

# EasyChair Author's Guide for FsCongress 2020

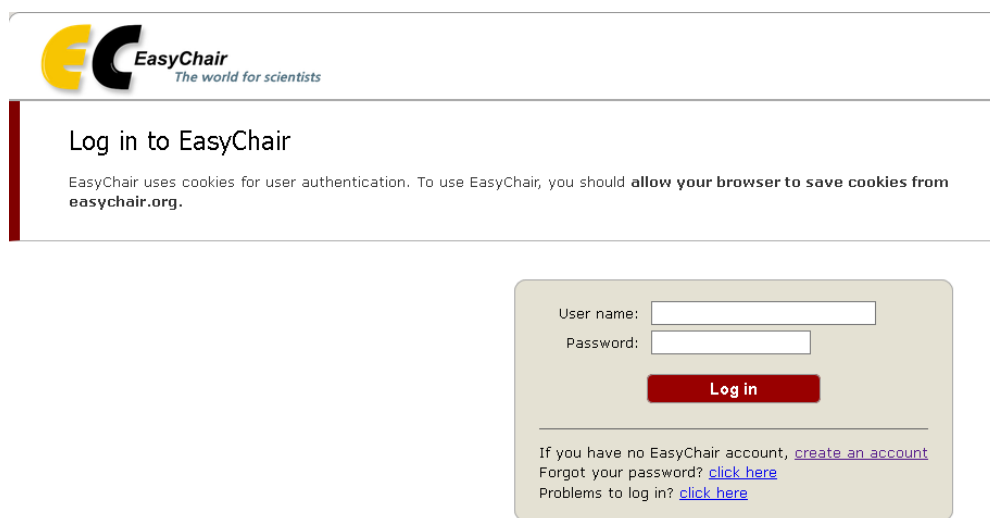
[www.fscongress.com](http://www.fscongress.com)

Submission of papers for FsCongress 2020 will be managed through an online conference paper management system called "EasyChair" ([www.easychair.org](http://www.easychair.org)).

**\*You should use (or create) an EasyChair account to follow the steps below.**

## **1.Login to EasyChair**

- Access the online submission site at:  
<https://easychair.org/my/conference?conf=fiscon2016#>



**EC** EasyChair  
The world for scientists

Log in to EasyChair

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. Login Page

### **1.1. If you do not have an EasyChair account**

- If you do not have an EasyChair account, click on the "create an account" link in Figure 1. Then, follow the instructions shown on the "Create an EasyChair Account: Step 1" page in Figure 2. Fill in the suggested words in the textbox to continue.


## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

Ben robot değilim

  
reCAPTCHA  
Gizlilik - Şartlar

**Continue**

Figure 2. Create an account for EasyChair (Step 1)

- Please enter your name and e-mail address in the given fields as shown in Figure 3. After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.

## 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>:

Last name \*

Email: \*

Retype email address: \*

**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. Create an account for EasyChair (Step 2)

- The confirmation e-mail will look like Figure 4. Click on the link to finalize your registration to EasyChair.

