

# EasyChair Tutorial

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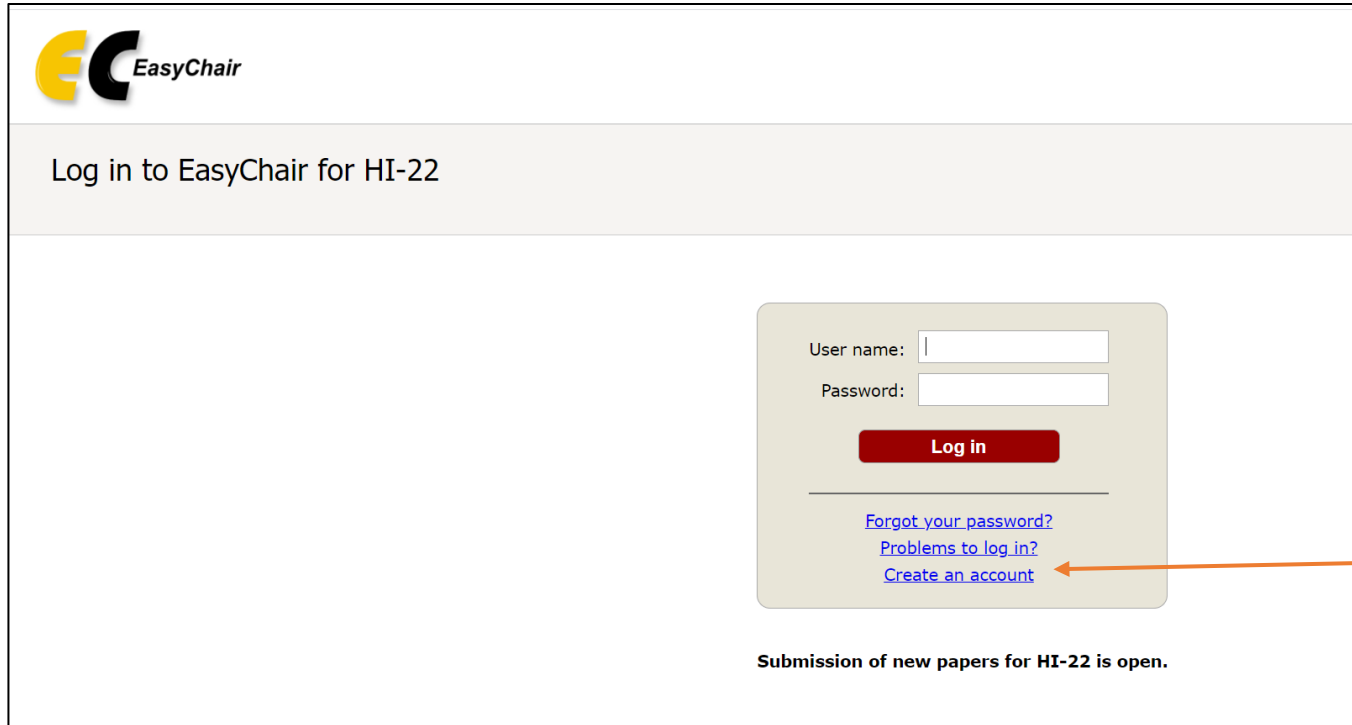
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# EasyChair Tutorial

Use this link to get to the conference submission webpage:

<https://easychair.org/conferences/?conf=hi22>



EC EasyChair

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

- 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.
- If you do not have an account, please create one by clicking «create an account».

# EasyChair Tutorial -Creating 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](#).

Ich bin kein Roboter.  reCAPTCHA  
Datenschutzerklärung - Nutzungsbedingungen

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†: \*', 'Last name: \*', 'Email: \*', and 'Retype email address: \*'. Each field has a red asterisk indicating it is required. 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†: \*

Last name: \*

Email: \*

Retype email address: \*

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>

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.

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



## 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

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Enter your personal data.

First name<sup>†</sup>: \*

Last name: \*

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: \*

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>

<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](#).

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# EasyChair Tutorial – Submitting your Paper



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 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

## 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 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.

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

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

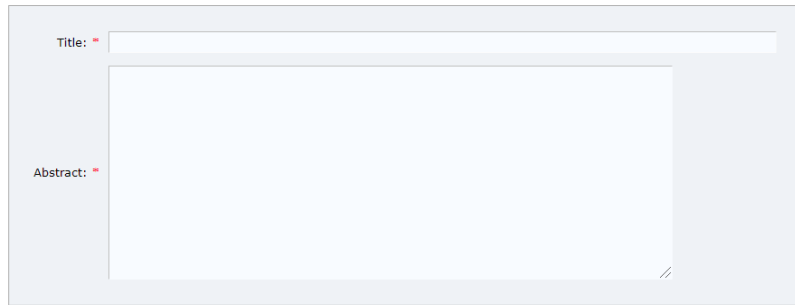
3. Please fill in your information as the author. You can click «click here to add yourself» to put in your own information. It is possible to add multiple authors.



# 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.

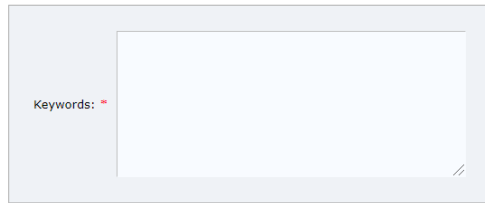


The screenshot shows a form with two main input areas. The top area is labeled 'Title:' and contains a single-line text input field. Below it is a larger area labeled 'Abstract:' which contains a multi-line text area with a scroll bar. The form has a light blue background and a thin border.

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).

## 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.



The screenshot shows a form with a single input area labeled 'Keywords:'. It contains a multi-line text area with a scroll bar, intended for entering keywords one per line. The form has a light blue background and a thin border.

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

## Files

The following part of the submission form was added by HI-22. It has neither been checked nor endorsed by EasyChair

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

Keine ausgewählt

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.