

EasyChair Tutorial

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EasyChair Tutorial

Use this link to get to the conference submission webpage:
<https://easychair.org/conferences/?conf=hi22>

Log in to EasyChair for HI-22

User name:

Password:

Log in

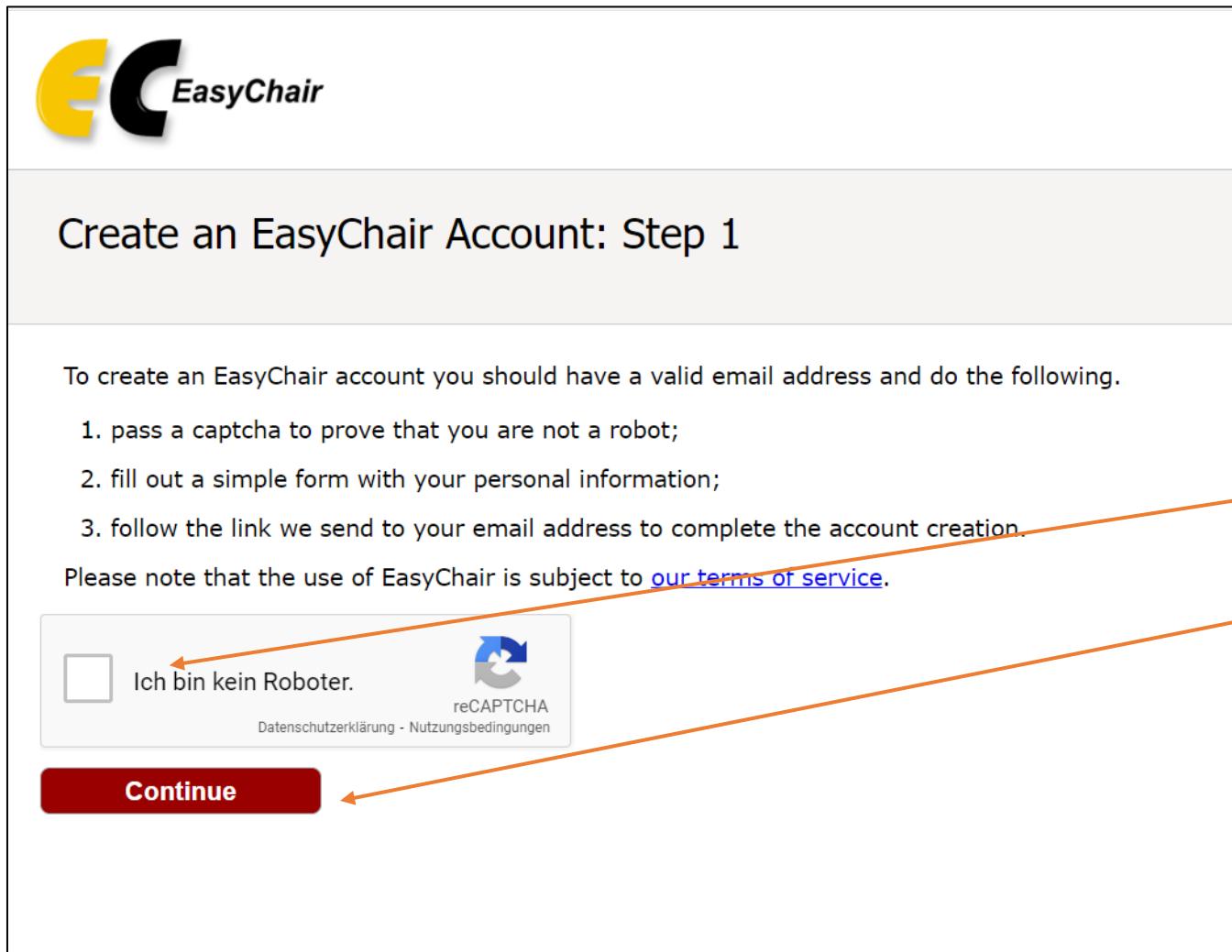
[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

Submission of new papers for HI-22 is open.

1. Login

- a. If you already have an account, please fill in User name and Password. For details on how to submit your abstract, go to page 6.
- b. If you do not have an account, please create one by clicking «create an account».

EasyChair Tutorial -Creating an Account



EasyChair

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](#).

Ich bin kein Roboter. Datenschutzerklärung - Nutzungsbedingungen

reCAPTCHA

Continue

1. Please click on the captcha box to prove that you are not a robot and then click continue.

EasyChair Tutorial -Creating an Account



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.



A screenshot of the EasyChair account creation form. It contains four input fields: 'First name' with a note '†', 'Last name', 'Email', and 'Retype email address'. Below the fields is a red 'Continue' button. An orange arrow points from the text '2. Fill in your name and email address and then click continue.' to the 'Continue' button.

