

EasyChair Tutorial

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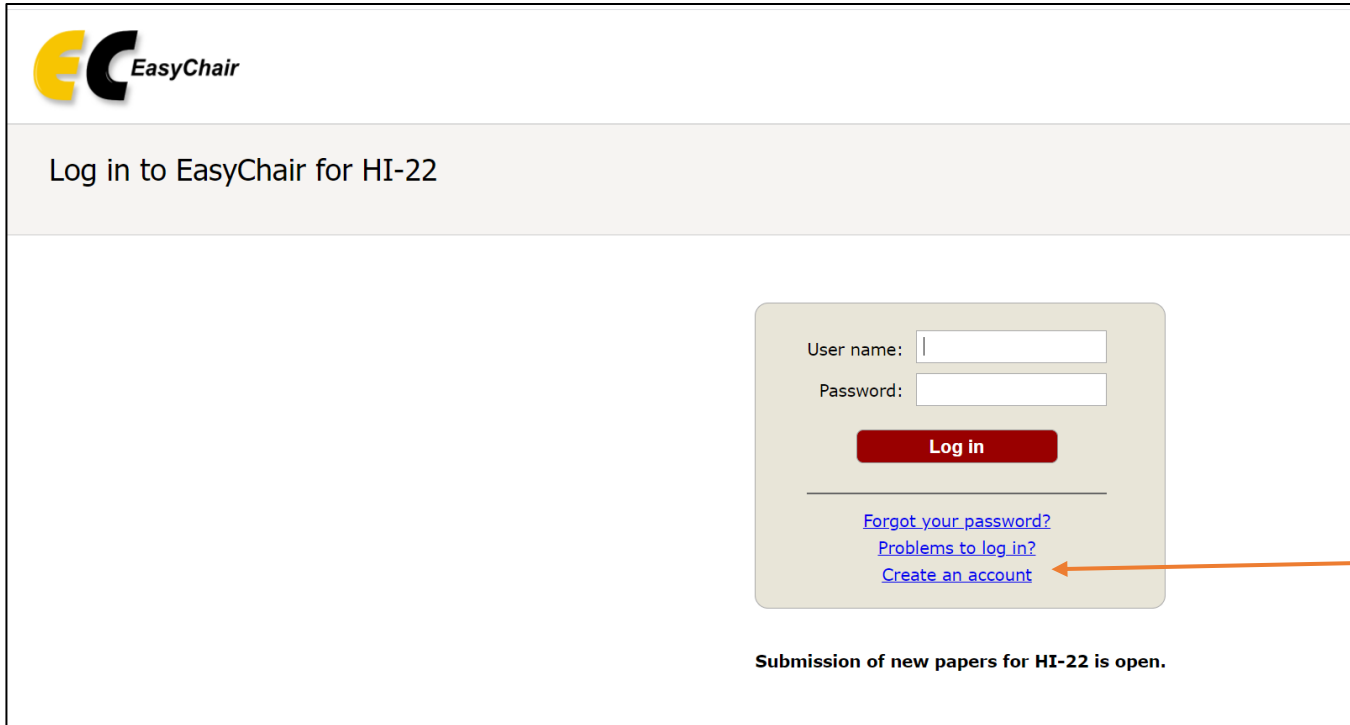
Conference Registration «History of Insurance in a Global Perspective»

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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 7.
- 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 is followed by 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.

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

Enter your personal data.

First name[†]: * Athira

Last name: * Kashankattil

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 you 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](#).

You may also be interested about [our policy for using personal information](#).

EasyChair Tutorial – Conference Registration



The screenshot shows the EasyChair website header with the logo and navigation menu. Below the header, the conference title "HI-22 (History of Insurance in a Global Perspective)" is displayed. A message indicates the user is logged in and provides instructions to use links below to access the conference. The navigation menu includes "Conferences", "CFP", "VCS", "Preprints", "Slides", and "EasyChair".

Author

- [author](#)

Registration

Registration is currently open.

