EasyChair tutorial (logging in, submitting an abstract)

1. Log in to conference system

- Go to EasyChair MME2016 conference webpage: https://easychair.org/conferences/?conf=mme2016
- 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.

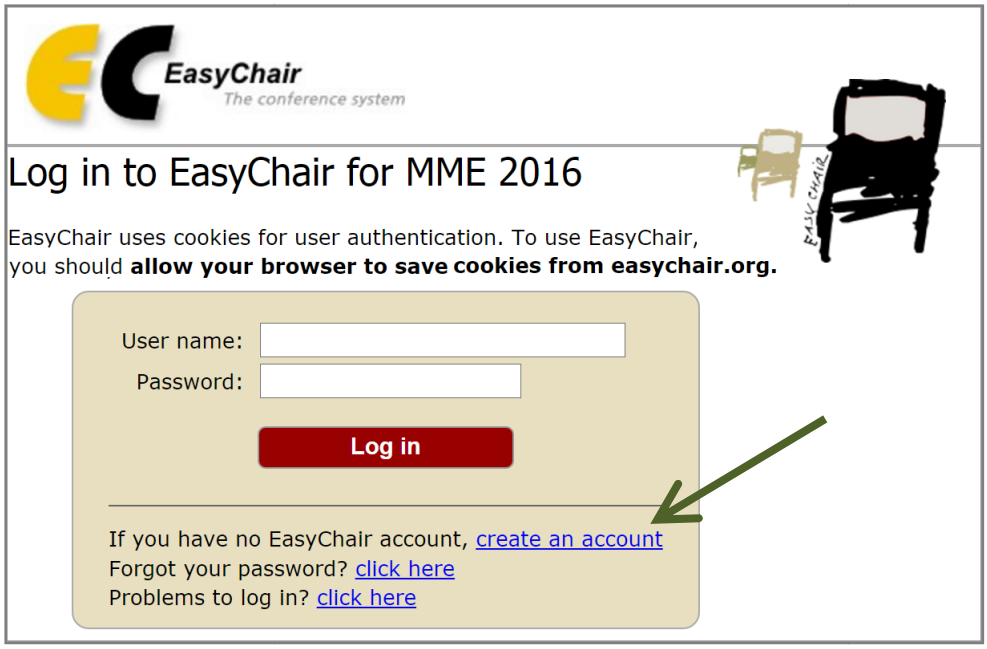

Figure 1: Log in to EasyChair for MME 2016

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

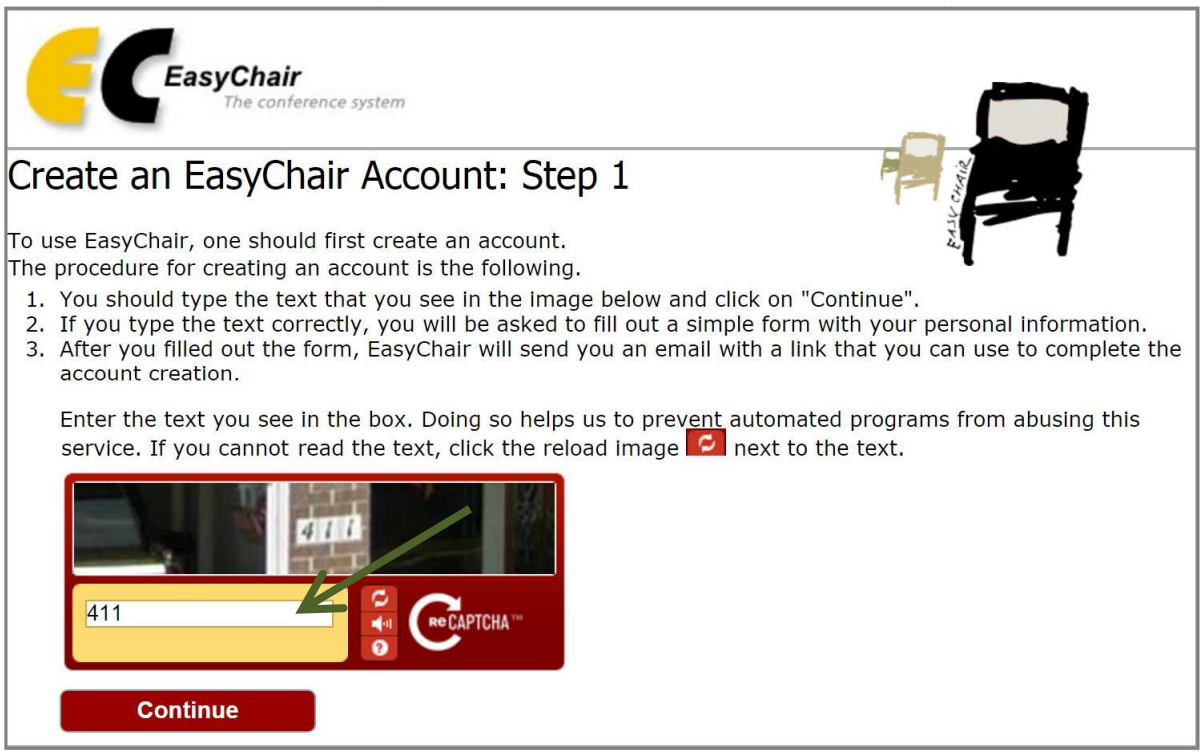

