

EasyChair tutorial (logging in, submitting an abstract)

1. Log in to conference system

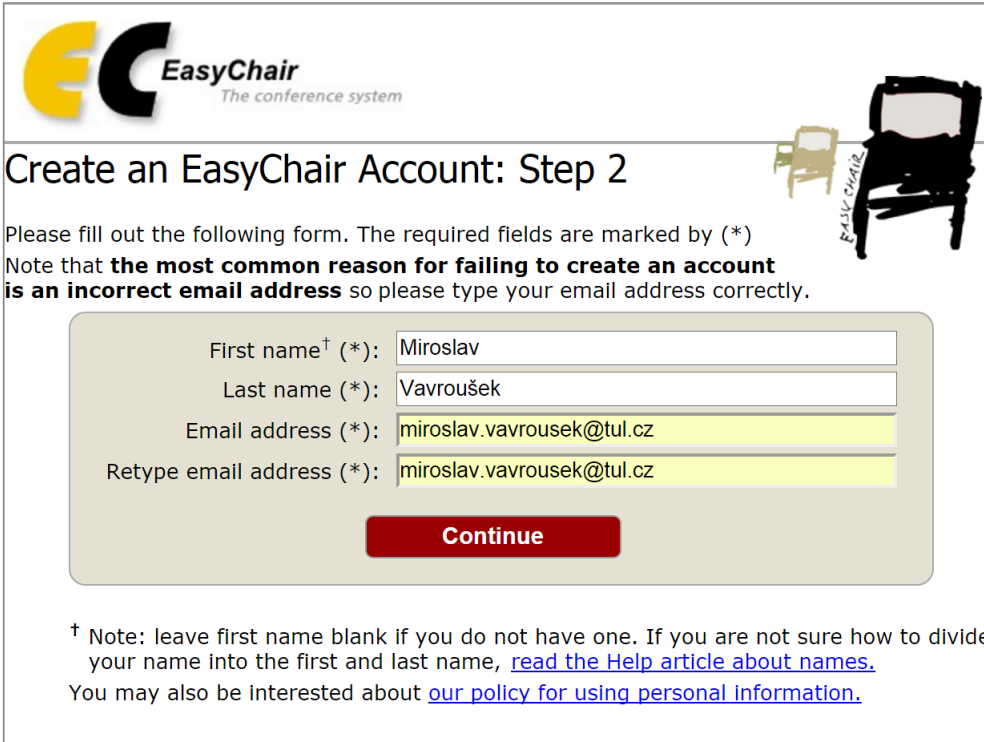
- Go to EasyChair MME2017 conference webpage: <https://easychair.org/conferences/?conf=mme2017>
- If you already have EasyChair account then use your User name and Password to log in. Otherwise click on create an account (Figure 1) and proceed according to chapter 2.
- If you forgot your username or password click on forgot your password below and follow the system instructions.

Figure 1: Log in to EasyChair for MME 2017

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

Figure 2: Captcha code

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



EasyChair
The conference system

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.

First name [†] (*):	Miroslav
Last name (*):	Vavroušek
Email address (*):	miroslav.vavrousek@tul.cz
Retype email address (*):	miroslav.vavrousek@tul.cz

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

- You will receive a confirmation email. Click on link to continue your registration (Figure 4).

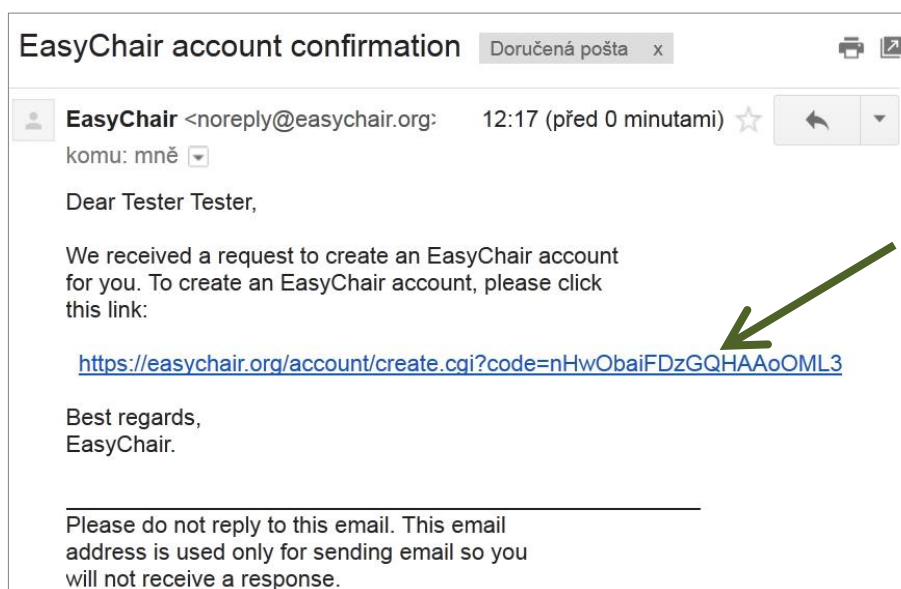


Figure 4: Confirmation email

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

Personal Information

To change your personal information, fill out the following form. Mandatory fields are marked by (*).

