

Instructions for EASYChair for NZACE Conference

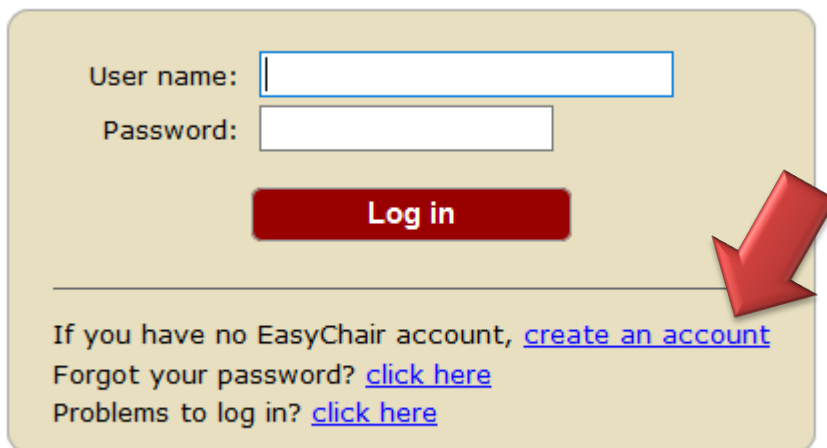
If you have any queries, during the process, please contact info@nzace.ac.nz

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:

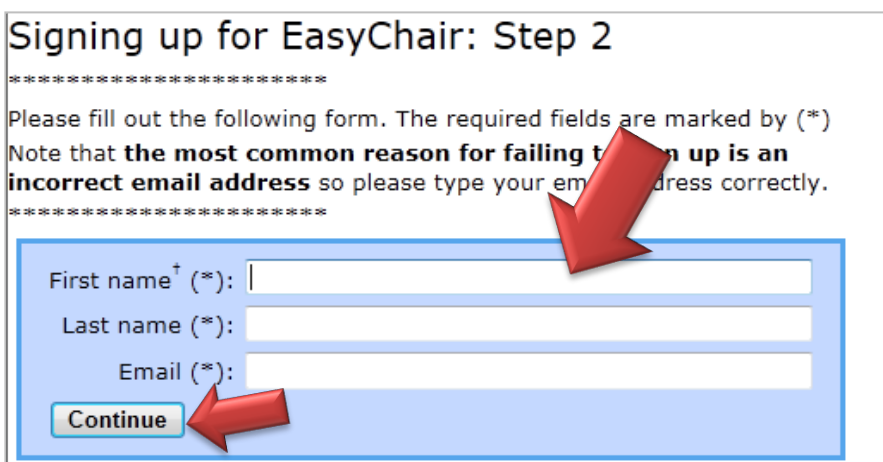
Log in

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 (*):

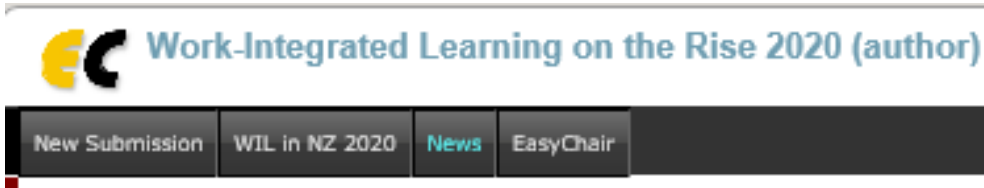
Email (*):

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 boxes (**NZACE prefers that abstracts are up to 400 words** rather than the 500 allowed by Easy Chair).
Enter Keywords
Select one 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.

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.

Topics

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

Ready?

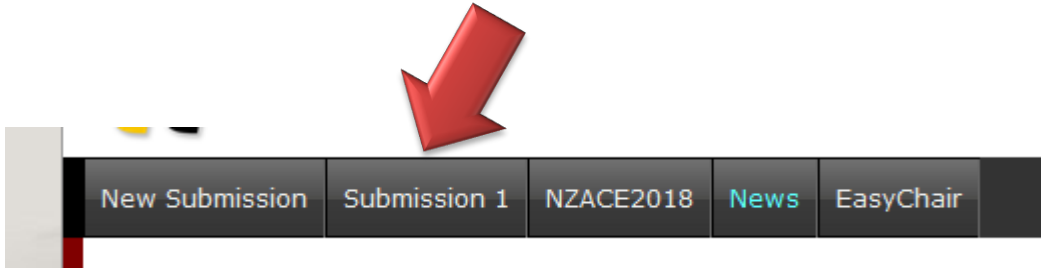
If you filled out the form, press the 'Submit' button below.

5. Click the **Submit** button

NZACE EasyChair Abstract Update or Paper Submission

After December 21st, 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 (The file upload box will not be visible prior to Dec 21st)

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.