Easy Chair Instructions

(to submit project papers and review other students' papers)

Set up an Account

First, you will need to set up an account (username and password). Go to <u>https://www.easychair.org/conferences/?conf=hcisunyk2013</u> This link will bring up a login page for the course (Figure 1). Select on the link at the bottom to set up an account. Sign in to EasyChair for EST 323

User name:	
Password:	
Sign in	
Jight In	
If you have no EasyChair	r account, sign up for an accoun
Forgot your password? c	lick here



Figure 1. The login page of Easy Chair for EST323

This will take you to a new page (Figure 2). Select the link to obtain an account.

How to log in to EasyChair

Using Your EasyChair account To log in to EasyChair, you must have an EasyChair account. If you used EasyChair after the 9th of January 2007, then you have such an account. If you do not have an EasyChair account, click here to obtain one. If you have an EasyChair account but forgot your user name or password, click here to retrieve them. Login problems If clicking on EasyChair links repeatedly brings you to the login page please read the following. To use EasyChair you must enable cookies on your browser. Please check that you have cookies enabled. EasyChair will automatically terminate your session after two hours of inactivity, so it is normal that you are asked to log in again if you did not work with it for more than two hours. Another possible reason for this problem is the use of two different browsers or two different computers to access your EasyChair account. For security reasons, EasyChair does not allow for a simultaneous access of the same account from more than one browser or computer. 3. If you have any other problems which prevent you from logging in, please contact the main EasyChair developer. Figure 2. Obtain an account You will then be directed to a page where you will enter in your information (Figure 3). You will need to do an image recognition test and enter your name, secret word and email address. Obtaining an EasyChair Account One cannot use EasyChair without first creating an account. This is done to prevent misuse of the system. To create an account, you should do the following steps Type in your email address and a secret word in the form below. The email address must be your email address. The secret word can be any combination of letters having at least five letters. You should remember the secret word, you will need it to create an account.
 After that, EasyChair will send you further instructions on obtaining the account by email to the email address you specified. You have to remember the secret word, it will not be included in the email. When you have an account, you will no more need to remember the secret word. Note that **the most common reason for failing to obtain an account is an incorrect email address** so please type your email address correctly. Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best quess or click the reload button next to the distorted words. drenches Call Type the two words lso, fill out the following form First name^(†) Last name: Secret word: Email address: Press this button to 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 Figure 3. Enter information to set up an account

Easy Chair Instructions

You will receive an email from easy chair. Follow the link in the message to create an actual account on Easy Chair (username and password).

Submitting a Paper

Go to the link <u>https://www.easychair.org/conferences/?conf=hcisunyk2013</u> and enter your login information. See Figure 4.



Figure 4. The submitting page

Click "New Submission" if it is your first time to submit the paper to HCISUNYK2013. Click "Submission #" can check your submission information. It is useful to update the paper. You will then fill in the author information. There will be author's information on the paper. Note: Please leave the rest of the author boxes blank if the paper has one author or chose one author to be the main contact (Figure 5) if paper has 2 authors (group).

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Figure 5. Author Information

Choose a title for the paper (related to the particular application you chose) and an abstract – a 1-paragraph summary of your work (Figure 6)



Figure 6. Paper Information

Enter at least two key words that describe your paper (Figure 7). You could use the theme you chose (change, time, or glance) and the stage of this submission (stage 1, next time stage 2, ...) Keywords



Figure 7. Keywords

Finally, you will need to submit the actual paper (Figure 8). Select Choose File and a file dialog box will appear. Select the paper you want to upload to the site.

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information by pressing the Submit Paper button at the bottom of the page (Figure 9).

Ready?

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

Figure 9. Submit the Paper

The corresponding author will receive an email confirming the submission.