First name [†] *	<input type="text"/>
Last name *	<input type="text"/>
Email *	<input type="text"/>
Retype email address *	<input type="text"/>

Continue

2. Fill in your name and email address and then click 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](#).

EasyChair Tutorial - Creating an Account

EasyChair account confirmation



EasyChair <noreply@easychair.org>
[REDACTED]

Dear [REDACTED]

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

[https://easychair.org/account/create?code=\[REDACTED\]](https://easychair.org/account/create?code=[REDACTED])

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

3. You will receive a confirmation in your email. Please click on the link in the email to continue your registration.

Please be aware that this is an unmonitored email alias, so please do not reply to this email.

To contact EasyChair use the EasyChair contact Web page
<https://easychair.org/contact>

EasyChair Tutorial -Creating an Account

EasyChair

Create an EasyChair Account: Last Step

Hello [REDACTED] 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

Enter your personal data.

First name*:

Last name: til

Organization:

Country/region:

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:

Create my account

4. Complete the registration by filling out the required information and then click on «Create my account».

After your registration please log in to your account through this link:
<https://easychair.org/conferences/?conf=hi22>

[†] 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](#).

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EasyChair Tutorial – Submitting your Paper



My EasyChair

Conferences CFP VCS Preprints Slides EasyChair

HI-22 (History of Insurance in a Global Perspective)

You are logged in to HI-22 (History of Insurance in a Global Perspective).
Use the links below to access HI-22.

Author

- [make a new submission](#)

CFP

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

- [view call for papers](#)

HI-22: History of Insurance in a Global Perspective

University of Basel

Basel, Switzerland, July 20-22, 2022

Conference website	https://history-of-insurance.dg.unibas.ch/en/
Submission link	https://easychair.org/conferences/?conf=hi22

1. Log in to your account through this link:
<https://easychair.org/conferences/?conf=hi22>
2. Click on the field «make a new submission»

EasyChair Tutorial – Submitting your Session

New Submission for HI-22

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 non 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.

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

First name [†]:

Last name:

Email:

Country/region:

Organization:

Web page:

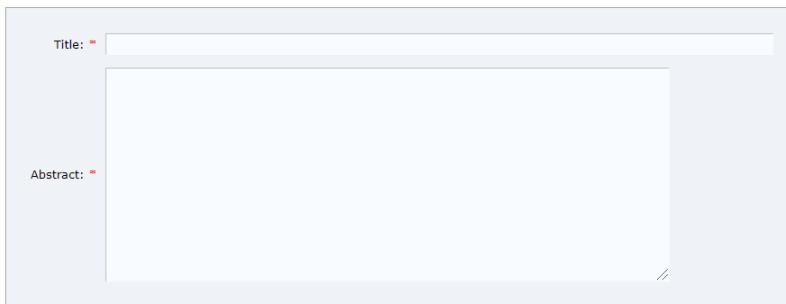
corresponding author

3. Please fill in your information as the author. You can click «click here to add yourself» to put in your own information. It is possible to add multiple authors.

EasyChair Tutorial – Submitting your Session

Title and Abstract

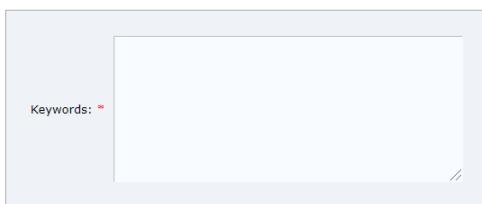
The title and the abstract should be entered as plain text, they should not contain HTML elements.



A screenshot of the EasyChair submission form. It shows two text input fields: 'Title:' and 'Abstract:'. The 'Title:' field is empty, and the 'Abstract:' field is also empty. There is a vertical scroll bar on the right side of the form area.

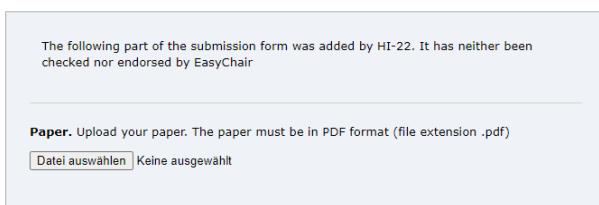
Keywords

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.



A screenshot of the EasyChair submission form. It shows a single text input field labeled 'Keywords:'. The field is empty. There is a vertical scroll bar on the right side of the form area.

Files



A screenshot of the EasyChair submission form. It shows a note: 'The following part of the submission form was added by HI-22. It has neither been checked nor endorsed by EasyChair'. Below this, there is a section for 'Paper' with a file upload button labeled 'Datei auswählen' and the text 'Keine ausgewählt'.

4. Please fill out the title and the abstract of your paper. Before the title you should write «Paper Proposal». (Example: Paper Proposal –The History of Bancassurance in Switzerland).

5. Please add at least three keywords related to your paper

6. You have the possibility to upload the abstract as well, but it is not compulsory.

EasyChair Tutorial – Last Step

Ready?

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

Submit

Lastly, submit your session proposal by clicking on the submit button.