EasyChair tutorial (logging in, submitting an abstract)



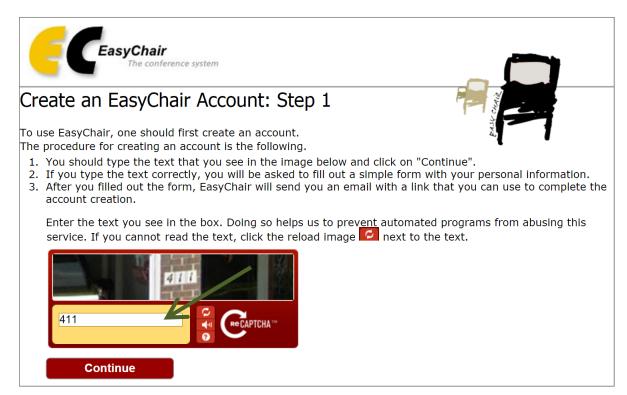
1. Log in to conference system

- 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.

| EasyChair The conference system | Help / Log in |
|--|------------------|
| Log in to EasyChair fo | or MME 2017 |
| EasyChair uses cookies for user au EasyChair, you should allow your from easychair.org. | |
| | |
| User name: poulova Password: •••••• | × |
| Log in | |
| If you have no EasyChair account, <u>c</u> Forgot your password? <u>click here</u> | reate an account |

Figure 1: Log in to EasyChair for MME 2017

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



David Martinčík, Miroslav Vavroušek, Petra Poulová

Figure 2: Captcha code



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

| Generation Chair The conference system | | | | | |
|--|-------------------------------------|--|--|--|--|
| Crea | 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 | | | |
| | your name into the first and | if you do not have one. If you are not sure how to divide last name, <u>read the Help article about names.</u> out <u>our policy for using personal information.</u> | | | |

Figure 3: Enter basic information to set up an account

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

| Ea | syChair account confirmation | Doručená pošta | x | • 0 |
|----|--|-----------------|-------------|-----|
| * | EasyChair <noreply@easychair.org: komu: mně 💌</noreply@easychair.org: | 12:17 (před 0 m | iinutami) ☆ | * - |
| | Dear Tester Tester, | | | |
| | We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link: <u>https://easychair.org/account/create.cgi?code=nHwObaiFDzGQHAAoc</u> Best regards, | | OML3 | |
| | EasyChair. | | | |
| | Please do not reply to this email. This en address is used only for sending email s will not receive a response. | | | |

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: | vavrousek | | |
| | | | |
| First names [†] (*): | Miroslav | | |
| Last name (*): | Vavroušek | | |
| Organization (*): | Technical University of Liberec | | |
| Web site: | http://www.tul.cz/ | | |
| Phone (*): | +420775061306 | | |
| Address, line 1 (*): | Studentská 1402/2 | | |
| Address, line 2: | | | |
| City (*): | Liberec 1 | | |
| Post code (*): | 461 17 | | |
| State (US only) (*): | × | | |
| Country (*): | Czech Republic ~ | | |
| Password (*): | | | |
| Retype the password (*): | | | |
| Create my account | | | |

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. <u>https://easychair.org/conferences/?conf=mme2017</u> 35th International Conference on Mathematical Methods in Economics

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).

| EC MME 2017 (author) | | | |
|------------------------|--------------------------------------|---------------------------------|--|
| New Submission MME 201 | 7 News EasyChair | | |
| MME 2017 | | Download conference calendar | |
| Conference Information | | | |
| Acronym of the event: | MME 2017 | | |
| Name of the event: | 35th International Conference on Ma | thematical Methods in Economics | |
| Web page: | http://fim2.uhk.cz/mme/ | | |
| Contact emails: | petra.poulova@uhk.cz | | |
| Submission page: | https://easychair.org/conferences/?c | conf=mme2017 | |
| Important Dates | | | |
| description | dates | | |
| conference 2017-09-1 | 3 - 2017-09-15 | | |

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 [†] (*): Miroslav | | | |
| Last name (*): Vavroušek | | | |
| Email (*): miroslav.vavrousek@tul.cz | | | |
| Country (*): Czech Republic | | | |
| Organization (*): Technická univerzita v Liberci | | | |
| Web site: www.ksa.tul.cz | | | |
| ☑ corresponding author | | | |
| Author 2 (click here to add yourself) (click here to add an associate) | | | |
| First name [†] (*): František | | | |
| Last name (*): Koblasa | | | |
| Email (*): frantisek.koblasa@tul.cz | | | |
| Country (*): Czech Republic ~ | | | |
| Organization (*): Technická univerzita v Liberci | | | |
| Web site: www.ksa.tul.cz | | | |
| ☐ 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).

| | bstract should be entered as plain text, they should not contain HTML elements | | |
|---|--|--|--|
| Title (*): | Paper title | | |
| The abstract sl | The abstract should not exceed 1200 characters | | |
| 1 | Paper abstract | | |
| 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 (*): | Paper 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. | | | |
|---|---|--|--|
| Operations research Fuzzy systems Process optimization PhD students competition | Econometrics Simulation Financial modelling | | |

Figure 9: Choose the Category

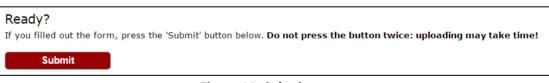
• Upload a PDF version of your abstract into the Submission box. (Figure 10).

| 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) Vybrat soubor 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).





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).

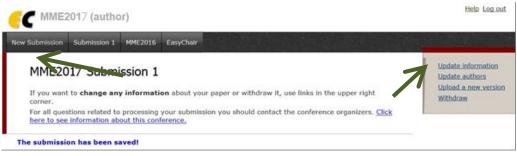


Figure 12: Information about submission