

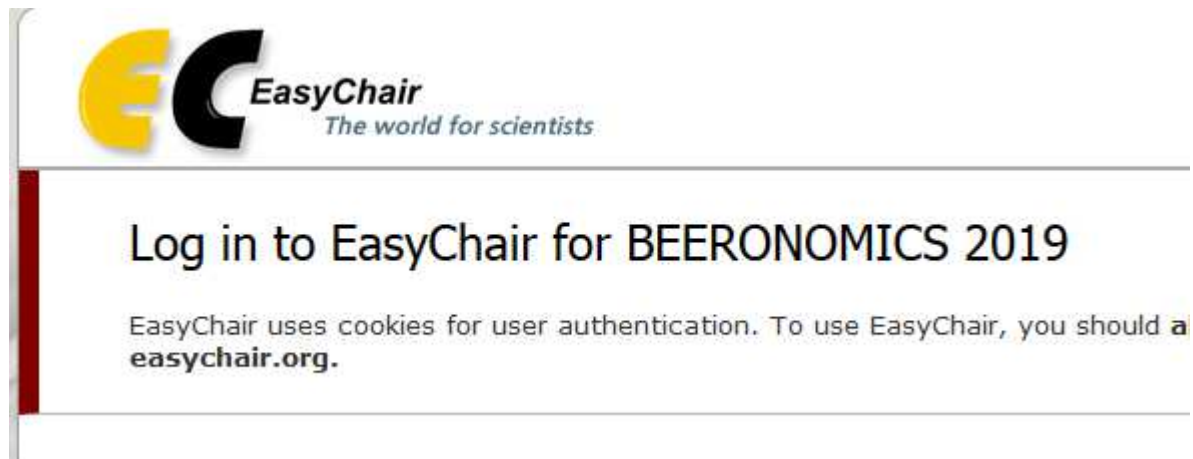
# EasyChair tutorial

(logging in, submitting an abstract)

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## 1. Log in to conference system

- Go to EasyChair Beeronomics 2019 conference webpage:  
<https://easychair.org/conferences/?conf=beeronomics2019>
- If you already have EasyChair account then use your *User name* and *Password* to log in. Otherwise click on *create an account* (Figure 1).
- If you forgot your username or password click on *forgot your password* below and follow the system instructions.



The image shows a login form with a light beige background. It contains two input fields: 'User name:' with the text 'martinci' and 'Password:' with a series of black dots. Below the fields is a red button with the text 'Log in'. A horizontal line separates the login fields from the links below. The links are: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'. A red arrow points from the right side of the form towards the 'create an account' link.

Figure 1: Log in to EasyChair for Beeronomics 2019

- Fulfill the non-robot condition (Figure 2).



## Create an EasyChair Account

To use EasyChair, one should first create an acc

1. You should type the text that you see in t
2. If you type the text correctly, you will be
3. After you filled out the form, EasyChair will

