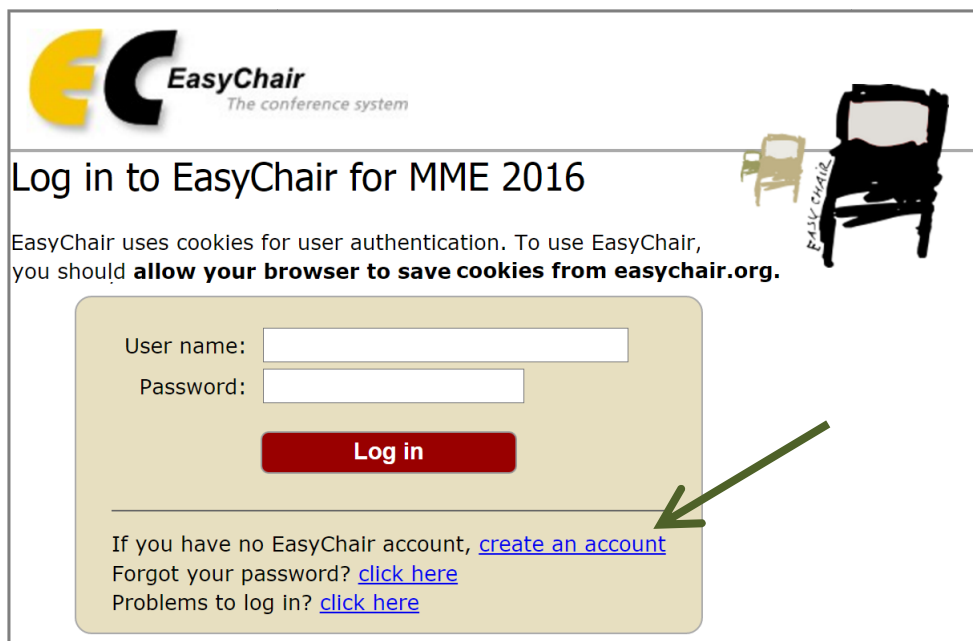


# EasyChair tutorial (logging in, submitting an abstract)

## 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.



**EC EasyChair**  
The conference system

## Log in to EasyChair for MME 2016

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:

Password:

**Log in**

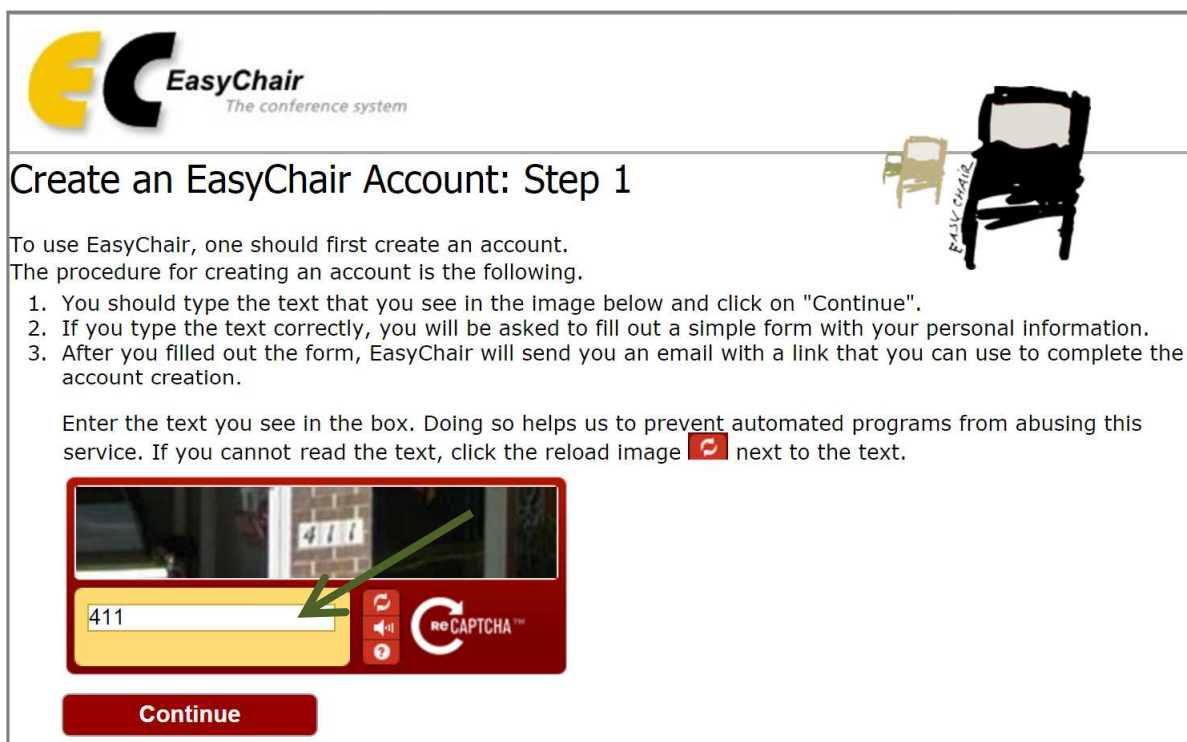
If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

