EasyChair Tutorial

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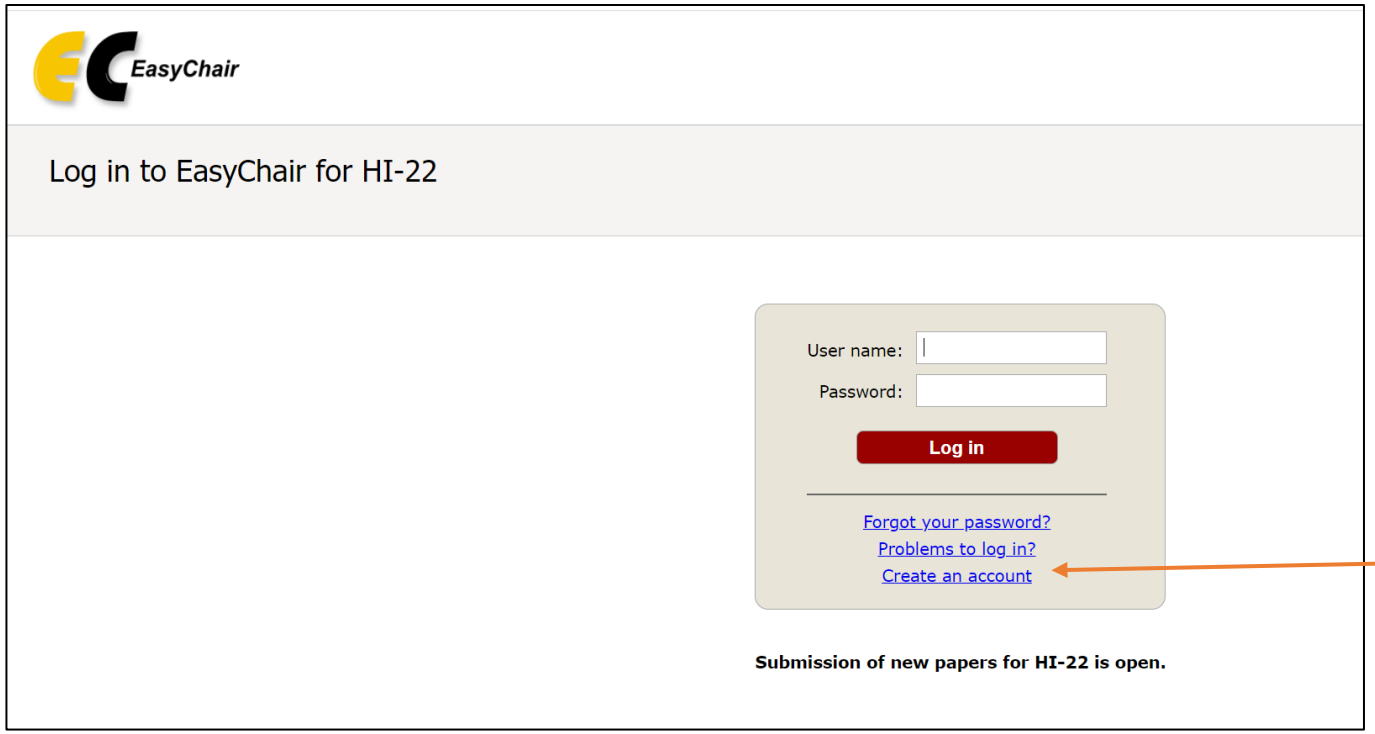
EasyChair Tutorial