Nejsem robot   
reCAPTCHA  
Ochrana soukromí - Smluvní podmínky

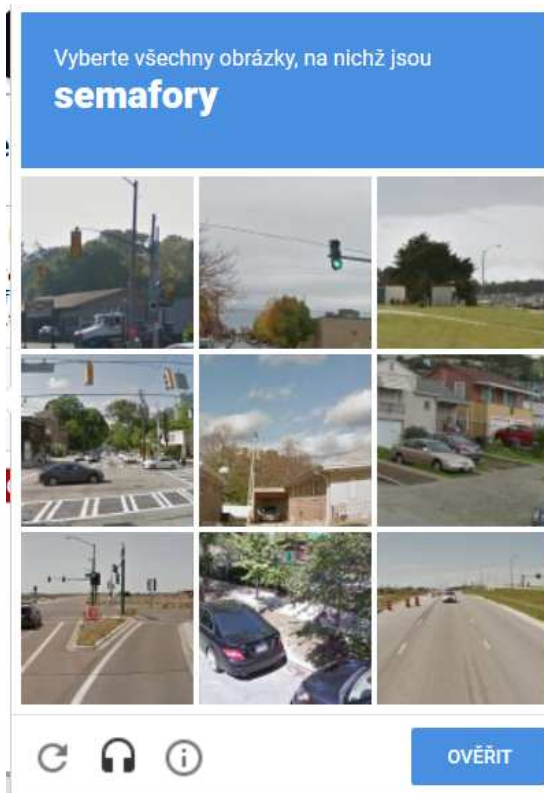


Figure 2: non-robot condition

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



## Create an EasyChair Account: Step 2

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

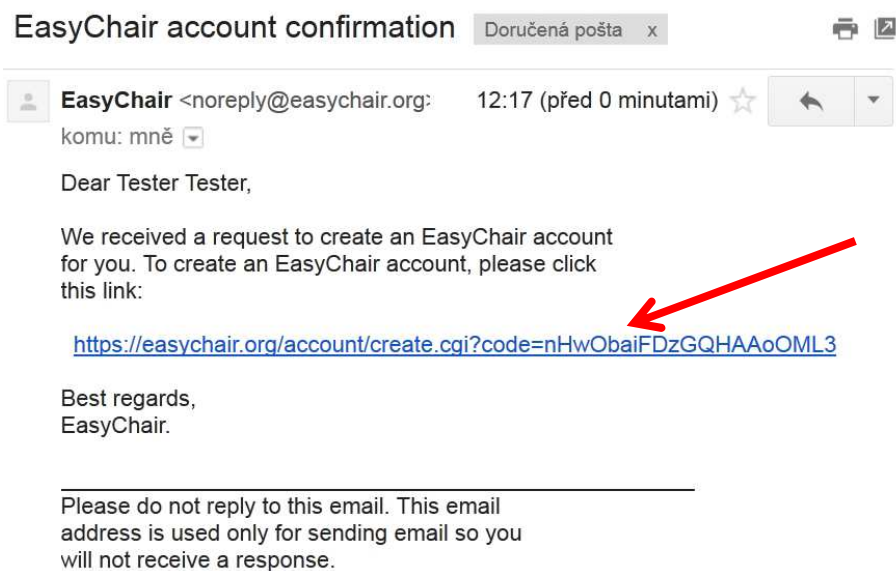
Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name <sup>†</sup> (*):	Tester
Last name (*):	Tester
Email address (*):	martinci@kem.zcu.cz
Retype email address (*):	martinci@kem.zcu.cz

**Continue**

**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).

*User names are case-insensitive*

User name:

First name<sup>†</sup>:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

**Create my account**

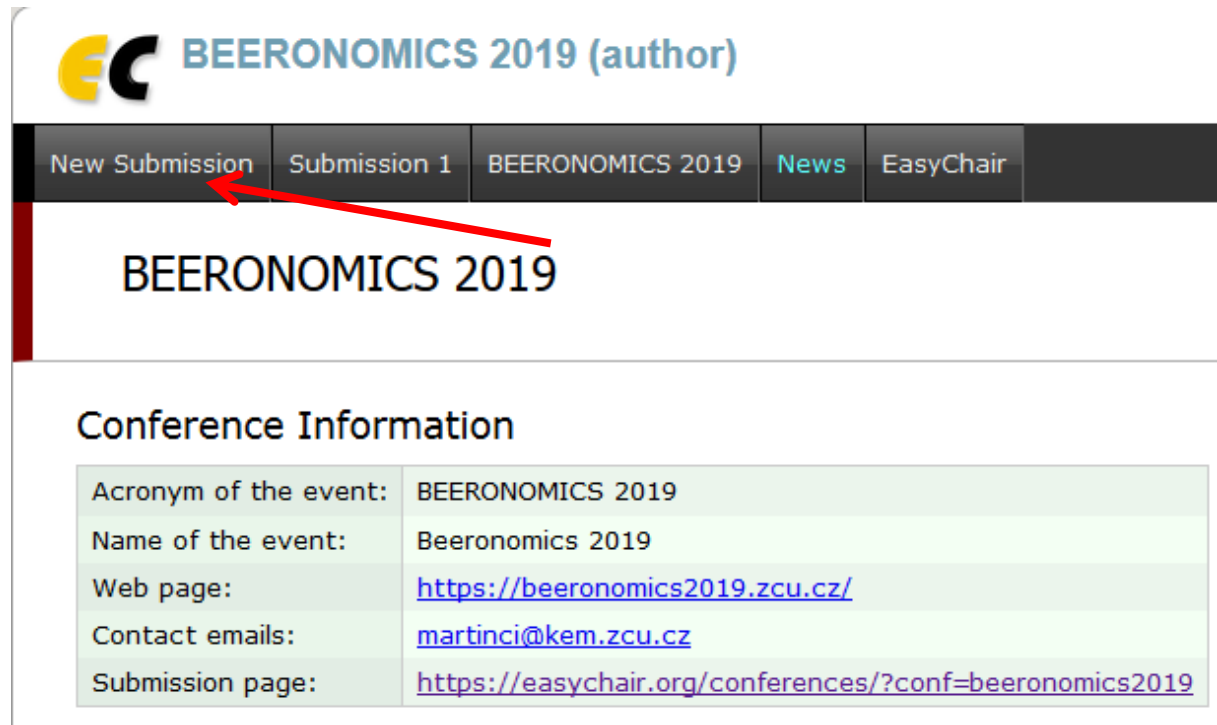
**Figure 5: Create your account**

- Now you are successfully registered in EasyChair.
- For log in to conference system go to EasyChair Beeronomics 2019 conference webpage and use your *user name* and *password*.  
<https://easychair.org/conferences/?conf=beeronomics2019>

