

# EasyChair

## Guidelines

Version: 1.0

International Conference on Vocational Education  
and Technology (IConVET)

**Faculty of Engineering and Vocational  
Universitas Pendidikan Ganesha  
2019**

## VERSION HISTORY

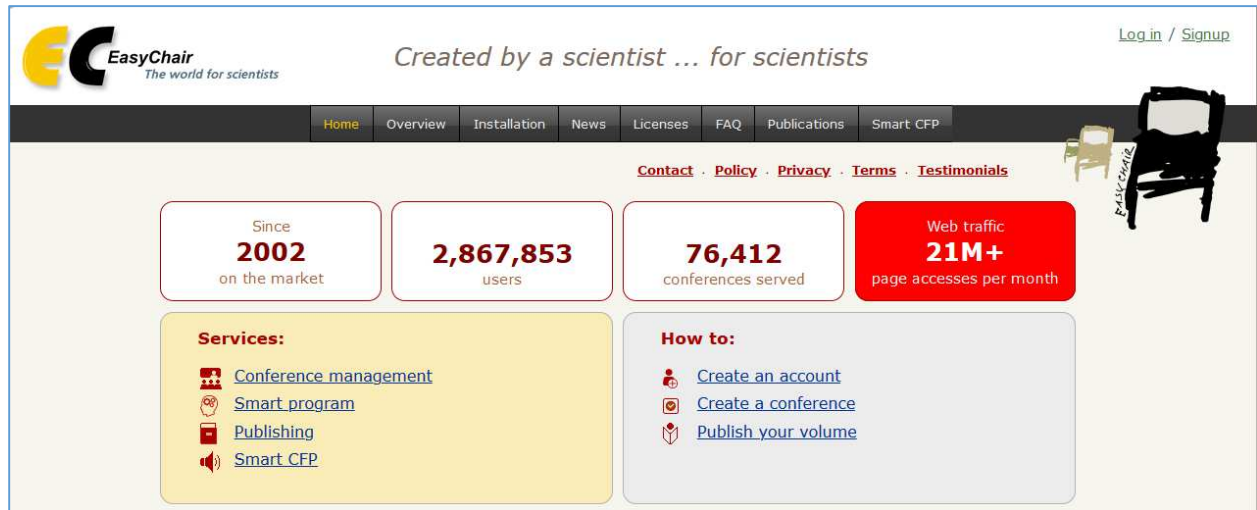
<b>Version</b>	<b>Author</b>	<b>Remarks</b>	<b>Date</b>
1.0	I Made Putrama	Initial Version	12-Nov-2019

## Table of Contents

VERSION HISTORY .....	2
CREATE EASY CHAIR ACCOUNT .....	4
LOGIN TO SUBMIT AN ARTICLE.....	6
UPDATE AN ARTICLE .....	10

## CREATE EASY CHAIR ACCOUNT

To create a new Easy Chair Account, please go to <https://easychair.org> as shown below:

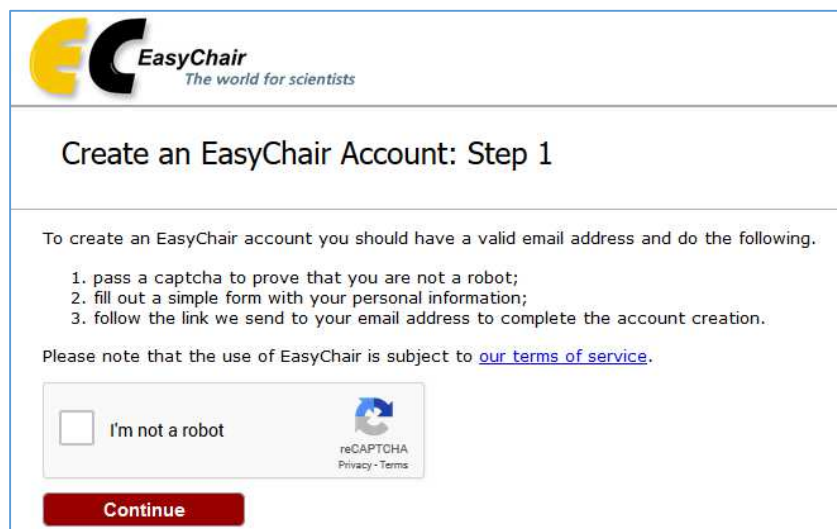


The screenshot shows the EasyChair website homepage. At the top left is the EasyChair logo with the tagline "The world for scientists". To the right is the slogan "Created by a scientist ... for scientists" and a "Log in / Signup" link. A navigation menu includes Home, Overview, Installation, News, Licenses, FAQ, Publications, and Smart CFP. Below the menu are statistics: "Since 2002 on the market", "2,867,853 users", "76,412 conferences served", and "Web traffic 21M+ page accesses per month". There are two main sections: "Services" with links for Conference management, Smart program, Publishing, and Smart.CFP; and "How to:" with links for Create an account, Create a conference, and Publish your volume. A small illustration of two chairs is in the top right corner.

