

# Manual Book EasyChair for Authors

The submission and review of papers for ICOHETECH 2021 will be managed through an online conference paper management system called EasyChair. This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission.

The submission process consists of four stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission
4. Final paper submission

The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version. The result of the second revision will be notified after the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has five parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission
- Final paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: [icohetech@udb.ac.id](mailto:icohetech@udb.ac.id) or +62857-2500-3989, +62895-3648-68053.

## 1. Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/account/signup?l=5NtvfFC3YNsRbkzgHfxEFU>. You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.

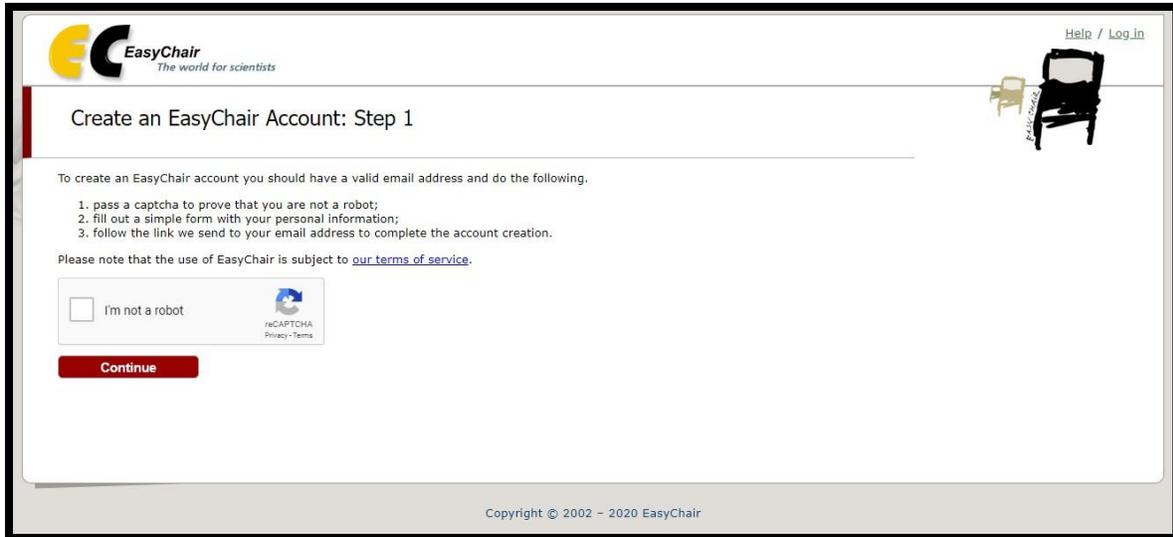


Figure 1: Enter information to sign up.

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”



Figure 2: Fill in the form.

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

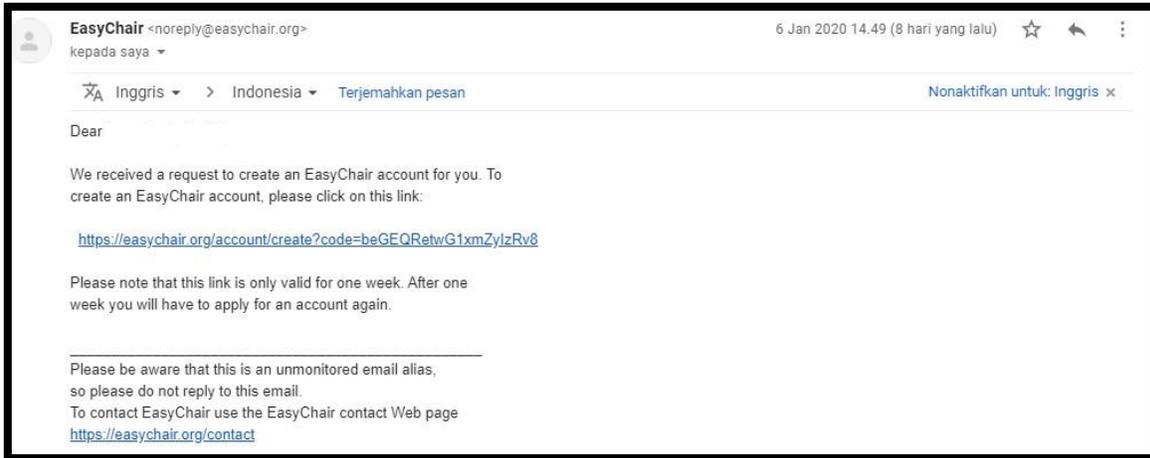


Figure 3: Login email.

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The conference system'. At the top right is an illustration of a chair. The main heading is 'Create an EasyChair Account: Last Step'. Below it, a message reads: 'Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.' The form itself is a light grey box containing the following fields: 'User name:' (with a note 'User names are case-insensitive'), 'First name\*', 'Last name (\*)', 'Company/organization (\*)', 'Web site:', 'Phone (\*)', 'Address, line 1 (\*)', 'Address, line 2:', 'City (\*)', 'Post code (\*)', 'State (US only) (\*)' (with a dropdown arrow), 'Country (\*)' (with a dropdown arrow), 'Password (\*)', and 'Retype the password (\*)'. A red button labeled 'Create my account' is at the bottom right of the form.

Figure 4: Create an account.

After the account is registered, you may log in to ICOHETECH 2021 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=icohetech2021>.

**Note:** If your username appears taken, it is possible that you have signed



Figure 5: Link to the login.

up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

## 2. Submit your abstract(s)

After logging in to the EasyChair website for ICOHETECH 2021, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).

