

Creating an EasyChair Account and Submitting an Abstract

STEP 1

Sign up for an EasyChair Account by going to the link below and click SIGN UP FOR AN ACCOUNT:

<https://www.easychair.org/account/signin.cgi?conf=ice20130>

Fill up the required information and wait for your account request to be approved by EasyChair via email. This is usually sent within 24 hours.

You do not need to do this if you already have an existing EasyChair account for a previous conference. Just sign in to the ICE2013 conference.

Sign in to EasyChair for ICE2013

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

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

STEP 2

Fill up the requested information.

Signing up for EasyChair: Step 2

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Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

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First name* (*):

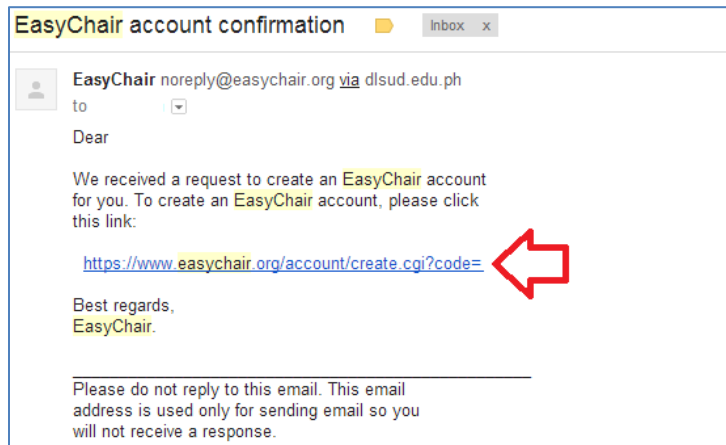
Last name (*):

Email (*):

* 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](#).

STEP 3

Once you receive an email account confirmation similar to the one below, click on the link provided in the email:



STEP 4

Fill up the required information and click CREATE MY ACCOUNT.



The image shows a screenshot of the "Signing Up for EasyChair: Last Step" form. The form is titled "Signing Up for EasyChair: Last Step" and includes a warning: "Hello Lovalee Reyes! 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." The form fields are: "User name:" (with a note "User names are case-insensitive" and "User name pels_secretariat is available!"), "First name:", "Last name (*)", "Company/organization (*)", "Web site:", "Phone (*)", "Address, line 1 (*)", "Address, line 2:", "City (*)", "Post code (*)", "State (US only) (*)" (dropdown menu), "Country (*)" (dropdown menu showing "Philippines"), "Password (*)", and "Retype the password (*)". A "Create my account" button is at the bottom left.

STEP 5

Once the website confirms your created account, click the link provided below and login using the username and password you have indicated:

<https://www.easychair.org/account/signin.cgi?conf=ice20130>

STEP 6

Once you are directed to the ICE2013 Homepage, click NEW SUBMISSION.



The screenshot shows the ICE2013 EasyChair author interface. At the top, there is a navigation bar with 'ICE2013 (author)', 'New Submission', 'ICE2013', and 'EasyChair'. A 'Help' and 'Sign out' link is also present. Below the navigation bar, the user is logged in as 'Livelee Reyes'. The main content area includes a 'Conference Information' section with details about the event: 'ICE2013', 'International Congress on eLearning 2013', and the website 'http://www.elearning.ch'. An 'Important Dates' table is also displayed.

description	date
Deadline for Abstract Submission	2013-04-25 - 2013-07-31
Notification of Paper Acceptance	2013-08-21 - 2013-09-15
Deadline for Full Paper Submission	2013-09-01 - 2013-10-31
Submission of Presentation Materials	2013-09-02 - 2013-11-15
Main Congress	2013-12-05 - 2013-12-07

STEP 7

Click the checkbox if you agree to EasyChair's Terms of Service and click CONTINUE. Once done with the terms of service, click NEW SUBMISSION again to submit your abstract.



The screenshot shows the 'EasyChair Terms of Service' page. It includes a 'Download' button and a checkbox labeled 'I agree to these Terms of Service', which is checked. Below the checkbox is a 'Continue' button. A text box contains feedback information: 'These Terms of Service are relatively new. We are collecting feedback from our users that will be used to improve or clarify the terms. If you have questions or remarks, please send them to us through the "contact" link under the menu item "Terms of Service".'

STEP 8

Select a Track relevant to your submission and click CONTINUE.



The screenshot shows the 'Select a Track' page. It asks the user to 'Please select the track relevant for your submission and click "Continue"'. There are four radio button options: 'eLearning Quality Assurance', 'Ubiquity of eLearning Access', 'eLearning on Equality & Sustainable Development', and 'Technology-Enhanced Learning'. A 'Continue' button is located at the bottom of the selection area.

STEP 9

Fill out the required information for the abstract.

Under Authors, click the link “Click here to add yourself” to automatically input all your information. If you have co-authors, add them as Author2 and so on. If you tick the box beside “corresponding author,” they will be notified of all updates via email.

ICE2013 (author) title Sign out
New Submission ICE2013 EasyChair

New Submission for ICE2013

(Ubiquity of eLearning Access)

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).
More information about submission to ICE2013 can be found on [ICE2013 Web site](#).

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **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 site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should 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 (*):

Organization (*):

Web Site:

Corresponding author:

Type in your title, your 300-word abstract and indicate at least three keywords.

Title, Abstract and Other Information

The title and the abstract should be given as a 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 (*):

Make sure to tick off the box which indicates that the submission is "ABSTRACT ONLY" and click SUBMIT.

Upload Paper

The submission should be in one of the following formats:

1. PDF (file extension .pdf).
2. Word document (file extension .doc).
3. plain text (file extension .txt).
4. JPEG (file extension .jpg).
5. HTML (file extension .html).
6. Excel file (file extension .xls).
7. PowerPoint presentation (file extension .ppt).
8. Microsoft PowerPoint open XML document (file extension .pptx).
9. Open Document format (file extension .odt).

If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: No file chosen **Abstract Only:**

Ready?

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

STEP 10

Once your submission has been saved, you can still update the information, submit a new version or withdraw your submission.

ICE2013 (author) Help Sign out

[New Submission](#) [Paper 2](#) [ICE2013](#) [EasyChair](#)

ICE2013 Submission 2

The submission has been saved!

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.

 [Update information](#)
[Update authors](#)
[Submit a new version](#)
[Withdraw](#)

Paper 2 (abstract only)						
Title:	Sample					
Track:	Ubiquity of eLearning Access					
Keywords:	gamification college algebra android					
Abstract:	Sample sample					
Time:	Apr 29, 02:34 GMT					

Authors						
first name	last name	email	country	organization	Web site	conf
Loveles	Reyes	pebccongresspapers@gmail.com	Philippines	Philippine eLearning Society	http://www.elearning.ph	✓

Please do not forget to sign once you are done. You will be notified of the status of your paper via email.

THANK YOU!