

EASYCHAIR TUTORIAL

Go to the ICOS 2017 conference submission system webpage on EASYCHAIR: Figure 1

<https://easychair.org/conferences/?conf=icos2017>



EasyChair
The conference system

Help / Log in

Log in to EasyChair for ICOS 2017

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.

User name:

Password:

Log in

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

PART 1. Login Conference System

1. If you already have an EasyChair account then use your *User name* and *Password* to log in (Figure 1). If you need details on how to submit your abstract go to part 2 (Submitting an abstract) of this tutorial.
2. If you need to create an EasyChair account click on *create an account/sign up for an account* (see an example in Figure 1)

Figure 1: Log in or create an account into EasyChair for ICOS 2017

Create account

STEP. 1

1. Write down the captcha code and click on *continue* (Figure 2)




[Help](#) / [Log in](#)



Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

A screenshot of a captcha verification interface. At the top, there are two pieces of text: 'EDGAR' and 'Herb'. Below this is a text input field with the placeholder 'Type the text'. To the right of the input field are icons for a refresh button and a speaker icon. Below the input field is a link for 'Privacy & Terms'. To the right of the input field is the RECAPTCHA logo. At the bottom of the interface is a red 'Continue' button. A blue arrow from the text on the left points to the input field.

Figure 2: Captcha Code

Create account



[Help](#) / [Log in](#)



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.

STEP. 2

Fill in your name and email address and click on *continue* (Figure 3)

*) Please Input your active email

First name* (*):

Last name (*):

Email address (*):

Retype email address (*):

[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.](#)

Figure 3: Enter basic information to set up an account

Create account

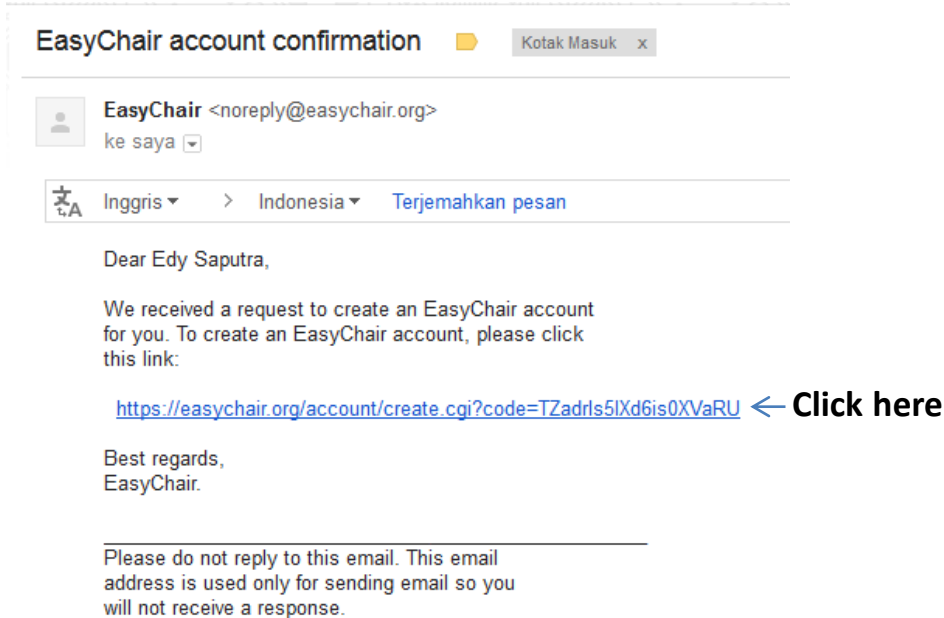


Figure 4: Confirmation E-mail

STEP. 3

Open your e-mail and you will receive a confirmation email. Click on the link provided in the e-mail to continue your registration (see an example in Figure 4)

Create account

LAST STEP

Complete your registration (in your browser) by providing all the required information and click on *create my account* (Figure 5).

Now you are successfully registered. To log in to the conference submission system EasyChair webpage use your *User name* and *Password*. The link to the submission system is available through the conference webpage or here:

<https://easychair.org/conferences/?conf=icos2017>



Create an EasyChair Account: Last Step

Hello Edy Saputra! 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 (*):

Organization (*):

Your personal Web page:

Enter your address.

Phone:

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Enter your account information. Note that user names are case-insensitive

User name (*):

Password (*):

Retype the password (*):

[Create my account](#)

[†] 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](#).

Figure 5: Form personal data

PART 2. Submit Abstract

- Go to the ICOS 2017 conference submission system webpage on EASYCHAIR
<https://easychair.org/conferences/?conf=icos2017>
use your *User name* and *Password* to log in(Figure 1)
- Click *enter as an author* →
- From the main menu (on top) choose New Submission (Figure 6)



Figure 6: Main Page

PART 2. Submit Abstract

New Submission for ICOS 2017

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 of the authors 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 authors who are not corresponding. 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.

The screenshot shows three identical form sections for Author 1, Author 2, and Author 3. Each section includes the following fields: First name (*), Last name (*), Email (*), Country (*), Organization (*), and Web page. The Country field is a dropdown menu. At the bottom of each section is a checkbox labeled 'corresponding author'. The form is titled 'Author 1 (click here to add yourself) (click here to add an associate)', 'Author 2 (click here to add yourself) (click here to add an associate)', and 'Author 3 (click here to add yourself) (click here to add an associate)' respectively.

[Click here to add more authors](#)

In the next step please fill in author/authors information. You may speed up the process by clicking on *click here to add yourself*.

Please check *corresponding author* if you're a corresponding

if you add more author then click *to add more authors*

Figure.7: AUTHOR

PART 2. Submit Abstract

Title and Abstract

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



A form with a light beige background. On the left side, there are two labels: "Title (*)" and "Abstract (*)". To the right of "Title (*)" is a single-line text input field. Below that is a large, empty text area for the abstract. A small icon is visible in the bottom right corner of the text 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 form with a light beige background. On the left side, there is a label "Keywords (*)". To the right is a large, empty text area for entering keywords, one per line. A small icon is visible in the bottom right corner of the text area.

Now is necessary to fill in ***Title of the Abstract*** (Figure 8)

Input *Title* and *Abstract*.

At this step provide a **list of keywords** that describe your paper. You must specify at least three keywords, **one per line**

Figure 8: Title, Abstract, and Keyword

PART 2. Submit Abstract

Topics

Please select topics relevant to your submission from the following list.

<input type="checkbox"/> Bioinformatics	<input type="checkbox"/> Bioscience
<input type="checkbox"/> Chemistry	<input type="checkbox"/> Computational Science
<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Geophysics
<input type="checkbox"/> Materials Science	<input type="checkbox"/> Mathematics
<input type="checkbox"/> Physics and Applied physics	<input type="checkbox"/> Statistics.

Figure 9: Topics

Now is necessary to fill in ***Topics*** (Figure 9)

Check the *Topics*.

PART 2. Submit Abstract

Finally, you **MUST** submit a doc file of your abstract by using the field “**UPLOADS**” (Figure 10).

Uploads

The following part of the submission form was added by ICOS 2017. It has neither been checked nor endorsed by EasyChair

Abstract and Full Paper. Upload your abstract and full paper. The file must be in doc format (file extension .doc)

No file selected.

Ready?

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

Submit

Figure 10: Upload

Click on the *Submit* button (Figure 10). **Do not press the button twice: uploading may take time!**