

# EasyChair tutorial

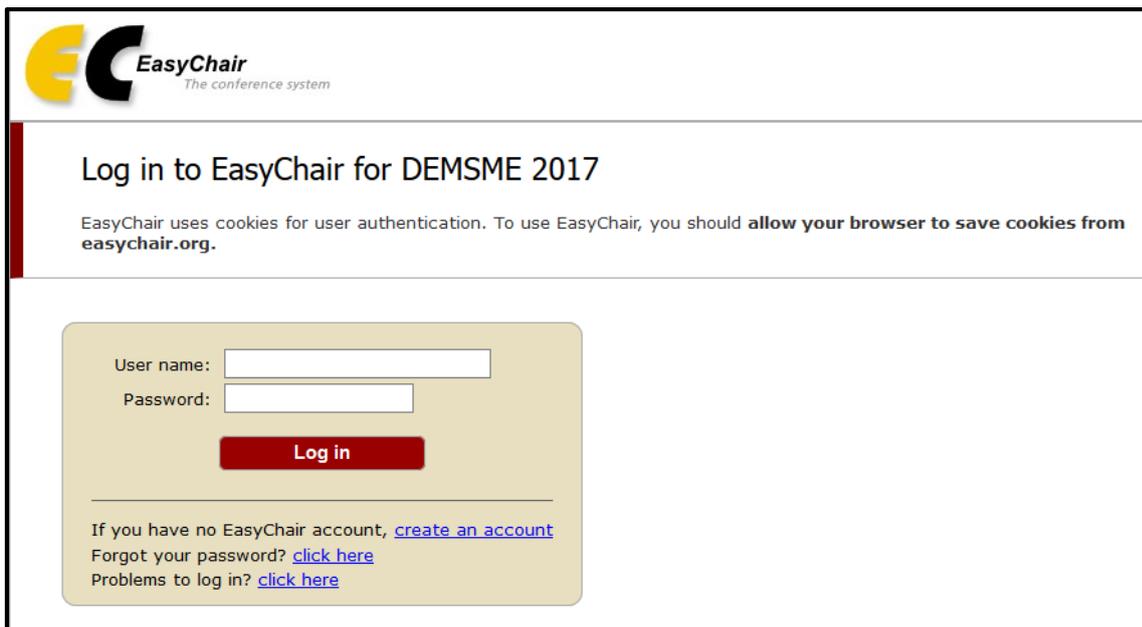
## (logging in, submitting an abstract, submitting a paper)

### Log in to conference system

Go to the DEMSME 2017 conference submission system webpage (EasyChair):

<https://easychair.org/conferences/?conf=demsme2017>

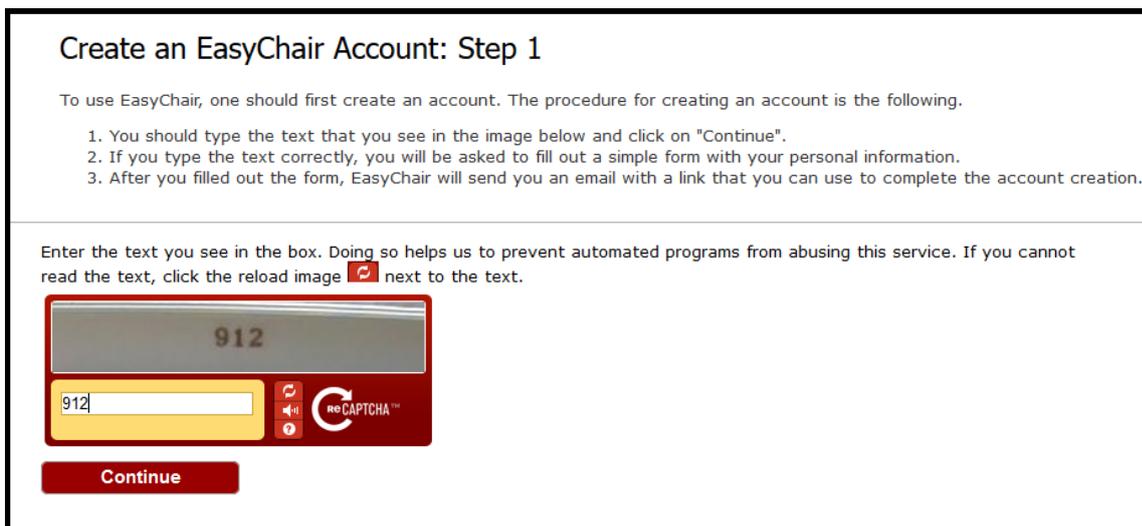
If you already have an EasyChair account then use your User name and Password to log in. Otherwise click on create an account (Figure 1).



The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo with the tagline "The conference system". The main heading is "Log in to EasyChair for DEMSME 2017". Below this is a notice: "EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org.**". The login form contains two input fields: "User name:" and "Password:". Below the fields is a red "Log in" button. Underneath the form, there are three links: "If you have no EasyChair account, [create an account](#)", "Forgot your password? [click here](#)", and "Problems to log in? [click here](#)".