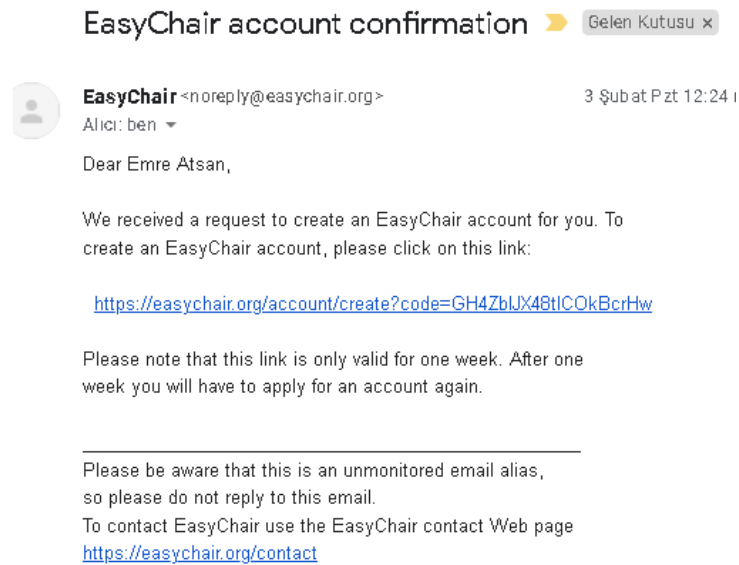


Figure 4. Confirmation E-mail

- A new web browser window will be opened (as shown in Figure 5). Please fill out the form.

The image shows a web browser window titled "Create an EasyChair Account: Last Step". The page content includes a message: "Hello Emre Denemel! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch." Below this is a checkbox:  I agree to EasyChair Terms of Service. A horizontal line follows. The section "Enter your personal data." contains four input fields: "First name†:" (text), "Last name \*:" (text), "Organization: \*:" (text), and "Country/region: \*:" (dropdown menu). Below these is a note: "The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page." This is followed by a "Your personal Web page:" input field. Another horizontal line separates this from the "Enter your account information. Note that user names are case-insensitive" section, which contains three input fields: "User name: \*:" (text), "Password: \*:" (text), and "Retype the password: \*:" (text). At the bottom center is a red button labeled "Create my account".

† 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 5. Create an account for EasyChair (Final Step)

- After clicking on “Create my account” button, you will access the “Account Created” page. Now you can proceed to the FsCongress 2020 submission page by clicking the provided link or <https://easychair.org/my/conference?conf=fiscon2016>.

## 1.2.If you already have an EasyChair account

- If you have an EasyChair account from other conferences, you can simply use your account to login into the system for FsCongress 2020.

## 2.Submit your paper

- Once you log-in, please go to the “New Submission” tab, then you can follow the instructions, step by step, and then use the “Submit” button at the bottom of the form. (as shown in Figure 6).

**EC FSECON2020 (author)**

New Submission FISCON2016 CFP News EasyChair

### New Submission for FSECON2020

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.

#### Author Information

For each author 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 not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page 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.

**Author 1** (click here to add yourself)

First name†:

Last name \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

Figure 6. New submission for FsCongress 2020

- Once you fill in author information, title and abstract, and keywords, please upload your paper file and click "Submit". (as shown in Figure 7).

### 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.

### Files

The following part of the submission form was added by FSECON2020. It has neither been checked nor endorsed by EasyChair

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

Hiçbir dosya seçilmedi.

### Ready?

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

Figure 7. Finalize your submission

- If you are an AE or subreviewer, you can change your role under FsCongress 2020 menu bar (as shown in Figure 8).

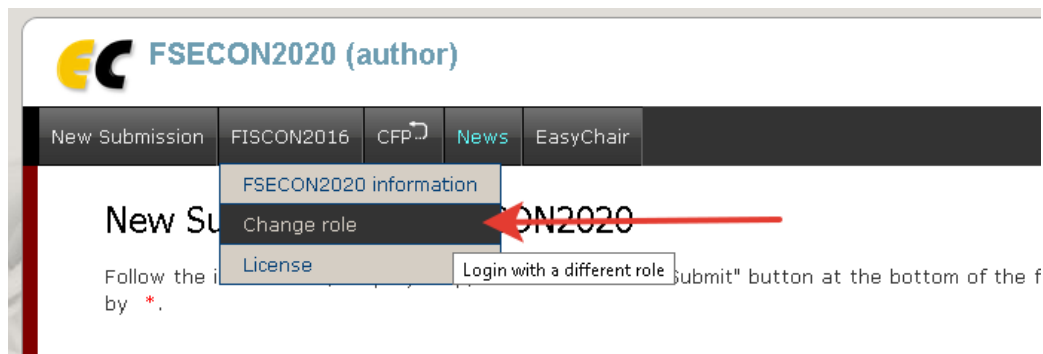


Figure 8. Change role