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

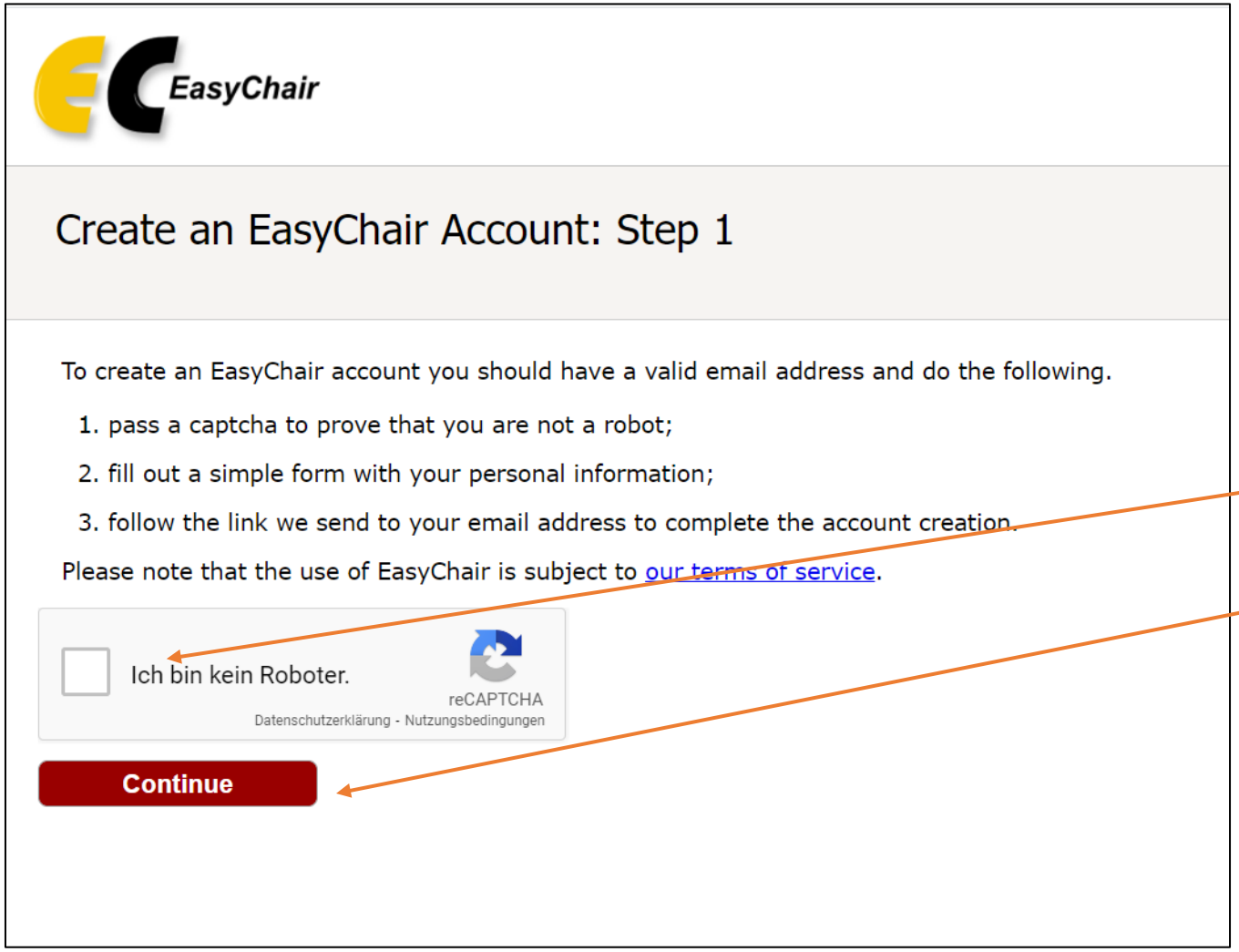


1. Login

   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.

