

# EasyChair Author's Guide for PACIS 2019

[www.pacis2019.org](http://www.pacis2019.org)

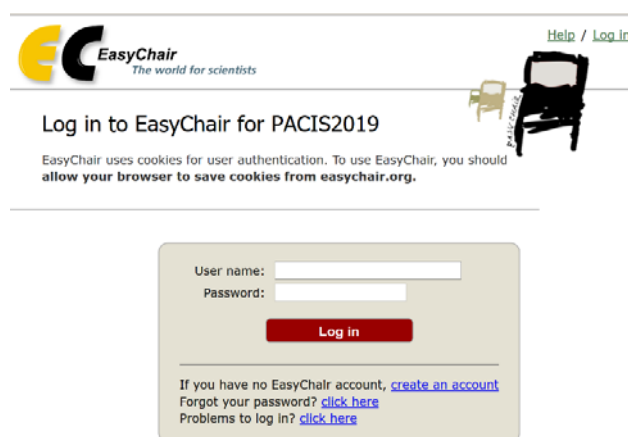
Submission of papers for PACIS 2019 will be managed through an online conference paper management system called “EasyChair” ([www.easychair.org](http://www.easychair.org)).

※ **You should use (or create) an EasyChair account to follow the steps below.**

## 1. Login to EasyChair

- Access the online submission site at:

<https://www.easychair.org/conferences/?conf=pacis2019>



• Figure 2. Login Page

### 1.1. If you do not have an EasyChair account

- If you do not have an EasyChair account, click on the “create an account” link in Figure 2. Then, follow the instructions shown on the “Create an EasyChair Account: Step 1” page in Figure 3. Fill in the suggested words in the textbox to continue.

#### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on “Continue”.
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.



Figure 3. Create an account for EasyChair (Step 1)

- Please enter your name and e-mail address in the given fields as shown in Figure 4. After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.

## 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.



Registration form for Step 2 with the following fields:

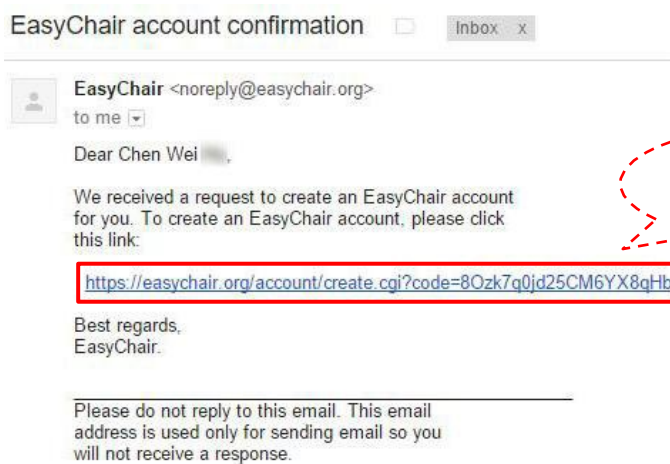
- First name<sup>†</sup> (\*)
- Last name (\*)
- Email address (\*)
- Retype email address (\*)

Continue

<sup>†</sup> 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 4. Create an account for EasyChair (Step 2)

- The confirmation e-mail will look like Figure 5. Click on the link to finalize your registration to EasyChair.



Click on this link

Figure 5. Confirmation E-mail

- A new web browser window will be opened (as shown in Figure 6). Please fill out the form.

## Create an EasyChair Account: Last Step

Hello Chen Wei Hu! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.



User names are case-insensitive

User name:

First name<sup>†</sup>:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

Create my account

Fill out this form

<sup>†</sup> 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 6. Create an account for EasyChair (Final Step)

- After clicking on “**Create my account**” button, you will access the “Account Created” page (as shown in Figure 7). Now you can proceed to the PACIS 2019 submission page by clicking the provided link or <https://www.easychair.org/conferences/?conf=pacis2019>.

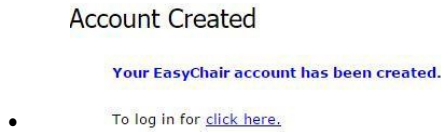


Figure 7. Account Created

### **1.2. If you already have an EasyChair account**

- If you have an EasyChair account from other conferences, you can simply use your account to login into the system for PACIS 2019.

### **2. Submit your paper**

- Once you log-in, please go to the “New Submission” tab, then you need to select the track (among 25 tracks) where you want to submit your paper (as shown in Figure 8).

