

# Registration procedure at EasyChair

To submit Conference abstract/paper

# Step 1

- When author click on a paper submission link provided on conference website you will be directed on the page shown below.

**EasyChair**  
The world for scientists

Help / Log in

## Log in to EasyChair for ICSMN-2020

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies** from [easychair.org](http://easychair.org).

User name:

Password:

**Log in**

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

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**Click on create  
an account as  
shown in image.**

Click on it

# Step 2

- Once you click on create an account you will be get directed to a page shown blow.

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## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

reCAPTCHA  
Privacy - Terms

**Continue**

Click on continue

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Click on continue  
button/tab/  
option after  
security check.

# Step 3

- Once you clicked on continue button you will find the window as shown below

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## 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<sup>†</sup>:

Last name \*

Email: \*

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.](#)

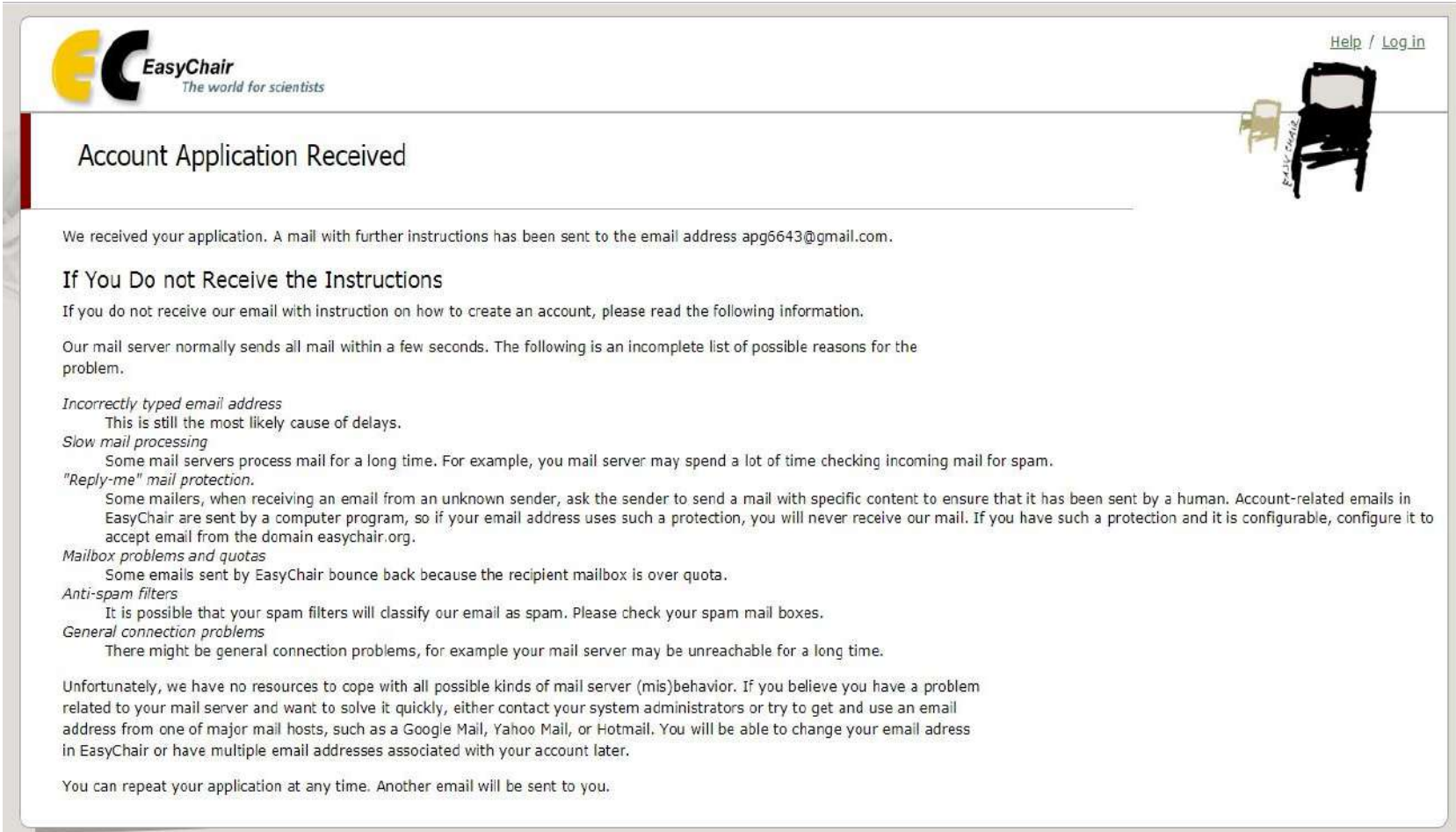
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In this step author has to fill his/her name and email address . And then has to click on **continue** button/tab/option.

