

Instructions for EASYChair for NZACE Conference

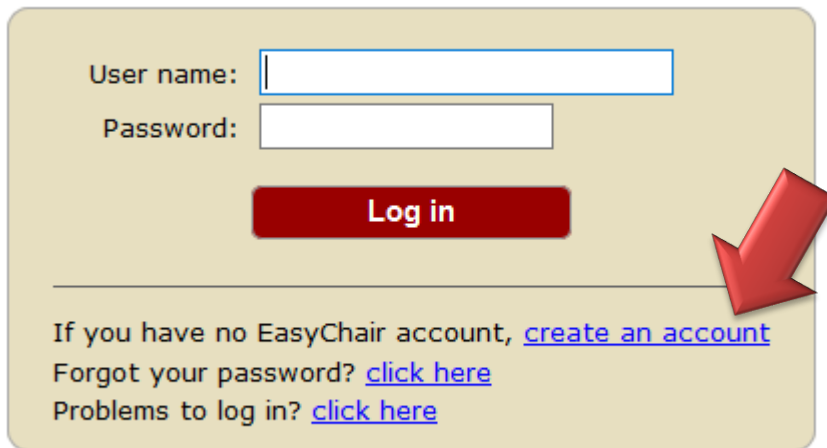
If you have any queries, during the process, please contact info@nzace.ac.nz

EasyChair is an online conference management system used for NZACE Conferences. In order to submit papers to the conference you must first create an EasyChair account.

Note: If you have used EasyChair for a previous conference your existing username and password will work for the current NZACE conference - go to Paper Submission instructions on page 2.

EasyChair Account Creation

1. Go to the EasyChair NZACE Conference page using the link in the email.
2. Click the **sign up for an account** link



User name:

Password:

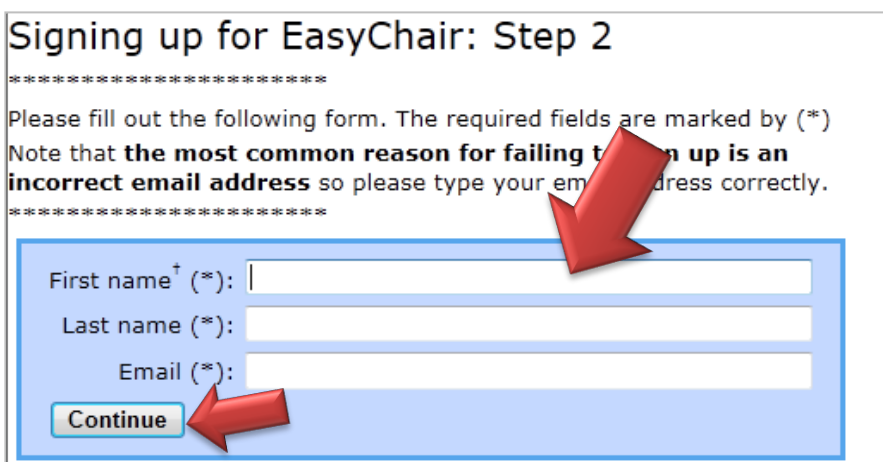
Log in

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

Forgot your password? [click here](#)

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

3. Enter the re-CAPTCHA text (this is to stop automated programs from misusing EasyChair)
4. Fill in the form and click **Continue**



Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name[†] (*):

Last name (*):

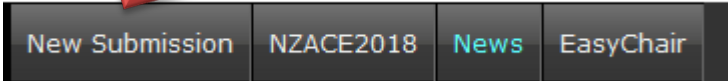
Email (*):

Continue

5. You should now get an account creation email from EasyChair. Follow the link provided in the email and complete the Account Creation form and click **Create my account**.

NZACE EasyChair Abstract Submission

1. Go to the current EasyChair NZACE Conference page using the link in the email
2. Sign in using your EasyChair **User name** and **Password**
3. Selected **New Submission** from the menu bar



4. Complete the form with the author and submission details. Then
Please copy and paste Title and Abstract into the box (**NZACE prefers that abstracts are up to 400 words** rather than the 500 allowed by Easy Chair).
Enter Keywords
Select Topic (Type of Abstract – see instructions for authors for definitions of presentation types)

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 500 words

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 (*):

Topics

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

Research - Full Research - Quick Pitch
 Good practice/Topical Issue - Full Good practice/Topical Issue - Quick Pitch

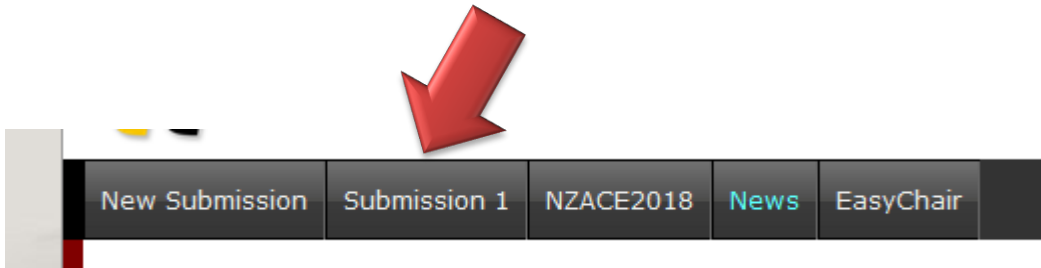
5. Click the **Submit** button

At this stage a file with the abstract should **not** be uploaded. This is for papers at a later date. Just ignore this part of the screen when submitting an abstract.

NZACE EasyChair Abstract Update or Paper Submission

Log in to Easy Chair. Your submission will be shown in the menu bar as Submission 1 (or 2 if more than one abstract submitted).

Use this area to alter your abstract or to add a paper.



To upload a paper, scroll to the bottom of the screen

Uploads

The following part of the submission form was added by NZACE 2017. It has neither been checked nor endorsed by EasyChair

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

No file selected.

Just move down the screen and submit when ready.

Ready?

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

You will receive a message that your submission has been saved.