

# EasyChair tutorial (logging in, submitting a paper)

## 1. Log in to conference system

- Go to EasyChair MME2016 conference webpage: <https://easychair.org/conferences/?conf=mme2016>
- Use your User name and Password to log in (Figure 1).
- If you forgot your username or password click on forgot your password below and follow the system instructions.

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

## 2. Submitting a paper

- Go to the List of participants section at MME 2016 conference webpage: <http://mme2016.tul.cz/index.php?page=listofparticipants>
- Check if your abstract was accepted (Figure 2).

**MME 2016**

**34<sup>th</sup> International Conference  
Mathematical Methods in Economics**  
September 6<sup>th</sup> – 9<sup>th</sup>, 2016, Liberec, Czech Republic

**About conference**

- Main Page
- Conference Committee
- Programme
- Conference proceedings

**For participants**

- Call for papers
- Registration
- Conference fee
- Important dates
- Abstract and Papers

**List of participants**

- PhD students competition

**List of active participants**

List of participants will be updated frequently to provide up-to-date overview of all conference participants and the state of the review process of their abstracts.

EasyChair ID	Participant name	University	Title of contribution	Abstract accepted	Review	Payment received
1	Name					
2	Name					
3	Your name			Yes		
4	Name					

Figure 2: Abstract accepted

- If your abstract was accepted, log in to the MME 2015 conference submission system (EasyChair): <https://easychair.org/conferences/?conf=mme2016>
- From the main menu (on top) choose Submission # (# denotes the number of your submission) and then click on Update files on the right side(Figure 3). **Please, do not choose New Submission!**

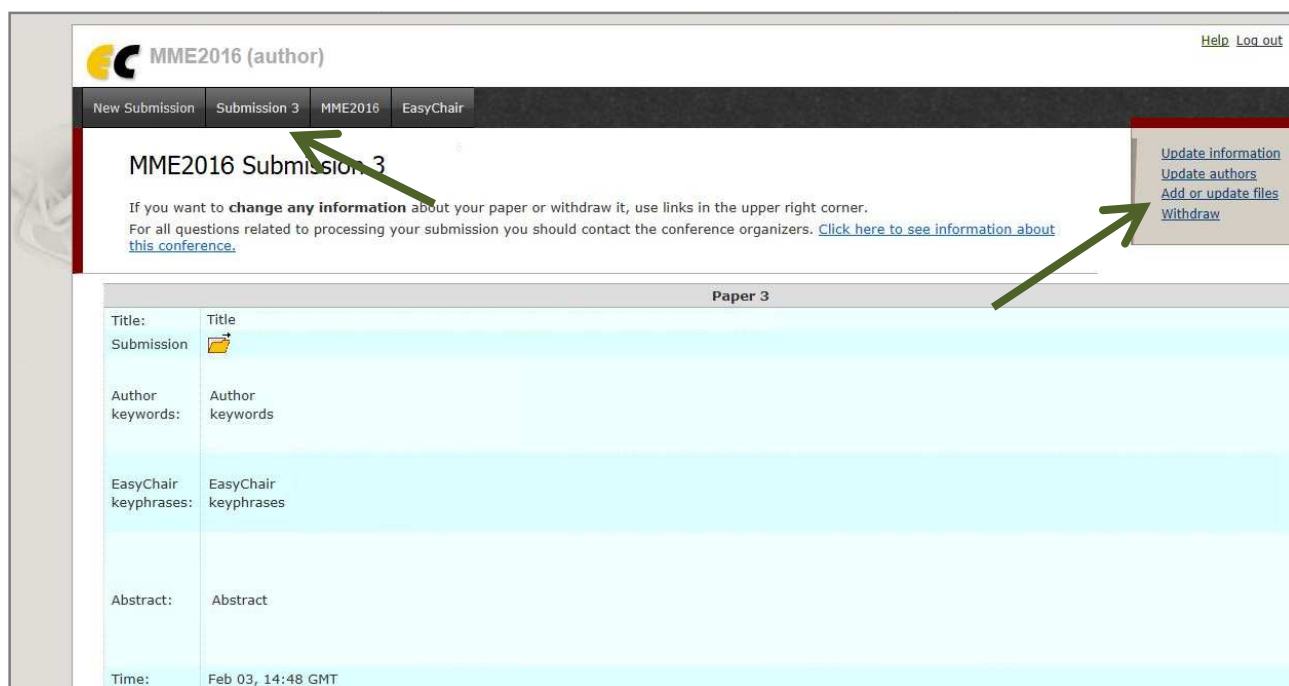


Figure 3: Submitting a paper

- Upload a PDF version of your paper into the Submission box. Click on Submit (Figure 4).

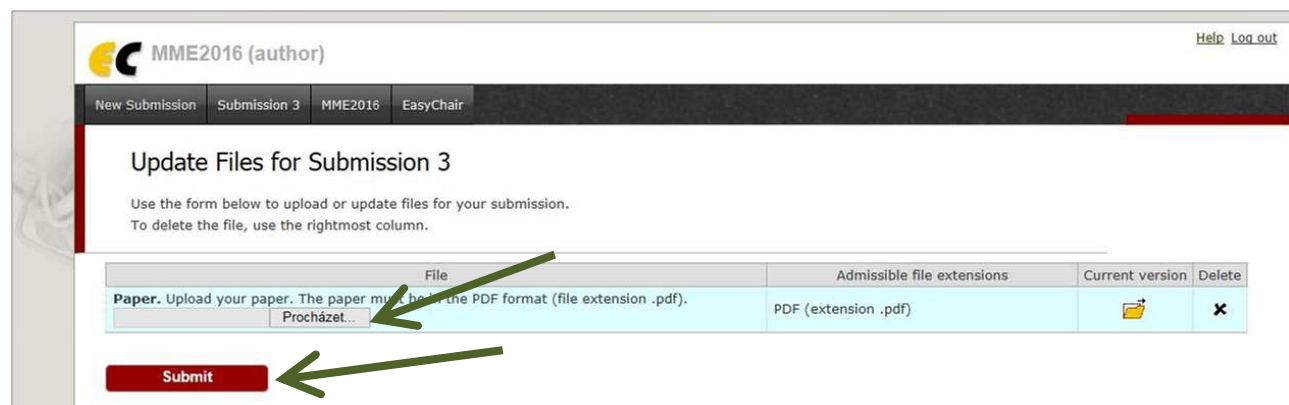


Figure 4: Submitting the PDF version of your paper