Click on the **Signup** hyperlink to start with:



Upon clicking, please proceed with the following screens. Tick on the "I'm not a robot" to proceed.



The screenshot shows the "Create an EasyChair Account: Step 1" form. It includes the EasyChair logo and tagline. The title is "Create an EasyChair Account: Step 1". The instructions state: "To create an EasyChair account you should have a valid email address and do the following." followed by a list: "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." Below this, it says "Please note that the use of EasyChair is subject to [our terms of service](#)." At the bottom, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link. A red "Continue" button is at the very bottom.

Fill in the required details and you are ready to go.

## 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> :	<input type="text" value="Test"/>
Last name *	<input type="text" value="test"/>
Email: *	<input type="text" value="tester@email.com"/>
Retype email address: *	<input type="text" value="tester@email.com"/>


[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.](#)

An email will be sent to you for confirmation as below. Please click a hyperlink within it to finish the registration.

### EasyChair account confirmation Inbox x

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

Dear Dm Em One,

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=dWoxYgtX3eSKbQGfKoKT>

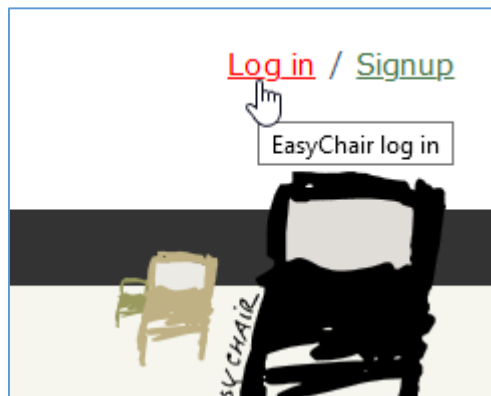
Best regards,  
EasyChair.

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Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

## LOGIN TO SUBMIT AN ARTICLE

To submit an article, first login to the Easy Chair by using your created account's credentials as follows:



### Log in to EasyChair

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](#)

Once logged in, please look for “author” hyperlink to submit an article for a Conference.

**new** EasyChair Preprints

You can now publish your preprints in EasyChair. Click the **Preprints** menu tab to access the preprint publishing environment. You can either convert one of your recent EasyChair paper to a preprint or create a completely new preprint.  
[Click here](#) to access published preprints.

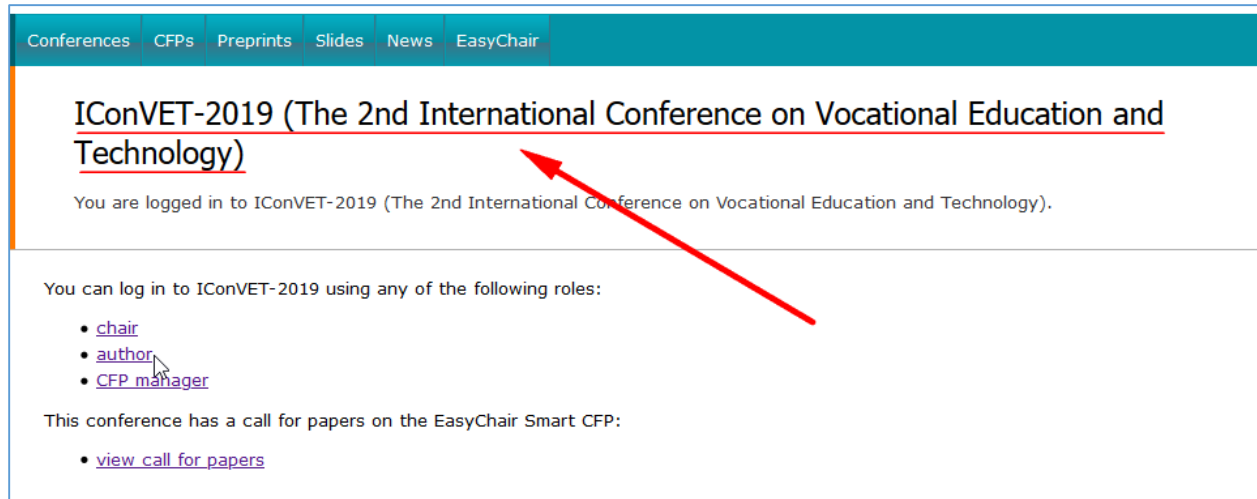
Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
IconVET-2019	<a href="#">author</a> <a href="#">chair</a> <a href="#">CFP manager</a>
IconVET-2018	<a href="#">author</a> <a href="#">chair</a>
ICIRAD 2019	<a href="#">author</a>
Senapati 2019	<a href="#">proceedings author (Camera Ready)</a> <a href="#">author</a>
Senadimas Ke-4	<a href="#">proceedings author (Full Papers)</a> <a href="#">author</a>