# Step 4

- After filling details and clicking on continue button you will find below window.

Once author reach this stage he/she will get an verification E-mail, author has to open his mail account and has to verify the same.



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## Account Application Received

We received your application. A mail with further instructions has been sent to the email address `apg6643@gmail.com`.

### If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

*Incorrectly typed email address*  
This is still the most likely cause of delays.

*Slow mail processing*  
Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

*"Reply-me" mail protection.*  
Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain `easychair.org`.

*Mailbox problems and quotas*  
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

*Anti-spam filters*  
It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

*General connection problems*  
There might be general connection problems, for example your mail server may be unreachable for a long time.

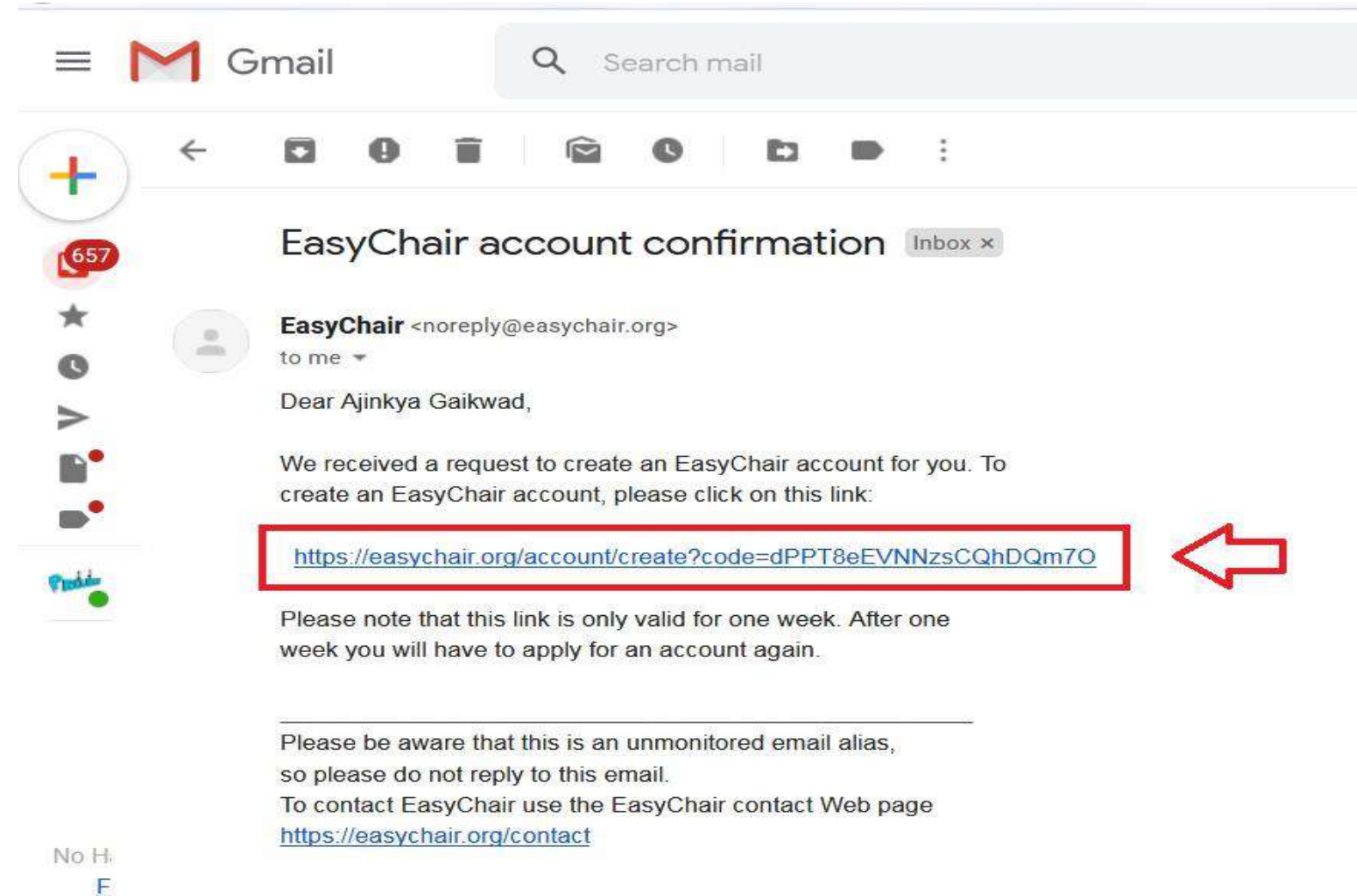
Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

# Step 5

Verification of account- author will get an mail form EasyChair as shown in screen-shot.