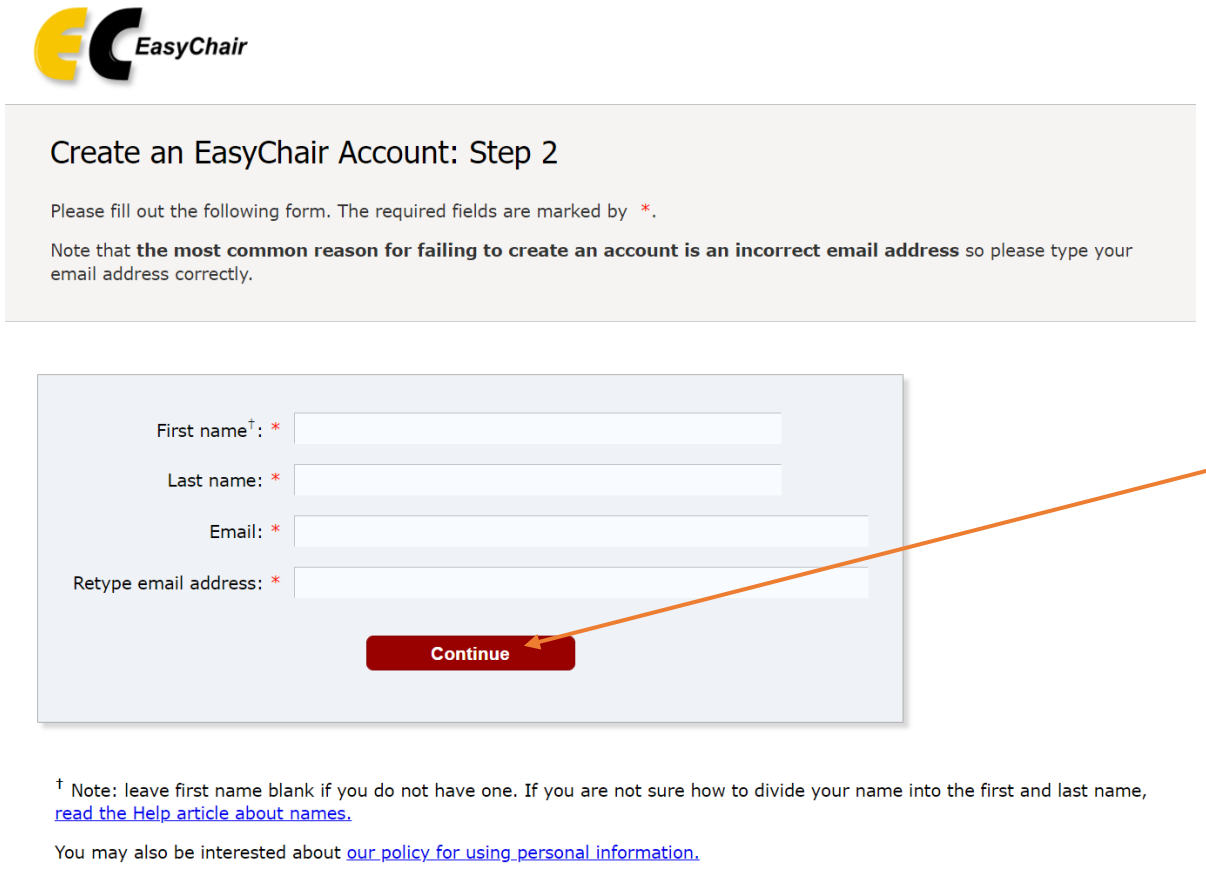
   b. If you do not have an account, pleas create one by clicking «create an account».

EasyChair Tutorial -Creating an Account



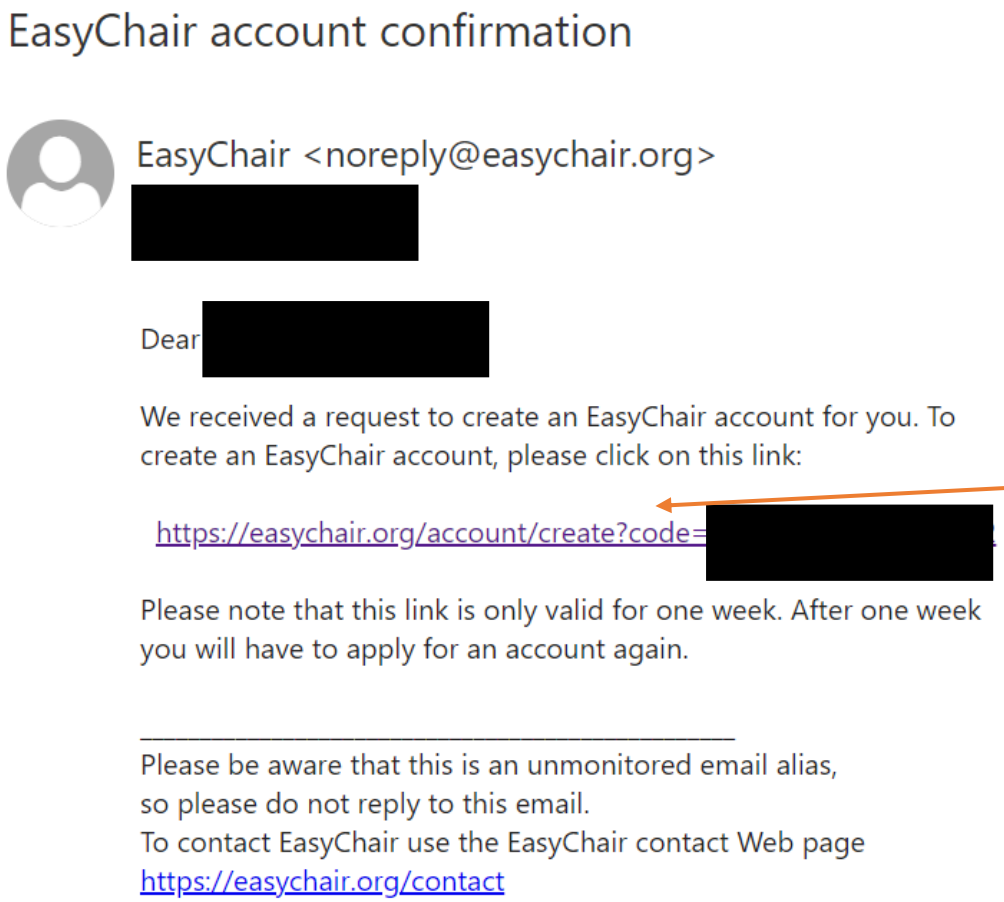
1. Please click on the captcha box to prove that you are not a robot and then click continue.

