as per Figure 9 below.

You will fill in the author information. Choose one author to be the main contact (Figure 8). Leave the rest of the author boxes blank as shown in Figure 10 below.

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email** addresses below will only be used for communication, with the authors. They 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.
- **Homepage** can be used in the conference Web pages, for example, for producing the program.
- All authors marked as **corresponding author** will receive email messages from the system. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>(\*)</sup>: Name  
Surname<sup>(\*)</sup>: Last Name  
Email<sup>(\*)</sup>: my@email@cs.dal.ca  
Country<sup>(\*)</sup>: Canada  
Affiliation<sup>(\*)</sup>: Dalhousie University  
Homepage: enter if want  
Corresponding author:

**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>(\*)</sup>: Name 2  
Surname<sup>(\*)</sup>: Last Name 2  
Email<sup>(\*)</sup>: 2ndAuthor@cs.dal.ca  
Country<sup>(\*)</sup>: Canada  
Affiliation<sup>(\*)</sup>: Dalhousie University  
Homepage:  
Corresponding author:

**Figure 9a. New Submission for IHHWC2020**

**Author 2** ([click here to add yourself](#))

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author

**Author 3** ([click here to add yourself](#))

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author

[Click here to add more authors](#)

<sup>†</sup> 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](#).

#### Title and Abstract

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

### Figure 9b. New Submission for IHHWC2020

You will then fill in the author information. Choose one author to be the main contact (Figure 8). Leave the rest of the author boxes blank as shown in Figure 10 below.

**Authors**  
 For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email** addresses below will only be used for communication, with the authors. They 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.
- **Homepage** can be used in the conference Web pages, for example, for producing the program.
- All authors marked as **corresponding author** will receive email messages from the system. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#)) ([click here to add an associate](#))

First name(\*):

Surname: (\*)

Email: (\*)

Country: (\*)

Affiliation: (\*)

Homepage:

Corresponding author:

**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name(\*):

Surname: (\*)

Email: (\*)

Country: (\*)

Affiliation: (\*)

Homepage:

Corresponding author:

**Figure 9c. New Submission for IHHWC2020**

Enter the title of the paper and the abstract (Figure 9d). You can copy and paste your abstract from your actual paper into the text box.

**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 9d. New Submission for IHHWC2020**

Enter at least three key words that describe your paper (Figure 9d). For example, you might enter “Web Site”, “Design” and “Code”. Please note they should be on separate lines.

Finally, you will need to submit the actual paper (Figure 9e). Your submitted paper must be in PDF format. Select Choose File and a file dialog box will appear. Select the paper you want to upload to the site (Figure 9f) e.g. in this instance, EasyChair TEST, then click ‘Submit’.

#### Files

The following part of the submission form was added by IHHWC2020. It has neither been checked nor endorsed by EasyChair

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**Paper** Upload your paper. The paper must be in PDF format (file extension .pdf)

No file chosen

#### Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Figure 9e. New Submission for IHHWC2020

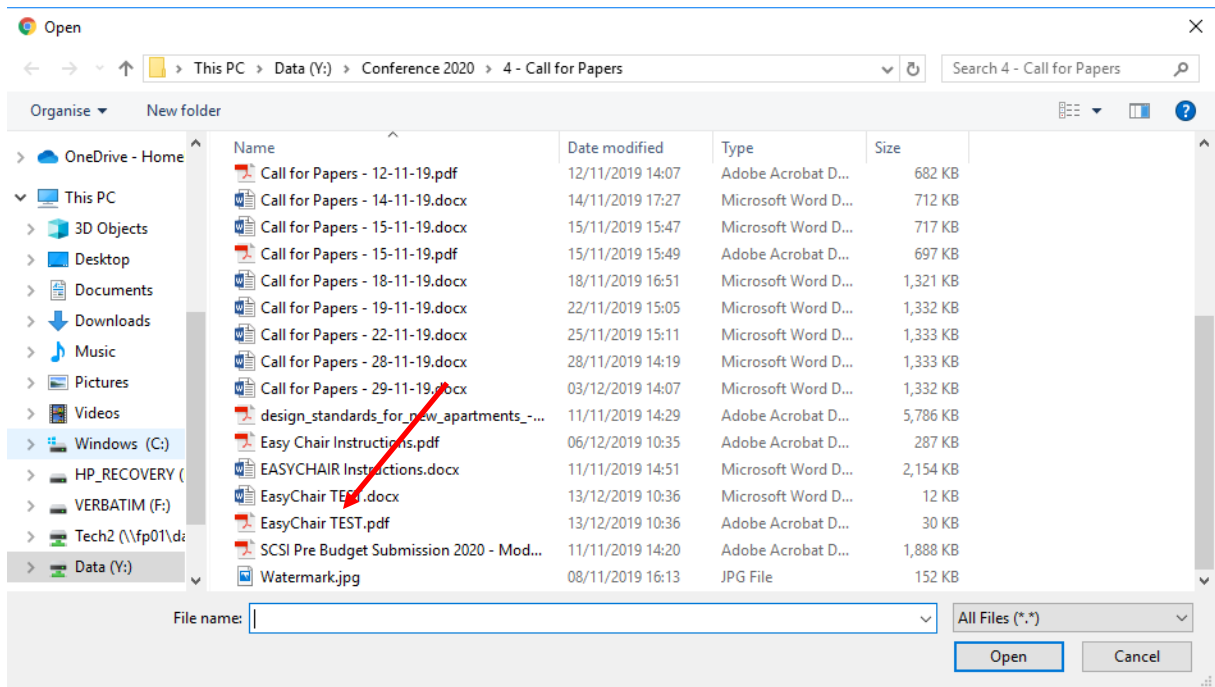



Figure 9f. Choose a file



## IHHWC2020 Submission 1

The submission has been saved!

Paper 1	
Title:	HomeBond TEST
Paper:	 (Dec 13, 11:00 GMT)
Author keywords:	Oscar Whiskey Bravo
Abstract:	TEST TEST TEST
Submitted:	Dec 13, 11:00 GMT
Last update:	Dec 13, 11:00 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
Kieran	Test	kieranhalton@gmail.com	Ireland	HomeBond		✓

**Figure 10. Submission for IHHWC2020 saved**

The corresponding author will receive an email (Figure 11) confirming the paper has been received.

### IHHWC2020 submission 1 Inbox x

IHHWC2020 <ihhwc2020@easychair.org>

to me ▾

Dear authors,

We received your paper:

Authors :

Title : TEST

Number : 1


The paper was submitted by < @ .com>.

Thank you for submitting to IHHWC2020.

Best regards,  
EasyChair for IHHWC2020.

**Figure 11. Submission Confirmation Email**

You will also receive an additional email (Figure 12) confirming the paper has been submitted with a link to access your paper in EasyChair.

IHHWC2020 submission  Inbox x

**EasyChair** <noreply@easychair.org>  
to me ▾

Dear Test,

Test < @ .com> submitted the following paper to IHHWC2020:

-----  
HomeBond TEST  
-----

You are listed as one of the authors of this paper. To enter the IHHWC2020 Web pages you should visit

<https://easychair.org/conferences/?conf=ihhwc2020>

and enter your EasyChair user name and password.

If you forgot your user name or password, please visit

<https://easychair.org/account/forgot>

and specify @ .com as your email address.

**Figure 12. Submission Confirmation Email**