Author has to conform the same by using guidelines provided in mail.



The screenshot shows a Gmail interface. At the top, there is a search bar and navigation icons. The main content is an email from EasyChair with the subject "EasyChair account confirmation". The email body contains a confirmation link: <https://easychair.org/account/create?code=dPPT8eEVNNzsCQhDQm7O>. This link is highlighted with a red rectangular box, and a red arrow points to it from the right. Below the link, there is a note about the link's validity and a disclaimer about the email alias.

EasyChair account confirmation Inbox x

EasyChair <noreply@easychair.org>  
to me ▾

Dear Ajinkya Gaikwad,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

<https://easychair.org/account/create?code=dPPT8eEVNNzsCQhDQm7O>

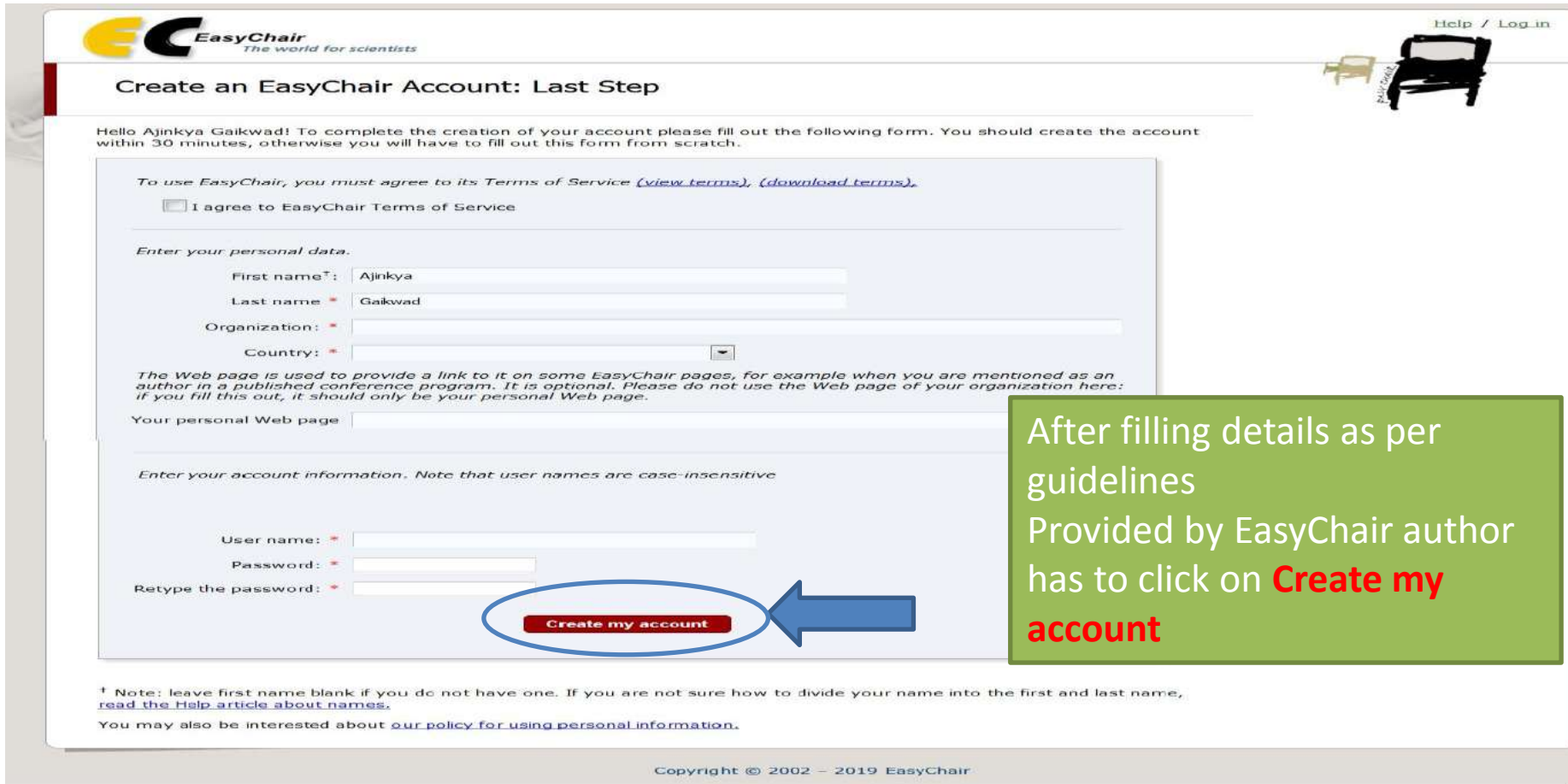
Please note that this link is only valid for one week. After one week you will have to apply for an account again.