EasyChair Tutorial -Creating an Account



2. Fill in your name and email address and then click continue.

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]

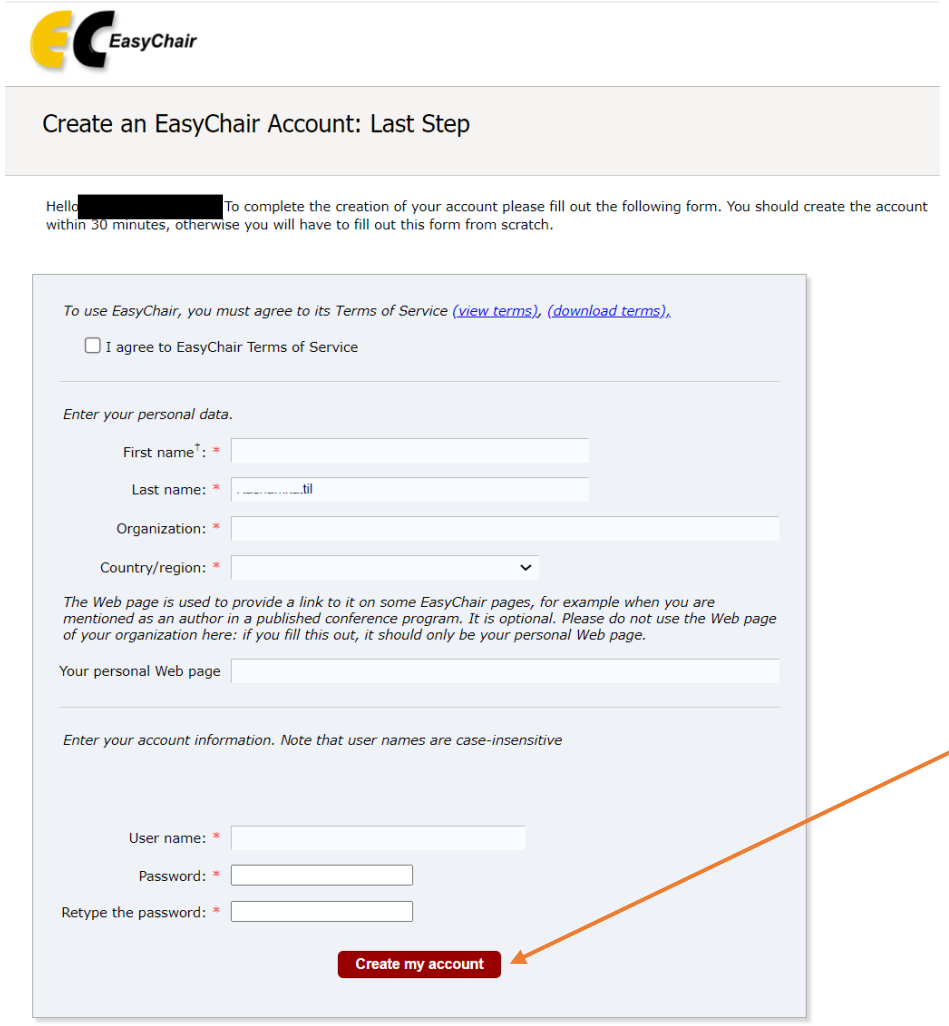
Please note that this link is only valid for one week. After one week you will have to apply for an account again.