User names are case-insensitive

User name:

First names[†] (*):

Last name (*):

Organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Figure 5: Create your account

- Now you are successfully registered. For log in to conference system go to EasyChair MME2016 conference webpage and use your user name and password.

<https://easychair.org/conferences/?conf=mme2017>

2. Submitting an abstract

- Go to EasyChair MME2016 conference webpage and log in <https://easychair.org/conferences/?conf=mme2017>
- From main menu (on top) choose New Submission (Figure 6).

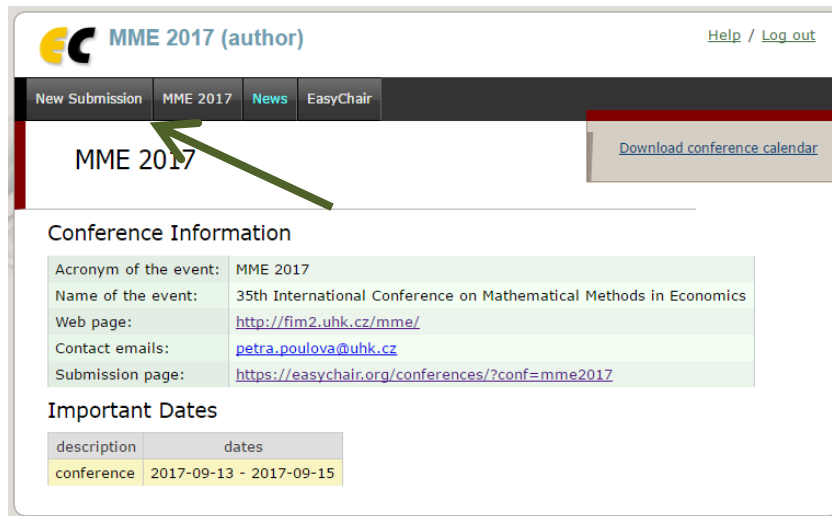


Figure 6: Main page

- Now you are on submission page. Follow the rules and fill in requested information. At first fill in author or authors information. You may speed up process by clicking on click here to add yourself (Figure 7).

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 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 must be at least one corresponding author.
- One of the authors should be marked as a **speaker**. If you are not sure, choose your best guess.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web site:

corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web site:

corresponding author

Figure 7: Authors

- Now is necessary to fill in Title, Abstract and a list of keywords that describe your paper. You must specify at least three keywords, one per line (Figure 8).

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

Title (*):

The abstract should not exceed 1200 characters

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 (*):

Figure 8: Title, abstract and keywords

- Now is necessary to choose Category (Figure 9). To submit an ordinary submission, choose Category. PhD students wishing to participate in the PhD students competition must indicate this by choosing “PhD students competition paper”.

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

<input type="checkbox"/> Operations research	<input type="checkbox"/> Econometrics
<input type="checkbox"/> Fuzzy systems	<input type="checkbox"/> Simulation
<input type="checkbox"/> Process optimization	<input type="checkbox"/> Financial modelling
<input type="checkbox"/> PhD students competition	

Figure 9: Choose the Category

- Upload a PDF version of your abstract into the Submission box. (Figure 10).

Uploads

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

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

Soubor nevybrán

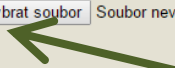


Figure 10: Submitting the PDF version of your abstract

- Click on Submit button. Do not press the button twice: uploading may take time! (Figure 11).

Ready?

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

Figure 11: Submit paper

- Now you will see basic information about your submission. Back on this page you can get anytime by clicking on Submission # (# denoted number of your submission) in main menu. If you need to make any changes in your submission (update information, update authors, submit a new version or withdraw your submission), use the links on the right side (Figure 12).

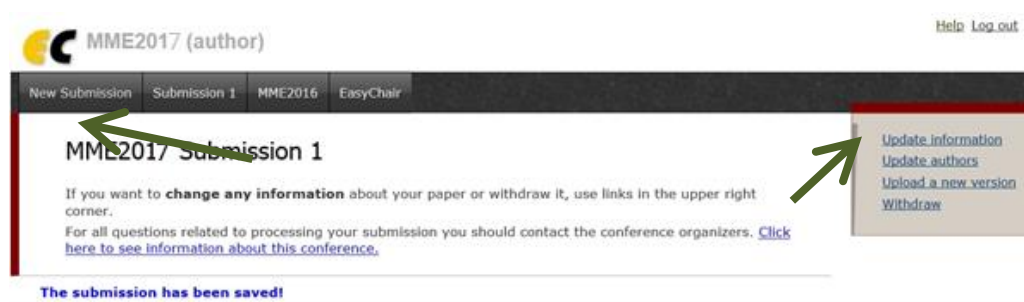


Figure 12: Information about submission