

Instructions for creating an account and submission of papers to the International Scientific Conference MACSPRO'2021

Below there are provided detailed step-by-step instructions for creating an EasyChair account and submitting MACSPRO'2021 papers using the EasyChair system.

Instructions for creating an account in the EasyChair system

Step 1. Go to the EasyChair website using the [link \(https://easychair.org/\)](https://easychair.org/).

Step 2. Press the “Signup” button in the right upper corner of the web page (fig. 1).

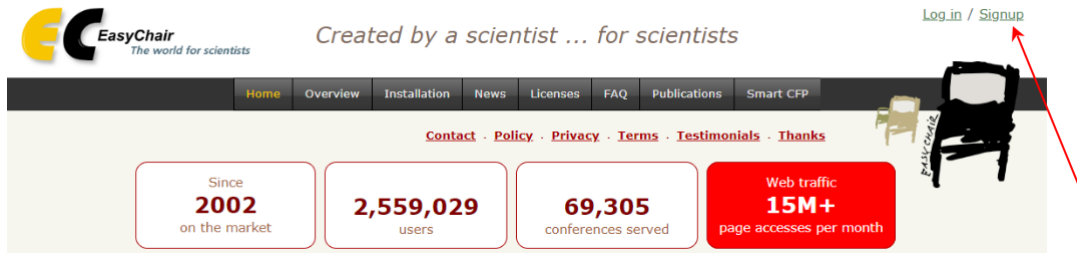


Fig. 1. The “Signup” button location

Step 3. Check the box in the “I’m not a robot” captcha and press “Continue” (fig. 2).

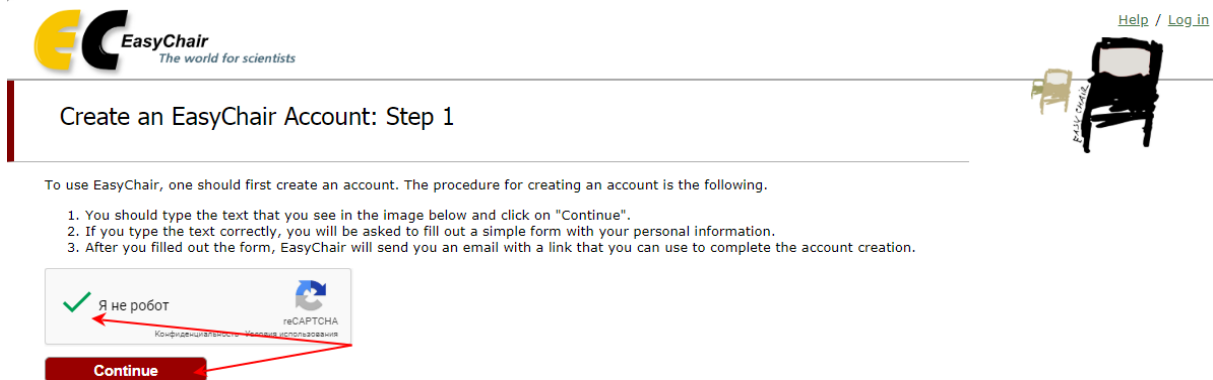


Fig. 2. Action confirmation

Step 3. Fill out the user information form and press “Continue” (fig. 3).

Fig. 3. Entering the user information

After submitting the form you will receive an email with further instructions to the email address you specified in the form.

Step 4. Go to your email box, open the letter from the EasyChair system and follow the link provided in the letter.

Step 5. To create an EasyChair account type required additional information into the suggested form (fig. 4).

Note that your password must consist of at least 10 symbols including letters and numbers.

Important: you will have to use the user name specified in this form to log in to the EasyChair system.



Create an EasyChair Account: Last Step

Hello Anna Kolodenkova! 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.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service
Check the box

Enter your personal data.

First name*: Enter your first name

Last name*: Enter your last name

Organization*: Enter the full name of your organization

Country*: Enter your country

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page Leave this field blank

Enter your account information. Note that user names are case-insensitive

User name*: Create a user name

Password*: Create a password

Retype the password*: Type the created password again

Fig. 4. Entering the additional information

Step 6. After filling out the form check the box in the field “I agree to EasyChair Terms of Service”, then press the “Create my account” button.

Step 7. To get to the login page press “click here to log in to EasyChair” (fig. 5).



[Help](#) / [Log in](#)

Account Created



Your EasyChair account has been created!

If you want to submit to a conference hosted by EasyChair, you should find the conference Web page and follow the link to the submission page of that conference.

For any thing else, including publishing a preprint, [click here to log in to EasyChair.](#) Click here

Fig. 5. Notification that the account have been successfully created

Step 8. Enter the user name and the password created during the step 5 (fig. 6), then press the “Log in” button.

Fig. 6. Entering the login information to finish the registration

Step 9. Now your EasyChair user account is created.

Instructions for submission of papers using the EasyChair system

Step 1. Enter the conference page in the EasyChair system via the [link](https://easychair.org/my/conference?conf=macspro2021#) (<https://easychair.org/my/conference?conf=macspro2021#>) click on the “enter as an author” line (fig. 7).

Now you can start submitting the paper to the EasyChair system.