Figure 1: Log in to EasyChair for DEMSME 2017

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



The screenshot shows the "Create an EasyChair Account: Step 1" page. It includes instructions: "To use EasyChair, one should first create an account. The procedure for creating an account is the following." followed by a numbered list: 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. Below the instructions, there is a text prompt: "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." The captcha area shows a box with the number "912" and a corresponding input field containing "912". To the right of the input field is a "reCAPTCHA" logo with a reload icon. Below the captcha is a red "Continue" button.

Figure 2: Signing up for EasyChair: Step1

Fill in your name and email address and click on continue (Figure3).

### 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 address (\*):

Retype email address (\*):

<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: Signing up for EasyChair: Step2

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

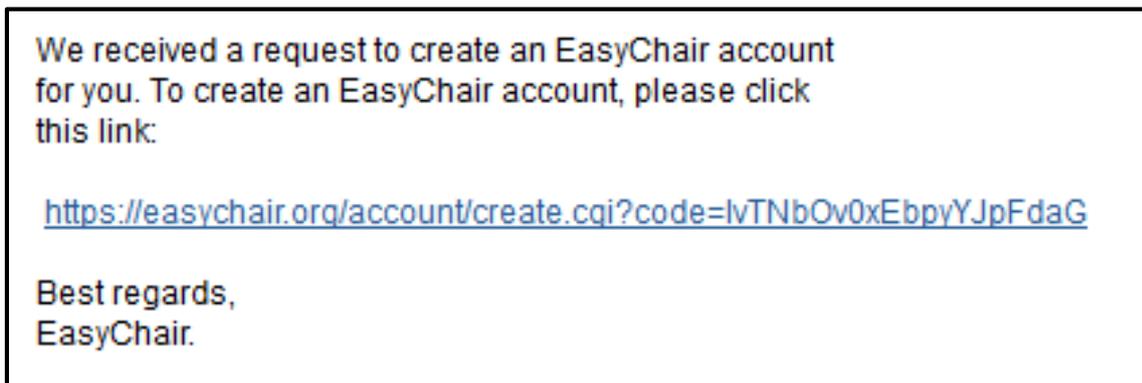


Figure 4: Confirmation email

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

*User names are case-insensitive*

User name:

First name<sup>†</sup>:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

**Create my account**

<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 5: Create your EasyChair 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 is available through the conference webpage or here:

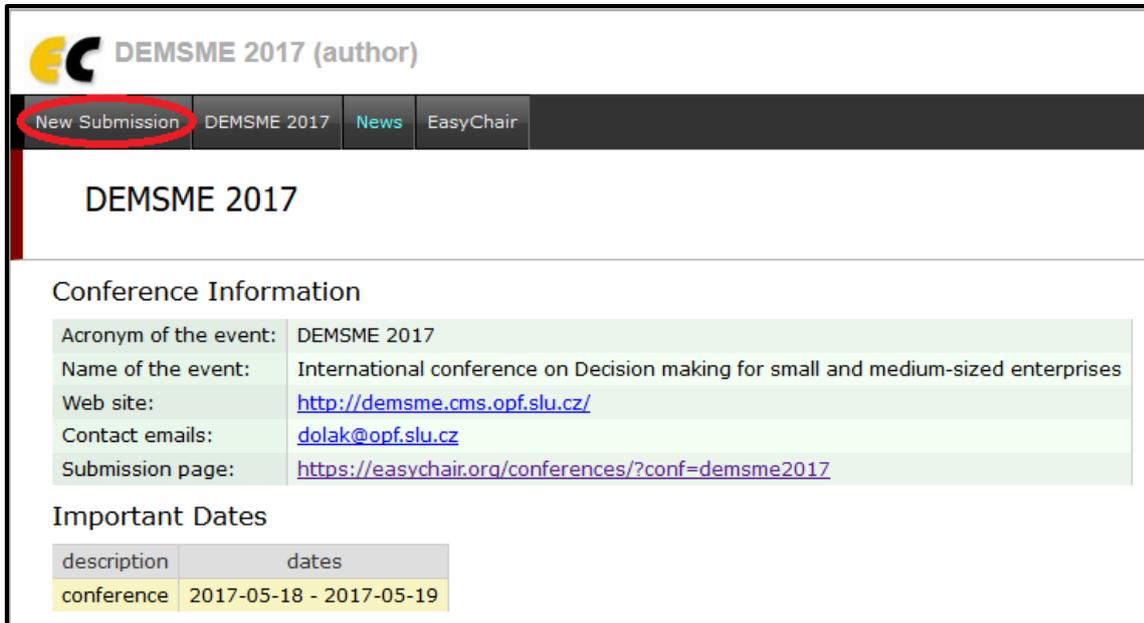
<https://easychair.org/conferences/?conf=demsme2017>

From the main menu choose item New Submission (Figure 6)

## Submitting an abstract

Go to the DEMSME 2017 conference submission system webpage (EasyChair):