- [start registration](#)

CFP

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

- [view call for papers](#)

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



The box contains the conference title "HI-22: History of Insurance in a Global Perspective", the host "University of Basel", and the location and dates "Basel, Switzerland, July 20-22, 2022". Below this is a table with three rows: "Conference website" with the URL "https://history-of-insurance.dg.unibas.ch/en/", "Submission link" with "https://easychair.org/conferences/?conf=hi22", and "Submission deadline" with "September 30, 2021".

Conference website	https://history-of-insurance.dg.unibas.ch/en/
Submission link	https://easychair.org/conferences/?conf=hi22
Submission deadline	September 30, 2021

Topics: [global history](#) [insurance legal history](#) [insurance history](#) [business history](#)

EasyChair Tutorial – Conference Registration

EC HI-22 (registrant) - REGISTRATION [Help](#) / [Log out](#)

Registration HI-22 Premium Conference News EasyChair

Registration

Using this page you can register yourself and/or other persons or update your previous registrations. Use the menu in the upper right corner to register.

- Register yourself
- Register a new person

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3.

a) If you want to register yourself, click here.

b) If you want to register other people, click here.

EasyChair Tutorial – Conference Registration

Register Yourself

To register yourself, you should first fill out the following form with your personal information. After that you will be asked to fill out a form with the registration-relevant information.

Title:

First name^T: *

Last name: *

Badge name: *

Email: *

Organization: *

Department: *

Phone:

Address, line 1: *

Address, line 2:

City: *

Post code: *

Country/region: * Switzerland

4. Please fill out all the relevant information and click the button «save personal data».

EasyChair Tutorial – Conference Registration

Registration for HI-22: Step 2

Your personal data have been saved. To complete the registration you should also fill out the form below.

This part of the registration form contains all information not included in the personal information part. If you have any questions about this part, please contact the organizers of HI-22.

Registration type. * Select the registration type.

regular registration

reduced registration (for students)

Certificate of Registration by Institutions for reduced fee (only for students). Please upload a copy of your certification by your school, college or university as proof of your student status.

File auswählen Keine ausgewählt

Save data

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5. Please choose the registration type and click «save data».

All students (BA, MA and PhD) should choose the reduced registration type and add a proof of their student status by clicking the button here. The file can be a jpeg or pdf. The committee will check the proof manually after the submission.

EasyChair Tutorial – Conference Registration

Registration Data

The registration data is shown below.

To **change** any information, click "Update registration".

Update registration
Download invoice
Pay

The attendee has been added!

Pay Registration

Personal Data

First name:	[REDACTED]
Last name:	[REDACTED]
Title:	
Badge name:	[REDACTED]
Email:	[REDACTED]
Affiliation:	University of Basel
Department:	Department of History
Phone:	[REDACTED]
Address, line 1:	[REDACTED]
Address, line 2:	
City:	Basel
Post code:	4051
Country:	Switzerland