_____

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

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

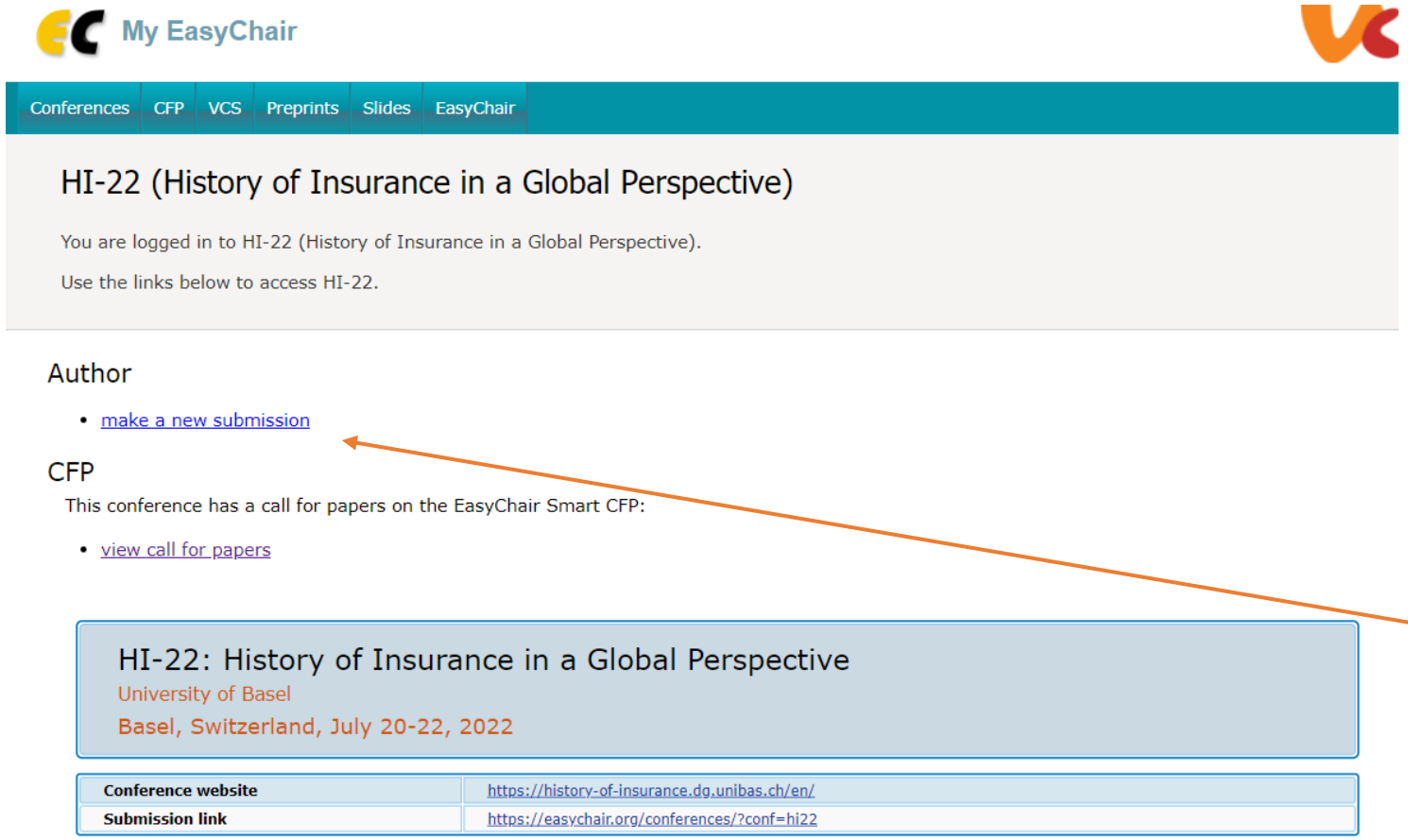
EasyChair Tutorial -Creating an Account