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

Figure 1: Log in to EasyChair for MME 2016

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




**EC EasyChair**  
The conference system

## 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.

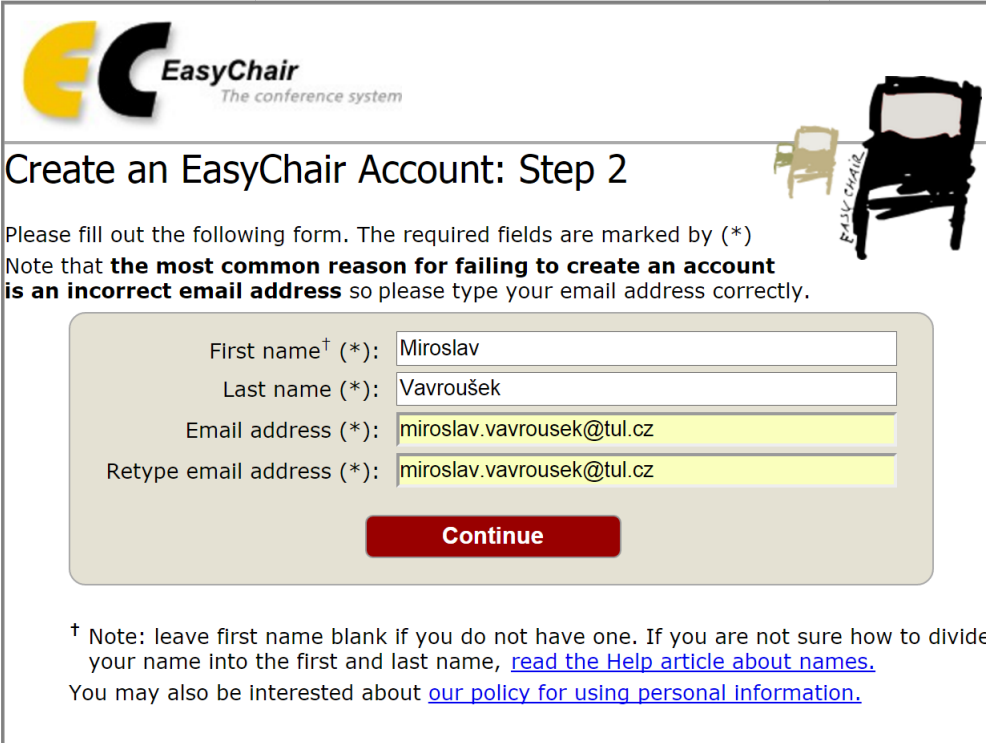
Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

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**Continue**

Figure 2: Captcha code

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



**EasyChair**  
The conference system

## 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.

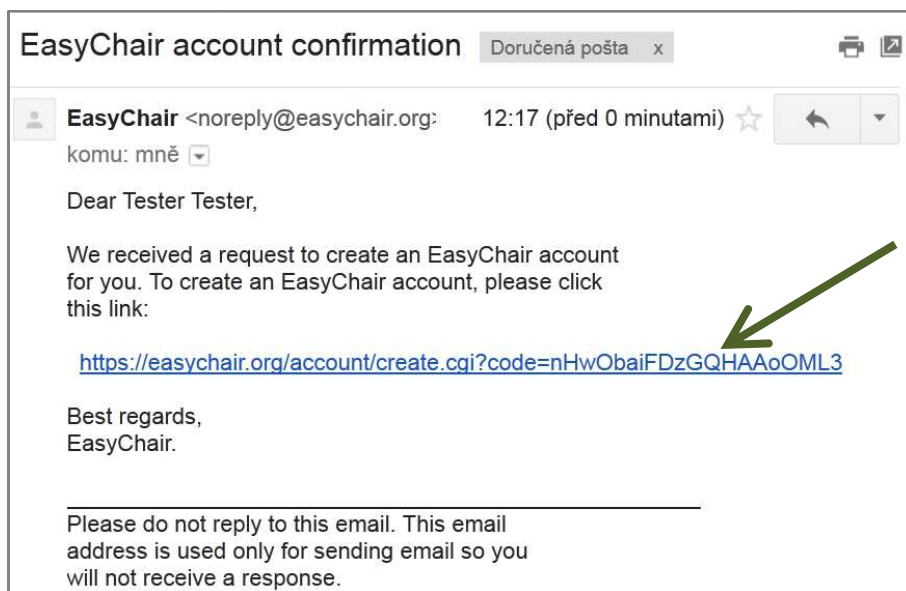
First name<sup>†</sup> (\*): Miroslav  
Last name (\*): Vavroušek  
Email address (\*): miroslav.vavrousek@tul.cz  
Retype email address (\*): miroslav.vavrousek@tul.cz