Other Data

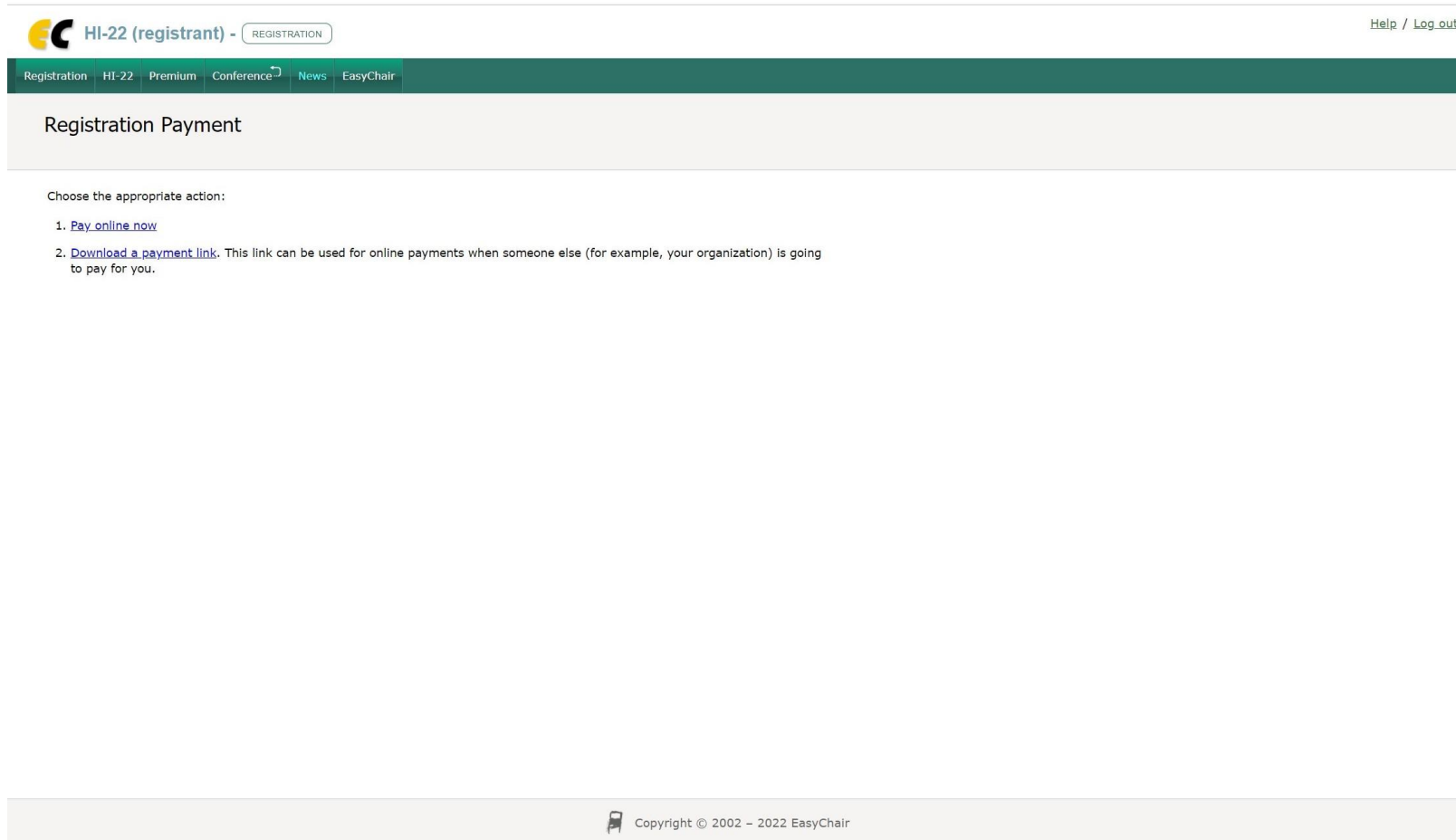
Registration type:	reduced registration (for students)
Certificate of Registration by Institutions for reduced fee (only for students):	
Registration code:	1078149079

Itemized Bill

Item	Quantity	Price
reduced registration		€45.00
Total		€45.00
Paid		€0.00

6. Here, you will see an overview of your information and how much the registration costs. Please click on «Pay registration» to pay the fee for the conference.

EasyChair Tutorial – Conference Registration



The screenshot shows the EasyChair website interface. At the top left, there is a logo with 'EC' and the text 'HI-22 (registrant) - REGISTRATION'. To the right, there are links for 'Help / Log out'. Below this is a navigation bar with tabs for 'Registration', 'HI-22', 'Premium', 'Conference', 'News', and 'EasyChair'. The main content area is titled 'Registration Payment'. Underneath, it says 'Choose the appropriate action:' followed by two numbered steps: 1. [Pay online now](#) and 2. [Download a payment link](#). A note explains that the second link is for online payments when someone else is going to pay for you. At the bottom of the page, there is a footer with a printer icon and the text 'Copyright © 2002 – 2022 EasyChair'.

7. Lastly, this page gives you two choices. You can either click «pay online now» and you will be forwarded to pay the fee by credit card.

OR

You can download a payment link which you can then give to your university or organization for them to pay it for you.