

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

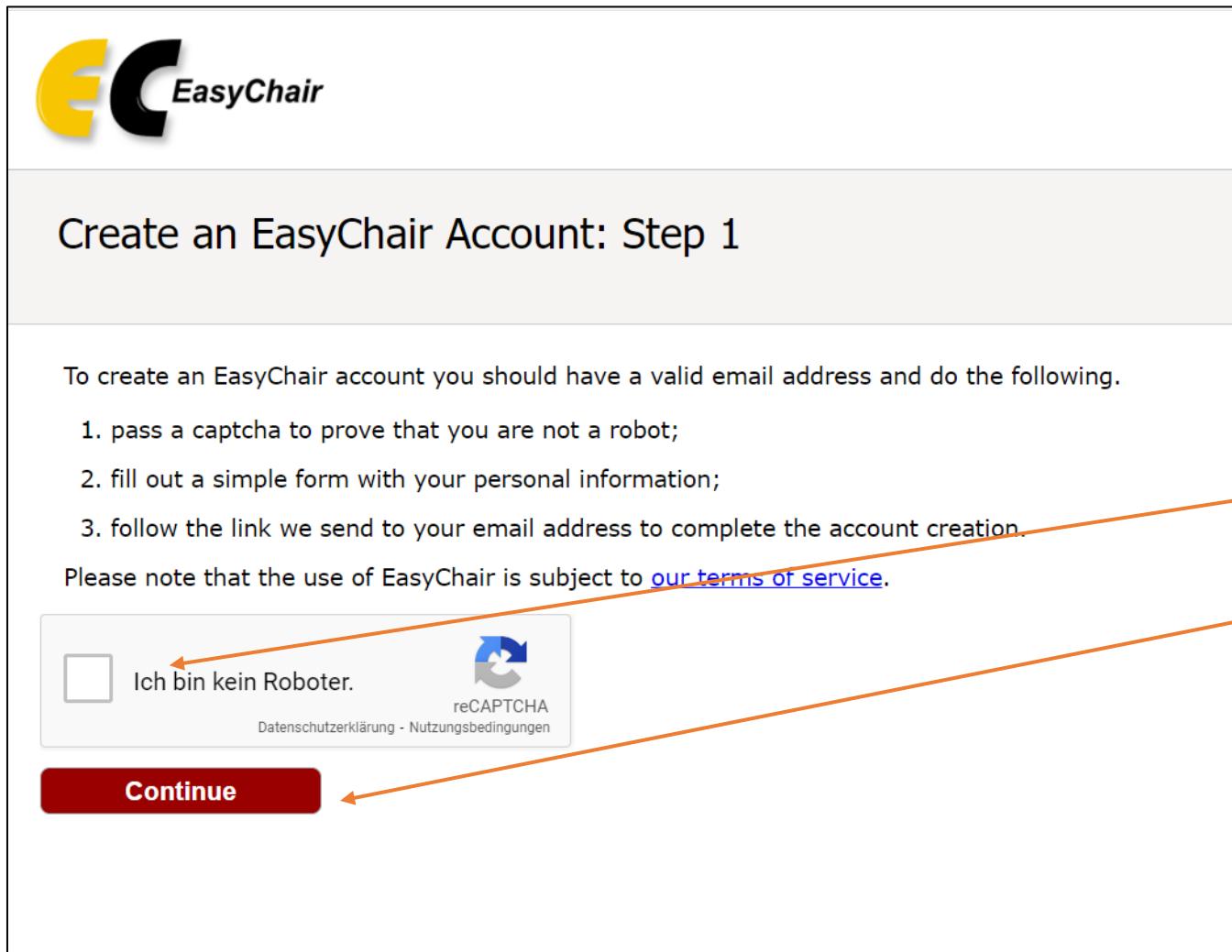
[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

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' (marked with a red asterisk), 'Last name' (marked with a red asterisk), 'Email' (marked with a red asterisk), and 'Retype email address' (marked with a red asterisk). 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



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: * Kashamkattil

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](#).