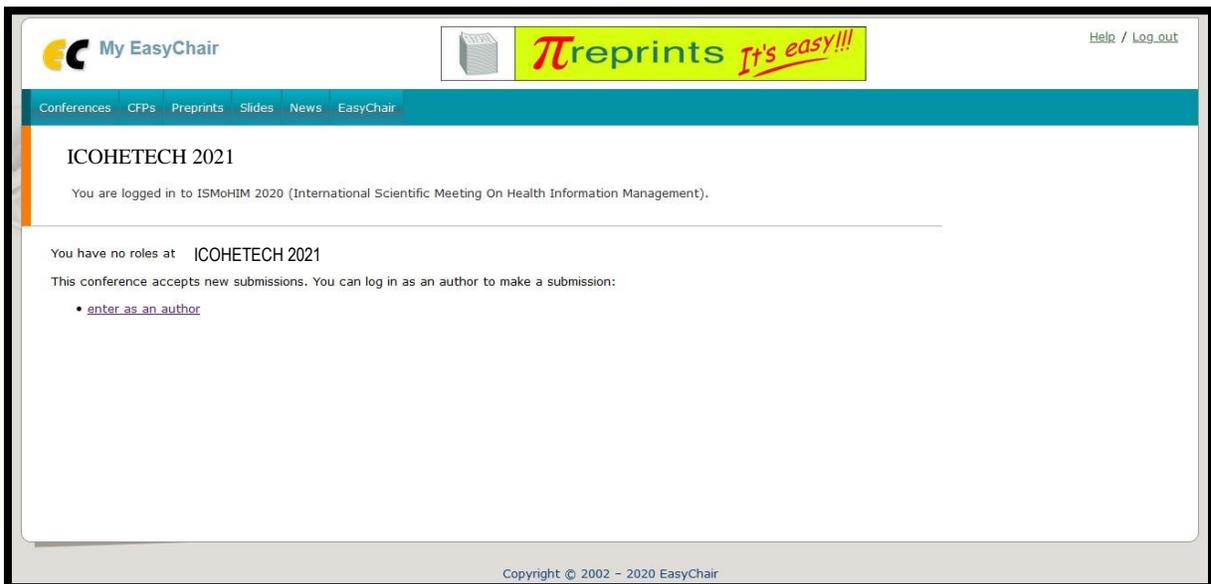


Figure 6: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors.

**Note:** You must use the same email address that you signed up with when creating the EasyChair account.

ICOHETECH 2021 (author) Help / Log out

New Submission Submission 9 ISMOHIM 2020 News Alerts EasyChair

### New Submission for ICOHETECH 2021

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](#)) ([click here to add an associate](#))

First name:

Last name:

Email:

Country/region:

Organization:

Web page:

corresponding author

Figure 7: Author information.

Fill out the text abstract, keywords and the related topics (as shown in Figure 8).

### Title and Abstract

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

Title:

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:

Figure 8: Abstract submission.

Click on the “Submit” link to submit your abstract (as shown in Figure 9). Please do not submit the full paper or any other files at this stage.

Files

The following part of the submission form was added by ISMoHIM 2020. It has neither been checked nor endorsed by EasyChair

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

Choose File No file chosen

Ready?

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

Submit

Figure 9: Abstract submission.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 10). Click on “Submission #” for changing any information about the submission.

ICOHETECH 2021 Submission 5

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

The submission has been saved!

Submission 5

Title: [REDACTED]

Author keywords: Association rule  
coffee  
weather  
FP-growth

Abstract: One way that coffee shop owners to compete with increasing competition is to diversify variants of the coffee menu. Coffee raw material if stored for too long can result in reduced quality and aroma resulting in the owner to provide raw materials of coffee appropriately to avoid

Submitted: Jan 14, 09:01 GMT  
Last update: Jan 14, 09:01 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✓

Figure 10: A page for changing your submission(s).

Use the links at the top-right corner for:

- **Updating information about your submission:** select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- **Uploading files:** the “Add file” link may be used to upload files. Please do not upload any files at this stage.
- **Withdrawing the submission:** select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from [icohetech@udb.ac.id](mailto:icohetech@udb.ac.id) or +62857-2500-3989, +62895-3648-68053. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

### 3. Draft paper submission

You can submit a draft paper only by updating the submission you submitted as an abstract. Once you have completed the abstract submission, the menu bar "Submission #" or "My Submissions" in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission, as shown in Figure 10. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting “Update information” and you may also update authors using the “Update authors” page. Most importantly, you have to submit a draft paper by selecting “Add file”. After clicking on “Add file”, you will be able to select the file you want to upload with the link “Select file”, as shown in Figure 11. Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link).

The screenshot shows a web interface for ICOTHECH 2021 (author). At the top, there is a navigation bar with 'New Submission', 'Submission 5', 'News', 'Alerts', and 'EasyChair'. A 'Help / Log out' link is in the top right. The main heading is 'Update a File for Submission 5'. Below it, a message says 'Use the form below to **upload or update** a file for your submission.' The form contains a table with two columns: 'File' and 'Admissible file extensions'. The 'File' column has a 'Choose File' button and the text 'No file chosen'. The 'Admissible file extensions' column lists 'PDF (extension pdf)'. Below the table is a red 'Submit' button.

File	Admissible file extensions
<input type="button" value="Choose File"/> No file chosen	PDF (extension pdf)

Figure 11: Uploading draft paper(s).

Once the draft paper review process is completed, you will receive acceptance/ rejection notification with reviews by email.

#### 4. Revised paper submission

If your draft paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the "Submit" button.

#### 5. Final paper submission

After the final revision, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your final paper by selecting the "Submit" button.