**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 3: Enter basic information to set up an account**

- You will receive a confirmation email. Click 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).

**Personal Information**  
To change your personal information, fill out the following form. Mandatory fields are marked by (\*).

*User names are case-insensitive*

User name:

First names<sup>†</sup> (\*):

Last name (\*):

Organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

**Create my account**

**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).

MME 2016 (author)

New Submission MME2016 EasyChair

MME 2016

Conference Information

Acronym of the event:	MME 2016
Name of the event:	34rd International conference on Mathematical Methods in Economics
Web site:	<a href="http://mme2016.tul.cz">http://mme2016.tul.cz</a>
Contact emails:	<a href="mailto:mme2016@tul.cz">mme2016@tul.cz</a>
Submission page:	<a href="https://easychair.org/conferences/?conf=mme2016">https://easychair.org/conferences/?conf=mme2016</a>
Program committee login page:	<a href="https://easychair.org/conferences/?conf=mme2016">https://easychair.org/conferences/?conf=mme2016</a>

Important Dates

description	dates	visibility
conference	2016-09-06 - 2016-09-09	public

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).

Author Information

For each of the authors 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 authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site 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.
- One of the authors should be marked as a **speaker**. If you are not sure, choose your best guess.

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

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

corresponding author

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

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

corresponding author

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).

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

Title (\*):

---

*The abstract should not exceed 1200 characters*

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.

Keywords (\*):

**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”.

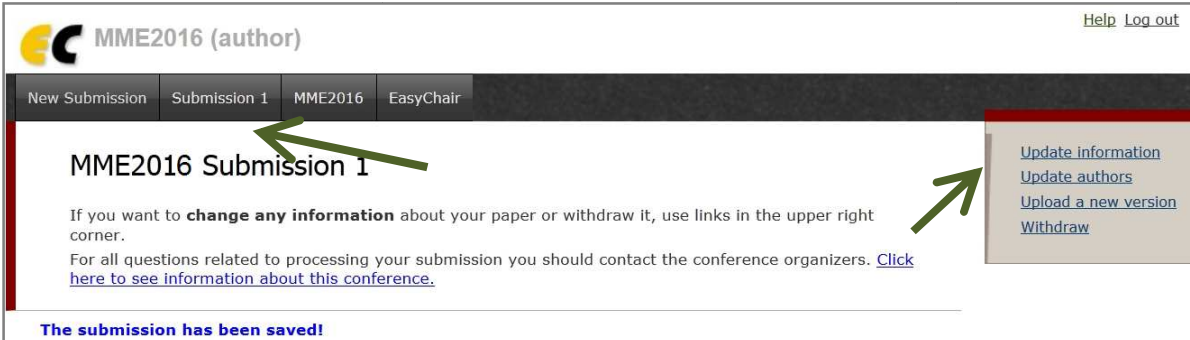
**Topics**  
Please select topics relevant to your submission from the following list.

<input type="checkbox"/> Operations research	<input type="checkbox"/> Econometrics
<input type="checkbox"/> Fuzzy systems	<input type="checkbox"/> Simulation
<input type="checkbox"/> Process optimization	<input type="checkbox"/> Financial modelling
<input type="checkbox"/> PhD students competition	

**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).



The screenshot displays the MME2016 (author) interface. At the top left is the logo and text "MME2016 (author)". At the top right are links for "Help" and "Log out". Below this is a navigation bar with tabs for "New Submission", "Submission 1", "MME2016", and "EasyChair". The "Submission 1" tab is selected, and a green arrow points to it. The main content area shows "MME2016 Submission 1" with a green arrow pointing to the text. Below the title, there is a message: "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 your submission you should contact the conference organizers. [Click here to see information about this conference.](#)". To the right of this text is a menu with four links: "Update information", "Update authors", "Upload a new version", and "Withdraw", with a green arrow pointing to the menu. At the bottom left, a blue message states "The submission has been saved!".

Figure 11: Information about submission