Figure 2: Captcha code

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

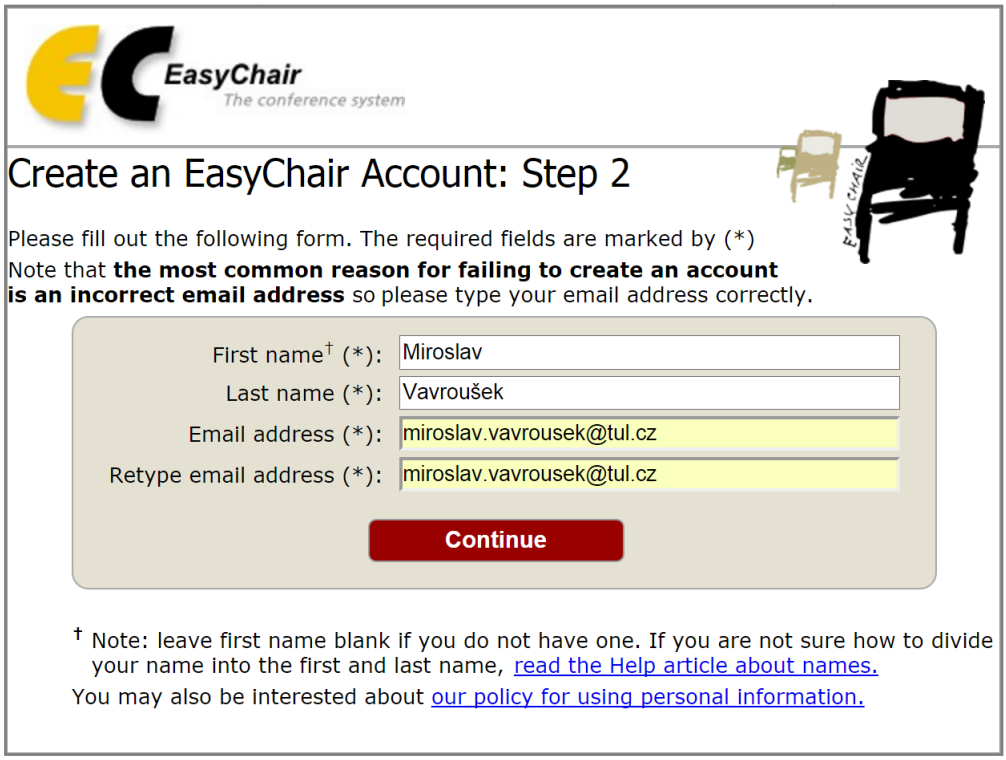

Figure 3: Enter basic information to set up an account

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

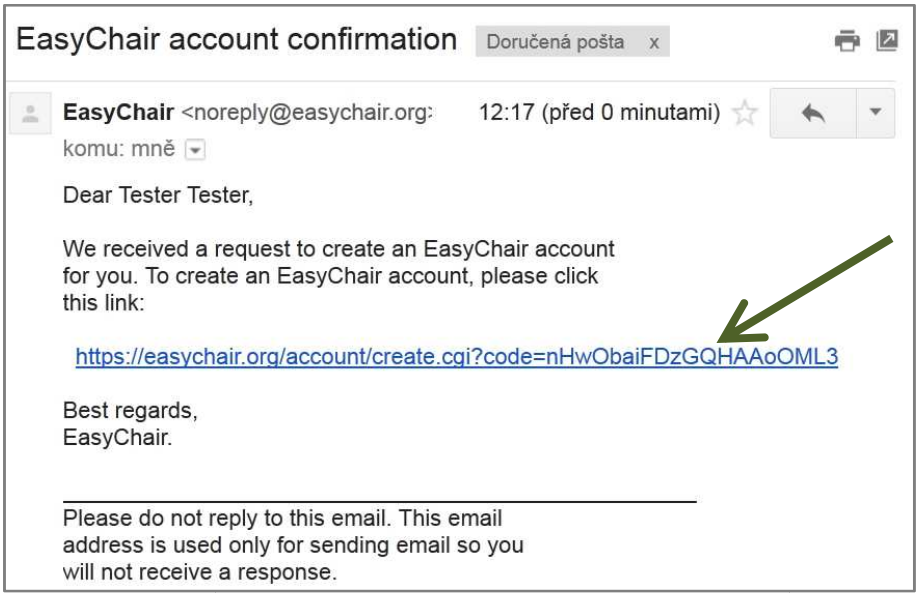

Figure 4: Confirmation email

- Complete your registration (in your browser) with providing all required information and click on create my account (Figure 5).