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

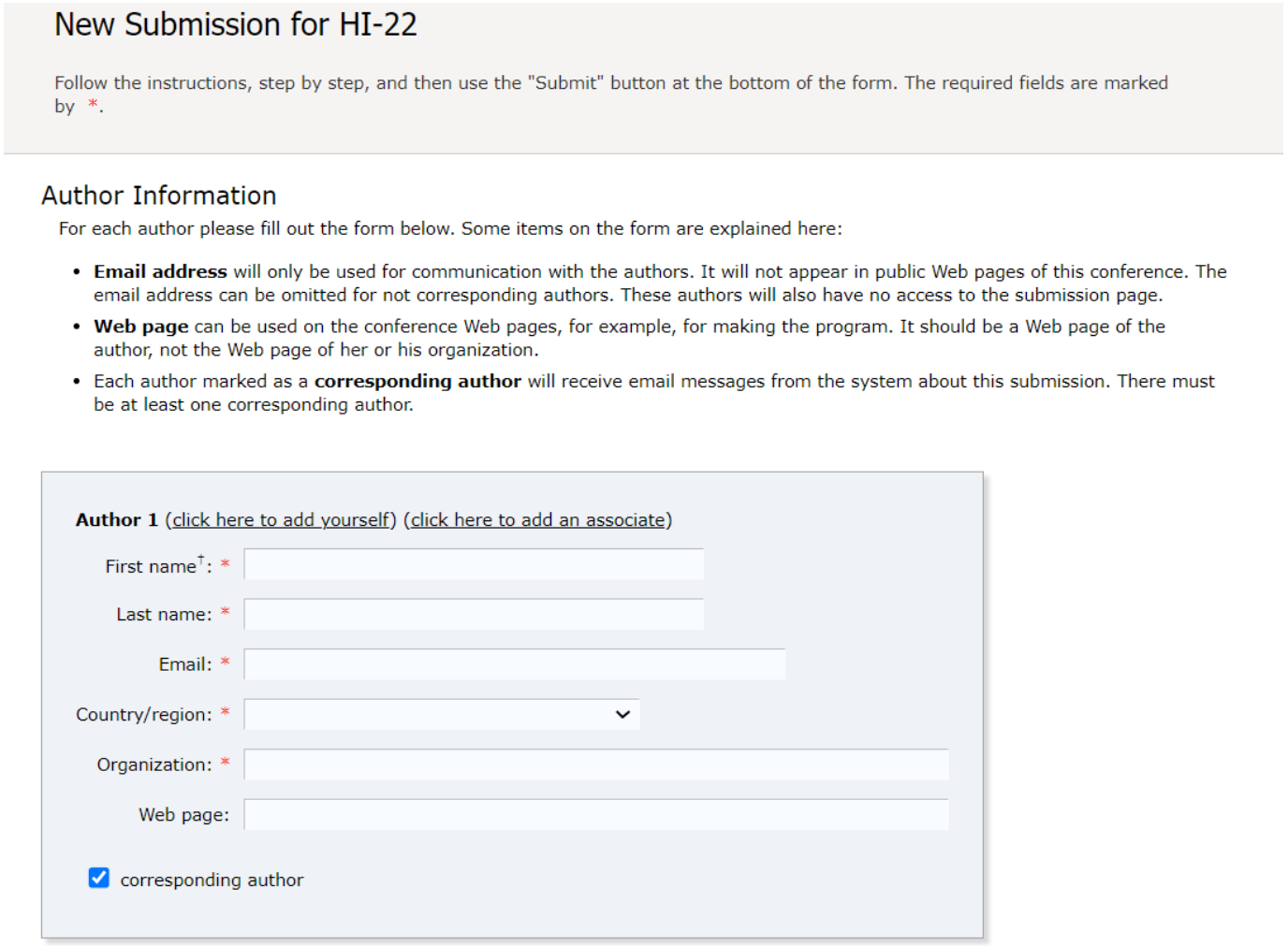
After your registration please log in to you account through this link:
https://easychair.org/conferences/?conf=hi22