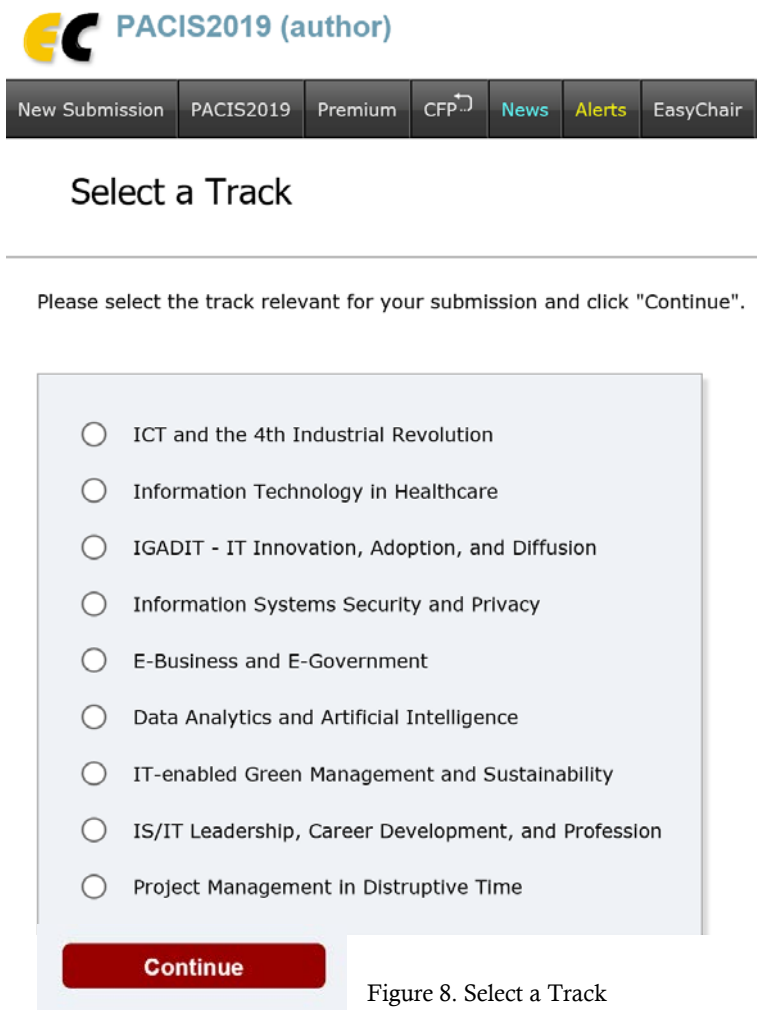


Figure 8. Select a Track

- On next page, you can follow the instructions, step by step, and then use the “Submit” button at the bottom of the form. (as shown in Figure 9).

## New Submission for PACIS2019

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.

### (General Topics)

#### Author Information

For each author 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 not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page 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.

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

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author

Figure 9. New submission for PACIS 2019

- Please note that **RIP should be included in the beginning of the paper title as (RIP) paper title.** (as shown in Figure 10).

#### Title and Abstract

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

Title: \*

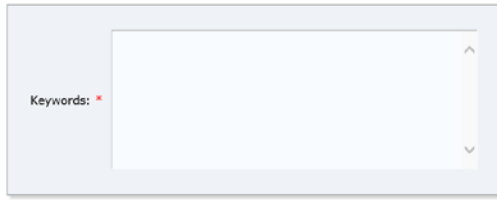
Abstract: \*

Figure 10. RIP Paper Submission Tip

- Once you fill in author information, title and abstract, and keywords, please upload your paper file and click "Submit". (as shown in Figure 11).

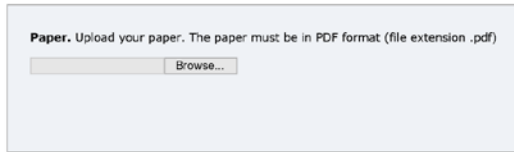
### Keywords

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.



A text input field with a light blue border and a vertical scrollbar on the right. To the left of the field, the text "Keywords: \*" is displayed in a small font.

### Files



A rectangular box containing the text "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)". Below this text is a horizontal file selection button labeled "Browse..." with a small folder icon to its left.

### Ready?

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



A red rectangular button with the word "Submit" written in white text in the center.

Figure 11. Finalize your submission

- If you are an AE or subreviewer, you can change your role under PACIS2019 menu bar (as shown in Figure 12).

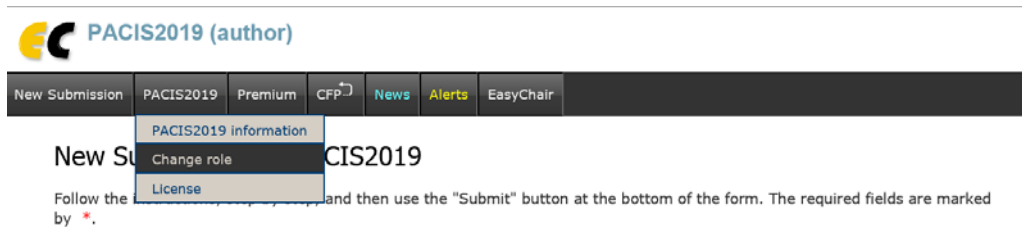


Figure 12. Change role