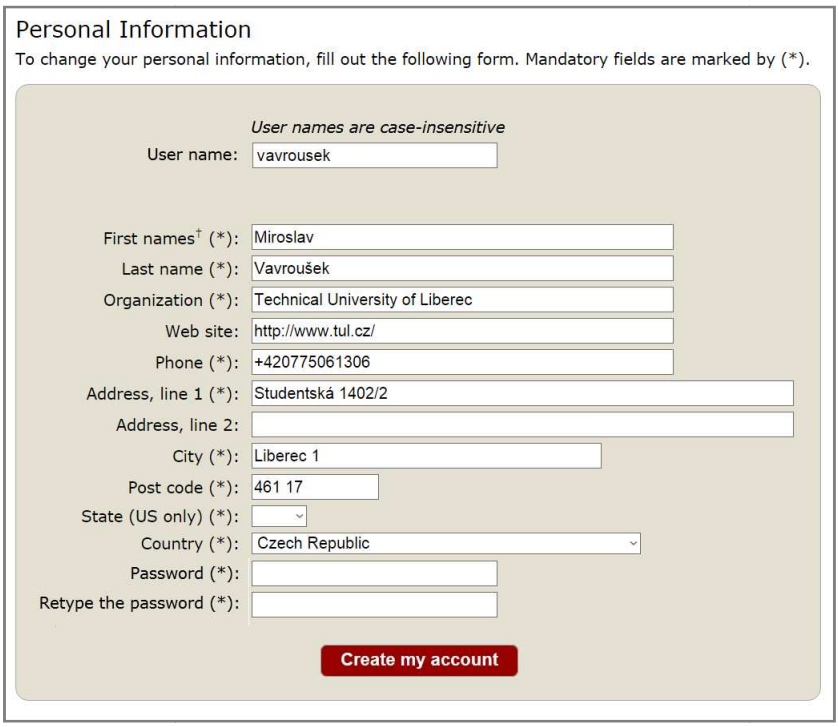

Figure 5: Create your account

- Now you are successfully registered. For log in to conference system go to EasyChair MME2016 conference webpage and use your user name and password. https://easychair.org/conferences/?conf=mme2016

2. Submitting an abstract

- Go to EasyChair MME2016 conference webpage and log in https://easychair.org/conferences/?conf=mme2016
- From main menu (on top) choose New Submission (Figure 6).

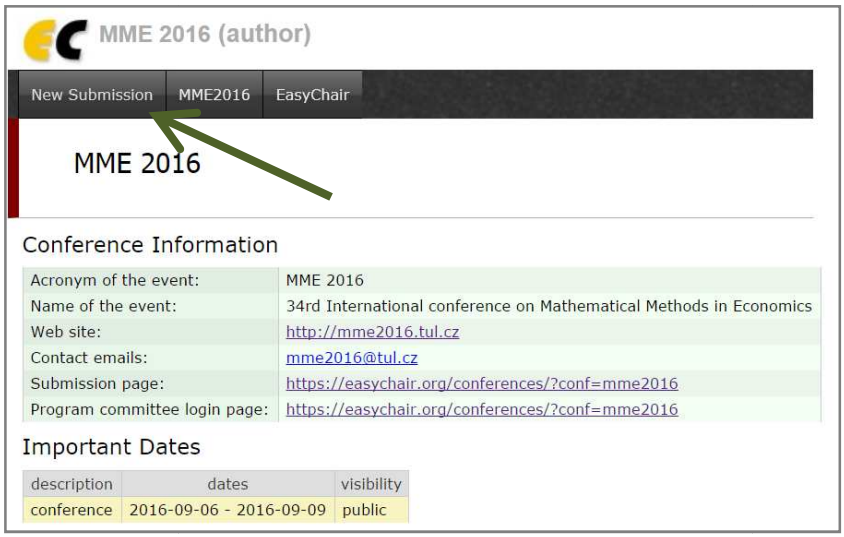

Figure 6: Main page

- 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).