EasyChair Tutorial – Submitting your Paper



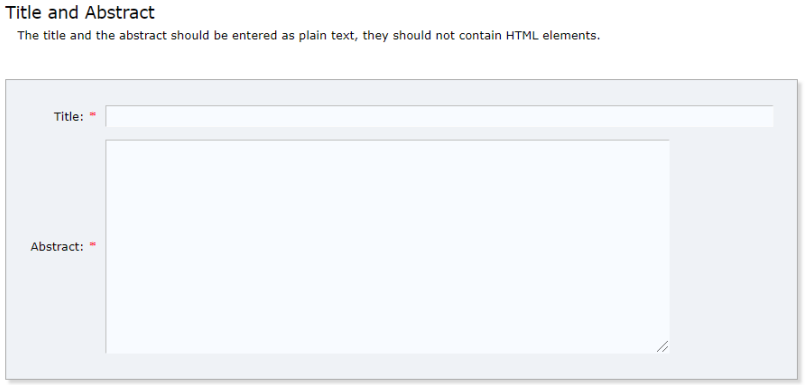
1. Log in to you account through this link: https://easychair.org/conferences/?conf=hi22
2. Click on the field «make a new submission»

EasyChair Tutorial – Submitting your Session

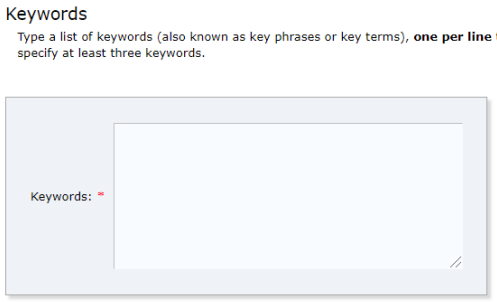


3. Please fill in your information as the author. You can click «click here to add yourself» to put in your own information. It is possible to add multiple authors.

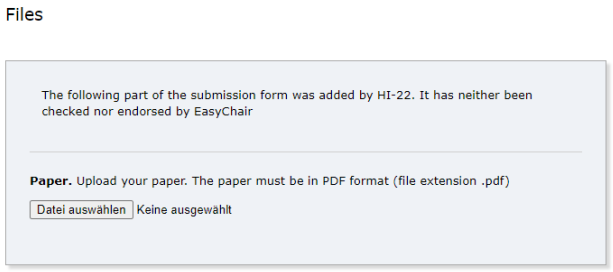
EasyChair Tutorial – Submitting your Session



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).

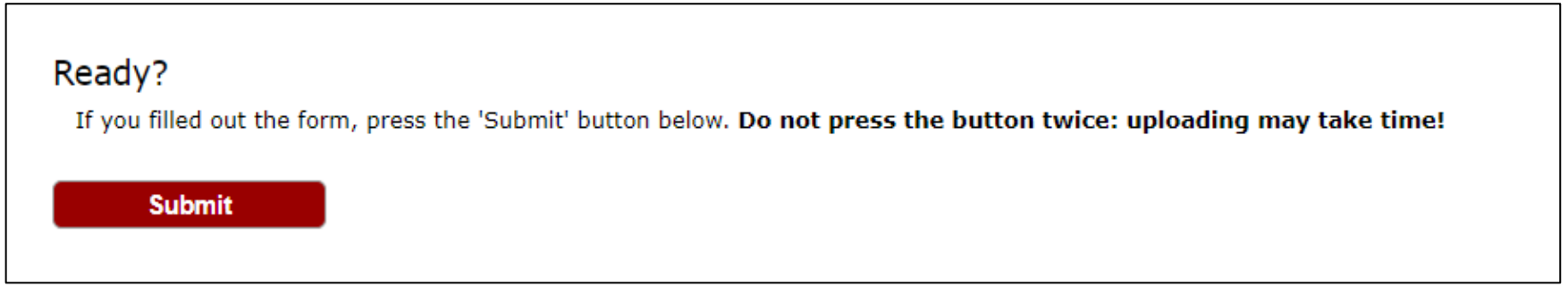


5. Please add at least three keywords related to your paper



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

EasyChair Tutorial – Last Step



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