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

EasyChair Tutorial – Submitting your Session

Please note that 'author' refers to the session chair(s) and not the session contributors. Session contributors and working titles of individual presentations should be stated in the PDF-file. (see page 10)



The screenshot shows the MyEasyChair interface. At the top, there is a navigation bar with links: Conferences, CFP, VCS, Preprints, Slides, and EasyChair. The EasyChair logo is on the far right. Below the navigation bar, the title 'HI-22 (History of Insurance in a Global Perspective)' is displayed. A message says 'You are logged in to HI-22 (History of Insurance in a Global Perspective). Use the links below to access HI-22.' Below this, under the heading 'Author', there is a list with a link 'make a new submission'. An orange arrow points from this link to a call for papers section. The call for papers section is titled 'CFP' and contains the text: 'This conference has a call for papers on the EasyChair Smart CFP:'. It has two links: 'view call for papers' and 'make a new submission'. The 'make a new submission' link is underlined and highlighted with a blue box. Below this, there is a box containing the conference details: 'HI-22: History of Insurance in a Global Perspective' (University of Basel, Basel, Switzerland, July 20-22, 2022). At the bottom, there is a table with two rows: 'Conference website' (link: <https://history-of-insurance.dg.unibas.ch/en/>) and 'Submission link' (link: <https://easychair.org/conferences/?conf=hi22>).



Author

- [make a new submission](#)

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 «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:

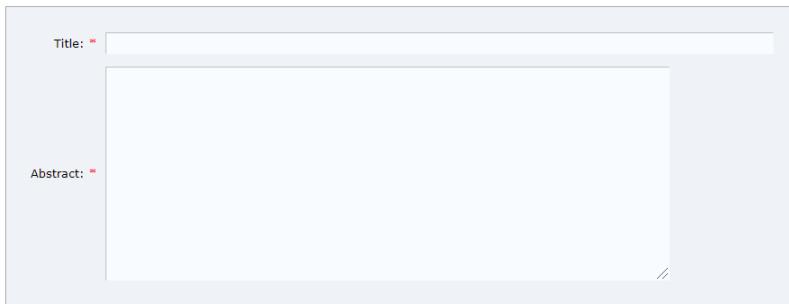
corresponding author

3. Please fill in your information as session chair(s). You can click «click here to add yourself» to put in your own information. It is possible to add multiple chairs.

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.

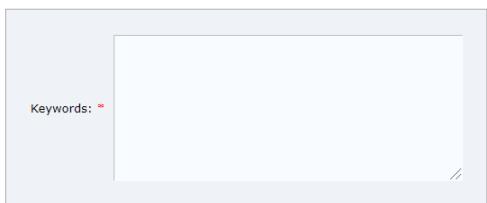


Title: *

Abstract: *

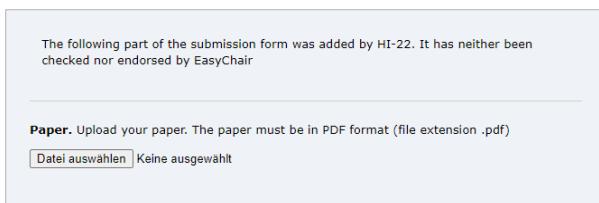
Keywords

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: *

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

4. Please fill out the title and the abstract of your session.

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

6. Then upload a PDF-File with your session submission. **See page 10 for more information on adding session contributors.**

EasyChair Tutorial – Adding Contributors and Presentations

Session proposal for History of Insurance in a Global Perspective, Basel, Switzerland, 2024

Session chair: John Smith, Department of History, University of Sample

Session name: Lorem ipsum dolor sit amet

Session abstract:

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accusan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi. Lorem ipsum dolor sit amet, consetetur adipiscing elit, sed diam nonumy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accusan et iusto odio dignissim qui blandit praesent luptatum zzril delenit augue duis dolore te feugait nulla facilisi.

Session contributors and working titles:

1. Jane Doe, Department of History, University of Sample, jane.doe@sample.com; History of Insurance in XXXX

2 John Smith, Department of History, University of Sample, john.smith@sample.com; History of Insurance in XYZ

3. Joe Bloggs, Department of History, University of Sample, joe.bloggs@sample.com; History of Insurance in ABC

Etiam velut in magna aliqum erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

- In order for you to add session contributors and presentations, you need to upload a PDF-file with the relevant information (see sample).
- The PDF-File should contain the session name, session chair, session contributors and working title **and abstracts** of the presentations.

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.