If for some reason, you could not see the Conference/Seminar Name, you have to start by getting the Conference/Seminar URL as in the following example (e.g. IConVET conference):

<https://easychair.org/conferences/?conf=iconvet2019>

Usually, if you click on a Paper Submission button from a Conference website, this will be automated. To confirm that you are in the correct Conference's Easy Chair page, please check its name as below:



Conferences CFPs Preprints Slides News EasyChair

## IConVET-2019 (The 2nd International Conference on Vocational Education and Technology)

You are logged in to IConVET-2019 (The 2nd International Conference on Vocational Education and Technology).

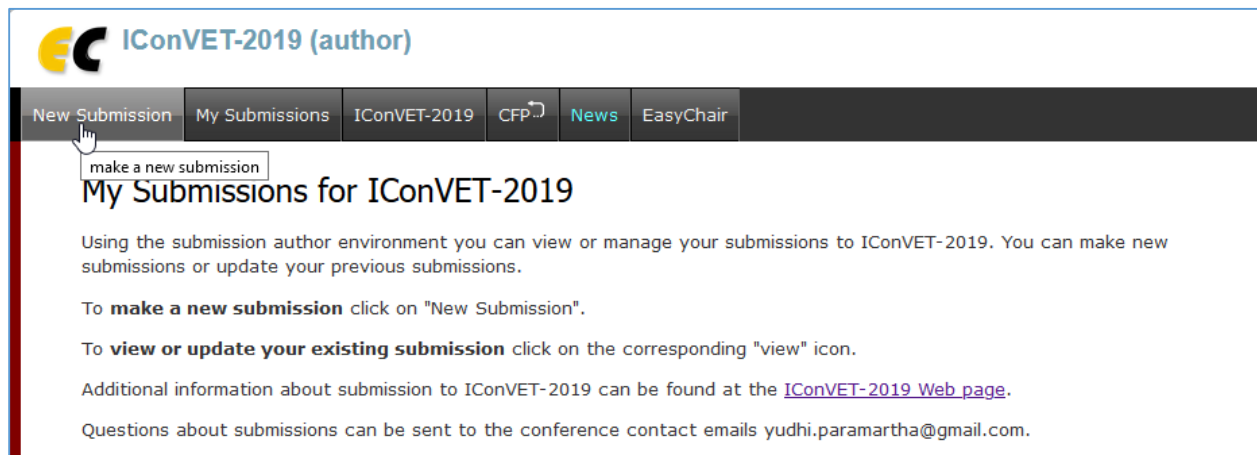
You can log in to IConVET-2019 using any of the following roles:

- [chair](#)
- [author](#)
- [CFP manager](#)

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

To start the submission, click on the “author” hyperlink and you will be directed to author homepage. Next, look for “New Submission” hyperlink to proceed as follows:



**EC** IConVET-2019 (author)

New Submission My Submissions IConVET-2019 CFP News EasyChair

make a new submission

## My Submissions for IConVET-2019

Using the submission author environment you can view or manage your submissions to IConVET-2019. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to IConVET-2019 can be found at the [IConVET-2019 Web page](#).

Questions about submissions can be sent to the conference contact emails [yudhi.paramartha@gmail.com](mailto:yudhi.paramartha@gmail.com).

You have to fill all the mandatory fields such as the Author Information, Paper Title and Abstract and the Paper file before clicking on the “Submit” button. Please see screenshot below:

## New Submission for IConVET-2019

Please note that IConVET-2019 has several tracks but new submissions are allowed only for one track (IConVET-2019).

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.



### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **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 not corresponding authors. These authors will also have no access to the submission page.
- **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.
- 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.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

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

First name<sup>†</sup>:

Last name \*

Email: \*

### [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.

Title: \*

*The abstract should not exceed 250 words*

Abstract: \*



## Files

The following part of the submission form was added by IConVET-2019. It has neither been checked nor endorsed by EasyChair

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**Full Paper.** Upload your Full Paper. The paper must be in Microsoft Word format (file extension .doc or .docx)

No file selected.