Please be aware that this is an unmonitored email alias, so please do not reply to this email.  
To contact EasyChair use the EasyChair contact Web page <https://easychair.org/contact>

No H:  
E

# Step 6

- Once clicked on link provided through mail author will find below window, where he/she has to fill the details as shown in screen-shot.



The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in' and a small illustration of a chair. The main heading is 'Create an EasyChair Account: Last Step'. Below this, a message reads: 'Hello Ajinkya Gaikwad! 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.' A checkbox is present with the text 'I agree to EasyChair Terms of Service'. The section 'Enter your personal data.' contains fields for 'First name†' (filled with 'Ajinkya'), 'Last name' (filled with 'Gaikwad'), 'Organization', and 'Country'. Below this is a note about the 'Web page' field. The 'Your personal Web page' field is empty. The section 'Enter your account information. Note that user names are case-insensitive' contains fields for 'User name', 'Password', and 'Retype the password'. A red button labeled 'Create my account' is circled in blue, with a blue arrow pointing to it from the right. At the bottom, there is a footnote and a copyright notice.

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## Create an EasyChair Account: Last Step

Hello Ajinkya Gaikwad! 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

Enter your personal data.

First name†: Ajinkya

Last name: Gaikwad

Organization:

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 in a published conference program. 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

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

User name:

Password:

Retype the password:

**Create my account**

† 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](#).

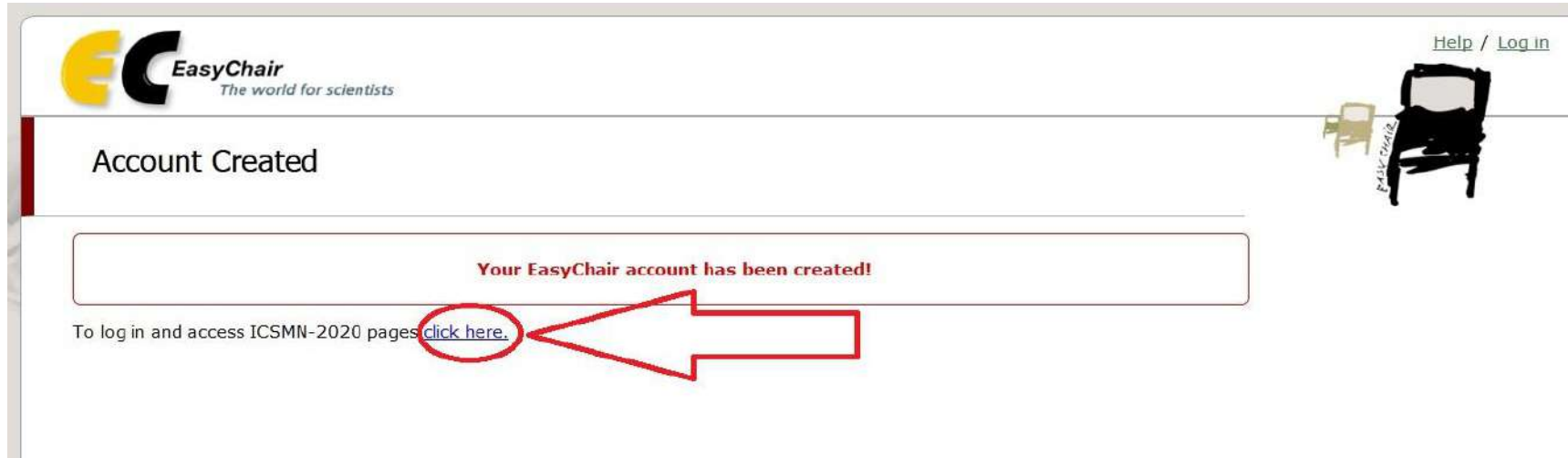
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**Author has to fill the valid details.**

After filling details as per guidelines Provided by EasyChair author has to click on **Create my account**

# Step 7

- When author click on a button create my account he/she will find window as shown in below screen-shoot.



**As account is get created now.**  
**Now author has to click on [click here](#) option for logging in to account of a conference.**  
**So author will find the window as in 1<sup>st</sup> step.**



**Thank You**