Fig. 7. The conference’s EasyChair webpage opening when you use the link

Step 2. To start uploading the paper move to the “New Submission” tab. There you will see the forms you should fill out with the paper authors’ information (note that you might automatically fill in this field with your own user information by clicking “click here to add yourself) (fig. 8), the paper’s title and abstract (a short summary) and keywords (each keyword should start on the new line) (fig. 9). Below this form you should attach the paper in the pdf format. To accomplish this, press the “Browse” button and choose the file location in your computer’s file system. Note that the maximum file size is limited to 20 MB (fig. 10). If the paper has less than three authors, then leave the corresponding fields blank.

After filling out the forms and attaching the paper you should make sure that all information you entered is correct and only then press the “Submit” button (fig. 10).

Important: uploading might take some time, so please do not press the “Submit” button more than once.

IIT'19 (author)

New Submission | IIT'19 | News | EasyChair

New Submission for MACSP'2021

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

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*:

Last name*:

Email*:

Country*:

Organization*:

Web page:

corresponding author

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

First name*:

Last name*:

Email*:

Country*:

Organization*:

Web page:

corresponding author

Author 3 ([click here to add yourself!](#)) ([click here to add an associate!](#))

First name*:

Last name*:

Email*:

Country*:

Organization*:

Web page:

corresponding author

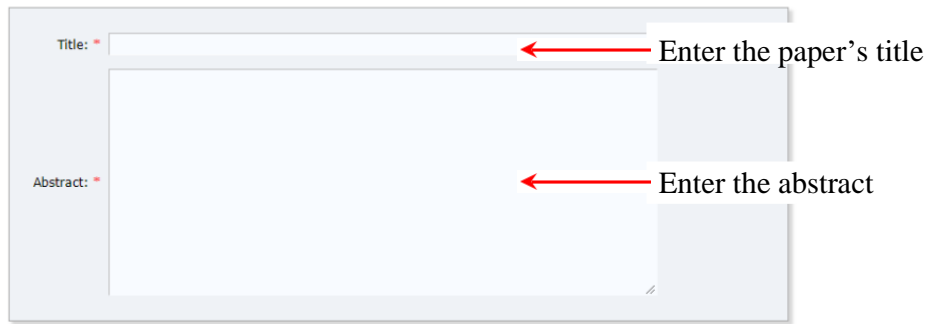
Provide the following Information about all authors of the paper:

1. First name
2. Last name
3. Email address
4. Country
5. Full name of the organization

Fig. 8. Entering the information about authors

Title and Abstract

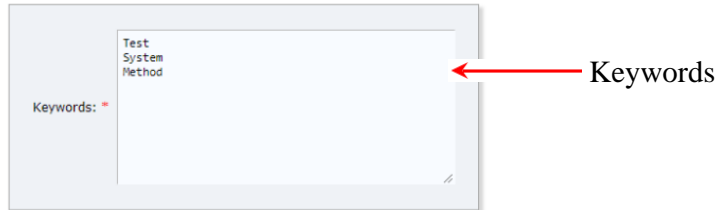
The title and the abstract should be entered as plain text, they should not contain HTML elements.



The screenshot shows two text input fields. The top field is labeled "Title:" and has a red arrow pointing to it with the text "Enter the paper's title". The bottom field is labeled "Abstract:" and has a red arrow pointing to it with the text "Enter the abstract".

Keywords

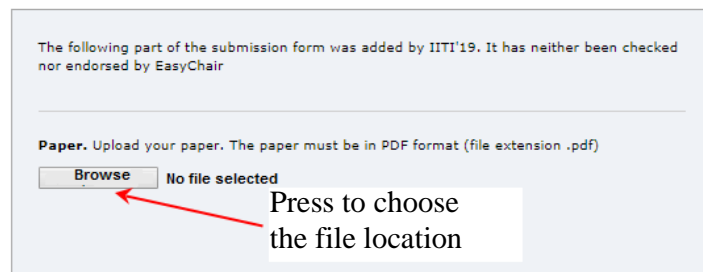
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



The screenshot shows a text input field labeled "Keywords:". Inside the field, the text "Test System Method" is entered on three separate lines. A red arrow points to the field with the text "Keywords".

Fig. 9. Entering the title, abstract and keywords

Files



The screenshot shows a section titled "Files" with a warning message: "The following part of the submission form was added by IITI'19. It has neither been checked nor endorsed by EasyChair". Below this, there is a label "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)". Underneath, there is a "Browse" button and the text "No file selected". A red arrow points to the "Browse" button with the text "Press to choose the file location".

Ready?

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



The screenshot shows a red "Submit" button. A red arrow points to the button with the text "Then press this button".

Fig. 10. Attaching the pdf file and submitting the form

Step 3. After uploading the paper move to “Submission [the number of your submission]” tab (you can also access it through the “My Submissions” page which appears when you re-enter the conference as an author (fig. 11)) where you can see all information about the submitted paper.

My Submissions for MACSPRO'2021

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to MACSPRO can be found at the [MACSPRO Web page](#).

Questions about submissions can be sent to the conference contact emails

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

Some of your submissions were either withdrawn by authors or deleted by chairs, they are shown using a grey background.

#	Authors	Title

Fig. 11. The "My Submissions" page in the EasyChair system

Step 4. If you need to correct the paper information (title, abstract or keywords), then click on "Update information" in the right upper corner of the page; to correct the information about the authors, click on "Update authors" in the right upper corner of the page (fig. 12).



Fig. 12. The section with options provided to correct the data