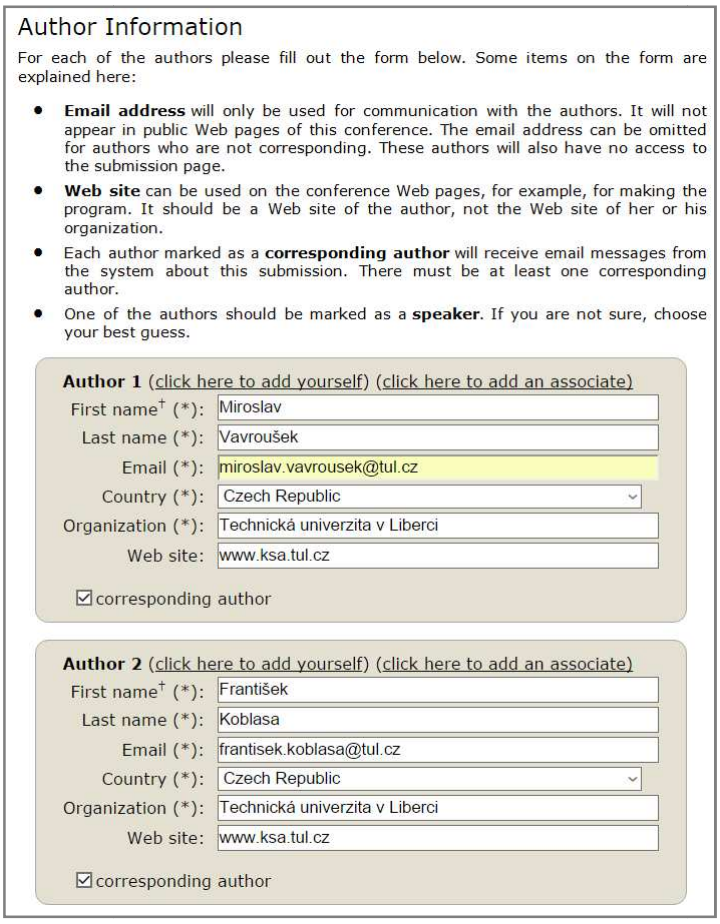

Figure 7: Authors

- 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).

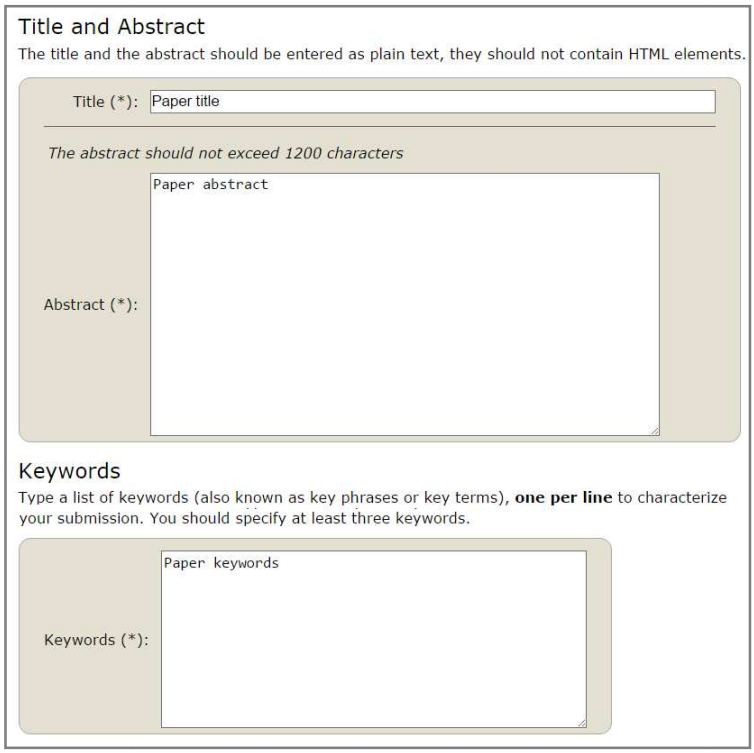

Figure 8: Title, abstract and keywords

- 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".

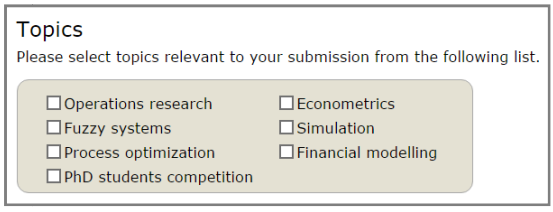

Figure 9: Choose the Category

- Click on Submit button. Do not press the button twice: uploading may take time!

- 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 11).

Figure 11: Information about submission