<https://easychair.org/conferences/?conf=demsme2017>



**DEMSME 2017 (author)**

[New Submission](#) [DEMSME 2017](#) [News](#) [EasyChair](#)

### DEMSME 2017

#### Conference Information

Acronym of the event:	DEMSME 2017
Name of the event:	International conference on Decision making for small and medium-sized enterprises
Web site:	<a href="http://demsme.cms.opf.slu.cz/">http://demsme.cms.opf.slu.cz/</a>
Contact emails:	<a href="mailto:dolak@opf.slu.cz">dolak@opf.slu.cz</a>
Submission page:	<a href="https://easychair.org/conferences/?conf=demsme2017">https://easychair.org/conferences/?conf=demsme2017</a>

#### Important Dates

description	dates
conference	2017-05-18 - 2017-05-19

Figure 6: Main page DEMSME 2017

Now you are on the submission page. Follow the instructions and fill in all the requested author (s) information.

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

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

corresponding author

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

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

corresponding author

Figure 7: Author (s) information

Follow the instructions and fill in all the requested information about Title and Abstract, Keywords and Topics.

**Title and Abstract**

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

Title (\*):

Abstract (\*):

Figure 8: Title and Abstract information

### 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 9: Keywords information

### Topics

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

Informatics topics of interest     Mathematics topics of interest  
 Marketing topics of interest     Business Economics and Management topics of interest

Figure 10 Topics information

You will finalizing submitting of your abstract by clicking on button “Submit”.

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

You should see the following message: “The submission has been saved!”

## Submitting a paper

Go to the list of participants section at DEMSME 2017 conference webpage:

<http://demsme.cms.opf.slu.cz/list-of-active-participants>

and check if your abstract was accepted. If your abstract was accepted, log in to the DEMSME conference submission system (EasyChair):

<https://easychair.org/conferences/?conf=demsme2017>

From the main menu (on top) choose Submission # (# denotes the number of your submission) and then click on Add file (right menu)

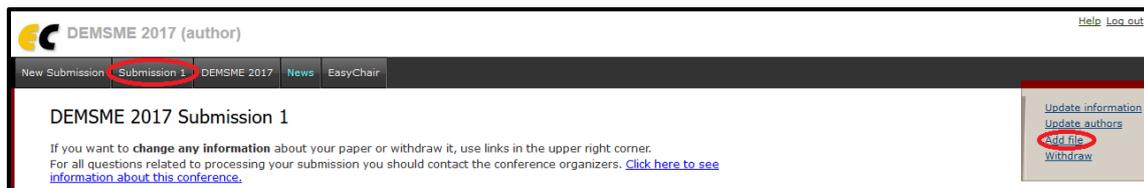


Figure 11: Submitting of your paper

Upload a PDF version of your paper by click on button “Procházet”... (“Browse...”) and click on button Submit.

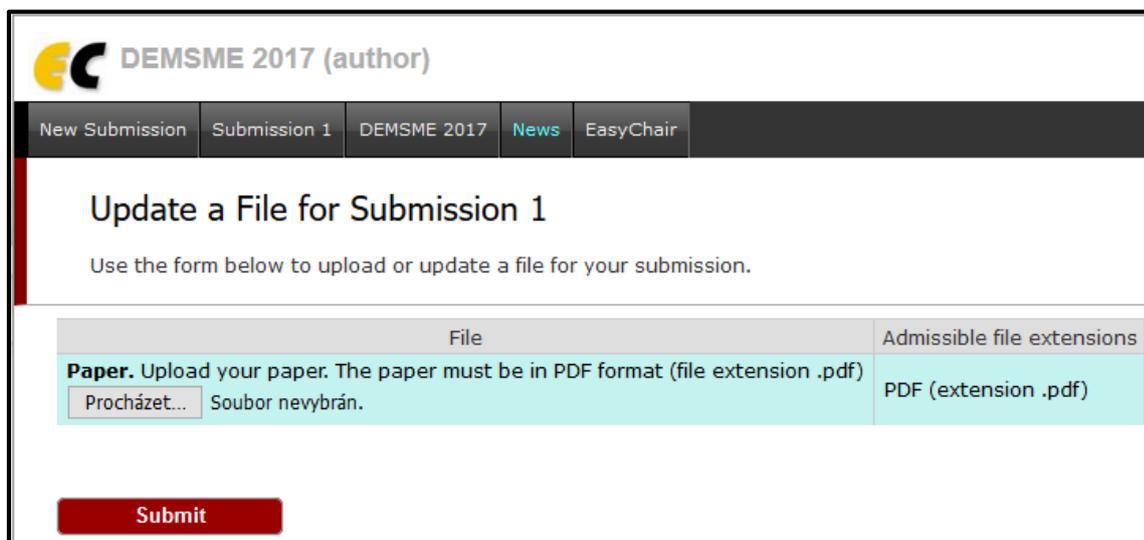


Figure 12: Submitting the PDF version of your paper

You should see the following message: “The file has been uploaded!”