## EasyChair tutorial (logging in, submitting a paper)



## 1. Log in to conference system

- Go to EasyChair MME2017 conference webpage: <a href="https://easychair.org/conferences/?conf=mme2017">https://easychair.org/conferences/?conf=mme2017</a>
- Use your User name and Password to log in.
- If you forgot your username or password click on forgot your password below and follow the system instructions.

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Log in to EasyChair for MME 2017	-		
EasyChair uses cookies for user authentication. To use EasyChair, you should <b>allow your browser to save cookies</b> from easychair.org.			
User name: poulova ×			
Log in			
If you have no EasyChair account, <u>create an account</u> Forgot your password? <u>click here</u> Problems to log in? <u>click here</u>			

Figure 1: Log in to EasyChair for MME 2017

## 2. Submitting a paper

- Go to the List of participants section at MME 2017 conference webpage: <u>http://fim2.uhk.cz/mme/index.php?page=listofparticipants</u>
- Check if your abstract was accepted (Figure 2).







- If your abstract was accepted, log in to the MME 20175 conference submission system (EasyChair): <u>https://easychair.org/conferences/?conf=mme2017</u>
- From the main menu (on top) choose Submission # (# denotes the number of your submission) and then click on Update files on the right side(Figure 3). Please, do not choose New Submission!

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MME2017 Submission 3 If you want to change any information about your paper or withdraw it, use links in the upper right corner. For all questions related to processing you eubmission you should contact the conference organizers. <u>Click here to see information about</u>			
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Title:	Title		
Submission	<b>7</b>		
Author keywords:	Author keywords		
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	Figure 3	Submitting a naper	

• Upload a PDF version of your paper into the Submission box. Click on Submit (Figure 4).



Figure 4: Submitting the PDF version of your paper