## 2. Submitting an abstract

Go to EasyChair Beeronomics 2019 conference webpage and log in  
<https://easychair.org/conferences/?conf=beeronomics2019>

- From main menu (on top) choose *New Submission* (Figure 6).



**EC BEERONOMICS 2019 (author)**

New Submission Submission 1 BEERONOMICS 2019 News EasyChair

# BEERONOMICS 2019

### Conference Information

Acronym of the event:	BEERONOMICS 2019
Name of the event:	Beeronomics 2019
Web page:	<a href="https://beeronomics2019.zcu.cz/">https://beeronomics2019.zcu.cz/</a>
Contact emails:	<a href="mailto:martinci@kem.zcu.cz">martinci@kem.zcu.cz</a>
Submission page:	<a href="https://easychair.org/conferences/?conf=beeronomics2019">https://easychair.org/conferences/?conf=beeronomics2019</a>

Figure 6: Main page

- Now you are on submission page. Follow the rules and fill in requested information. At first fill in author/authors information. You may speed up process by clicking on *click here to add yourself* (Figure 7).

## Authors

For each of the authors please fill out the form below. Some items on the form a

- **Email address** will only be used for communication with the authors. It w address can be omitted for authors who are not corresponding. These auth
- **Web site** can be used on the conference Web pages, for example, for mak Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messa least one corresponding author.

**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 (\*):

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).
- **The abstract here can be very short – the “true” abstract you will add as attached file.**

## Title and Abstract

The title and the abstract should be given as a plain text, they should not contain HTML elements.

Title (\*):

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*The abstract should not exceed 1200 characters*

Abstract (\*): \beta-convergence and  $\sigma$ -convergence was"/>

## Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should

Keywords (\*):

**Figure 8: Title, abstract and keywords**

- **Finally, you will need to submit the file with actual abstract.**
- Upload only anonymous PDF or doc document (abstract should not exceed max 800 words; written in Times New Roman: 12 point font size with 1.5 line spacing - prox. 2 pages)
- Please do NOT include the author/s name together with your abstract. The authors and their pdfs are connected by the number of Submission.
- Provide a clear explanation of what will be presented at the seminar; include a discussion of the relevance of the topic, research methodology, and potential for generating discussion during the seminar. We plan to publish a selection of contributed papers in a special issue of an appropriate applied economics journal and/or in a book.
- You can change your abstract later, but not after January 18, 2019!
- Click on *Submit* button. **Do not press the button twice: uploading may take time!**

**EC BEERONOMICS 2019 (author)**

New Submission Submission 1 BEERONOMICS 2019 New

## Update a File for Submission 1

Use the form below to **upload or update** a file for your submission.

File

**Paper.** Upload your paper. The paper must be in PDF format.

Procházet... soubor nevybrán.

**Submit**

Figure 9: Upload your abstract in pdf or doc (only doc not docx)



- 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 10).
- **Do not change your abstract after deadline!**

BEERONOMICS 2019 (author) Help / Log out

New Submission **Submission # 1** BEERONOMICS 2019 News EasyChair

### BEERONOMICS 2019 Submission 1

If you want to **change any information** about your paper, 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.](#)

[Update information](#)  
[Update authors](#)  
[Update file](#)  


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[Withdraw](#)

Paper 1	
Title:	proof
Paper:	(Nov 05, 23:24 GMT)
Author keywords:	prekeke blablabla frufu chrochro
Abstract:	bla bla
Submitted:	Nov 02, 23:51 GMT
Last update:	Nov 02, 23:51 GMT
Address:	Univerzitní 22 Plzeň, 30614 Czechia

Authors						
first name	last name	email	country	organization	Web page	corresponding?
David	Martincik	<a href="mailto:martinci@kem.zcu.cz">martinci@kem.zcu.cz</a>	Czechia	University of West Bohemia	<a href="http://fek.zcu.cz">http://fek.zcu.cz</a>	✓

**Figure 10: Information about submission**