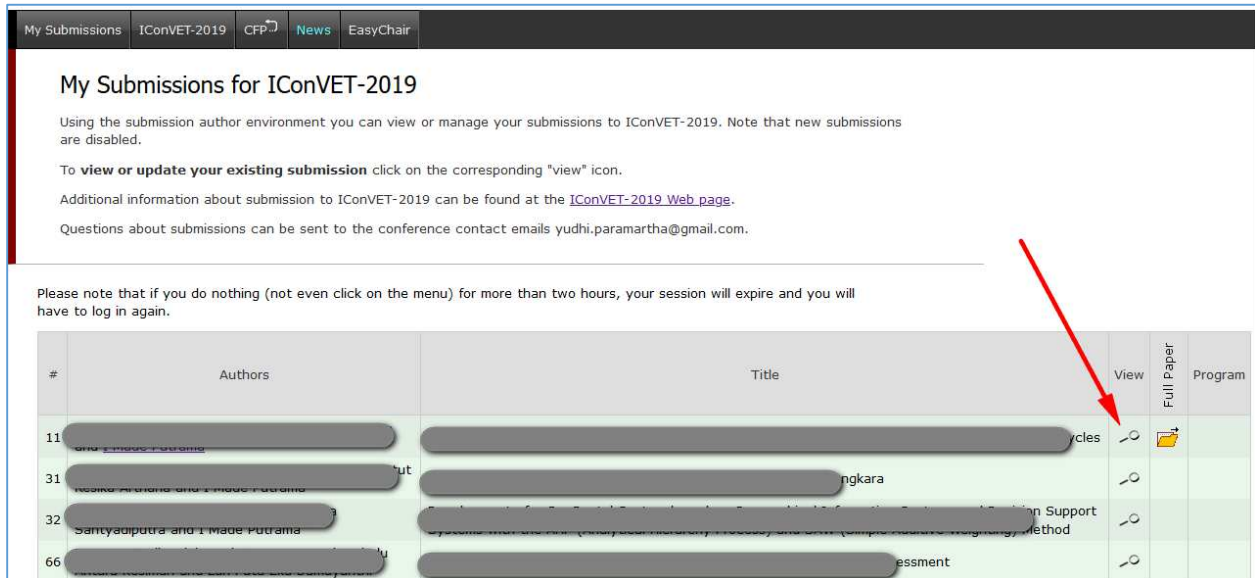


## Ready?

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

## UPDATE AN ARTICLE

To update the submitted article, please login to Easy Chair and click on the “Author” hyperlink to start. Once clicked, if you already have an article to update, you should see some of them listed as follows:



My Submissions for IConVET-2019






Using the submission author environment you can view or manage your submissions to IConVET-2019. Note that new submissions are disabled.

To **view or update your existing submission** click on the corresponding “view” icon.

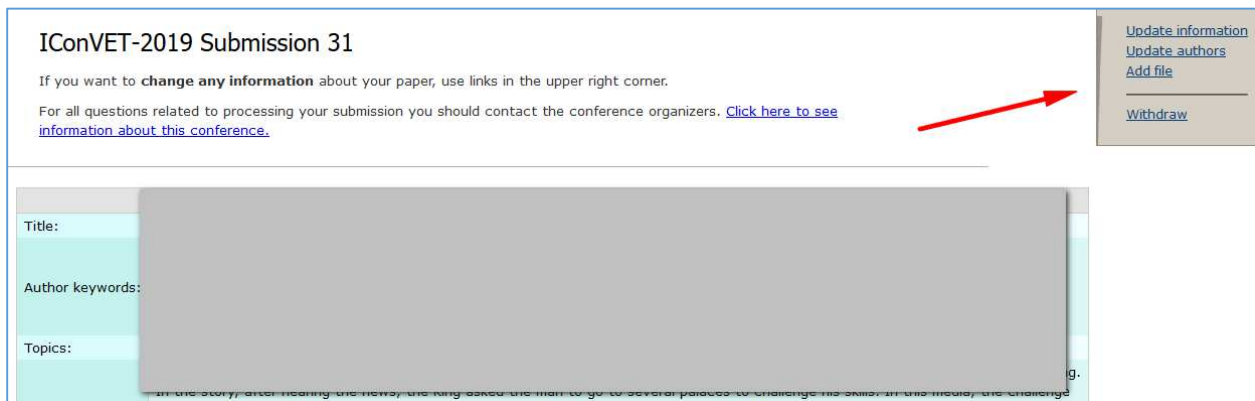
Additional information about submission to IConVET-2019 can be found at the [IConVET-2019 Web page](#).

Questions about submissions can be sent to the conference contact emails [yudhi.paramartha@gmail.com](mailto:yudhi.paramartha@gmail.com).

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	View	Full Paper	Program
11	[REDACTED]	[REDACTED] cycles			
31	[REDACTED]	[REDACTED] ngkara			
32	Santyaoputra and I Made Putrama	[REDACTED] Support Method			
66	[REDACTED]	[REDACTED] assessment			

Click on the “View” button to see each of the article’s details as below. Next, you can use the menu on the top right to update any of the required information.



IConVET-2019 Submission 31

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference](#).

[Update information](#)  
[Update authors](#)  
[Add file](#)  
[Withdraw](#)

Title: [REDACTED]

Author keywords: [REDACTED]

Topics: [REDACTED]