

# EasyChair Guidebook for Authors

ATEE ANNUAL CONFERENCE 2020

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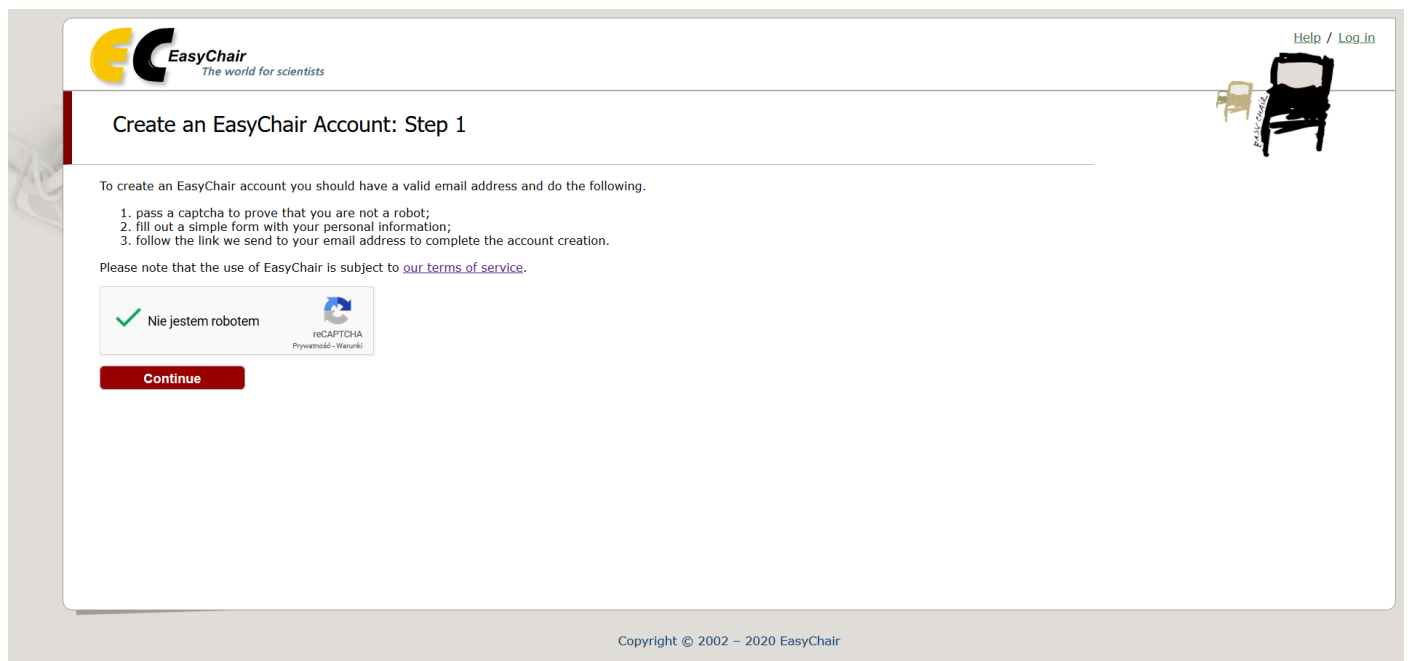
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## I. EasyChair first steps

### 1. Creating an account

To create an account in EasyChair:

1. Go to: <https://easychair.org/account/signup>
2. Pass a captcha and click Continue.



**EasyChair**  
The world for scientists

Help / Log in

### 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](#).

Nie jestem robotem

reCAPTCHA  
Prywatność - Warunki

Continue

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3. Fill out registration form and click Continue.



## 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> :	<input type="text"/>
Last name *	<input type="text"/>
Email: *	<input type="text"/>
Retype email address: *	<input type="text"/>
<input type="button" value="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.](#)

#### 4. You will see the following screen:



## Account Application Received

We received your application. A mail with further instructions has been sent to the email address [j.palczynska@student.uw.edu.pl](mailto:j.palczynska@student.uw.edu.pl).

### If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

#### *Incorrectly typed email address*

This is still the most likely cause of delays.

#### *Slow mail processing*

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

#### *"Reply-me" mail protection.*

Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain [easychair.org](http://easychair.org).

#### *Mailbox problems and quotas*

Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

#### *Anti-spam filters*

It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

#### *General connection problems*

There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

5. Check your mailbox. You should have an e-mail entitled "EasyChair account confirmation" from [noreply@easychair.org](mailto:noreply@easychair.org). Click the link inside that e-mail message to create the account.
6. You will see a new form – the last step of account creation process:



## Create an EasyChair Account: Last Step

Hello Justyna Palczyńska-Janiak! 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.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name<sup>†</sup>:

Last name \*

Organization: \*

Country/region: \*

*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.*

Your personal Web page

Enter your account information. Note that user names are case-insensitive

User name: \*

Password: \*

Retype the password: \*

**Create my account**

<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](#).

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7. Accept the Terms of Service, fill out all required fields, and click “Create my account”.
8. You will see the confirmation screen:



## Account Created

**Your EasyChair account has been created!**

If you want to submit to a conference or a journal hosted by EasyChair, you should find the conference or journal Web page and follow the link to its EasyChair submission page.

For anything else, including publishing a preprint, [click here to log in to EasyChair](#).

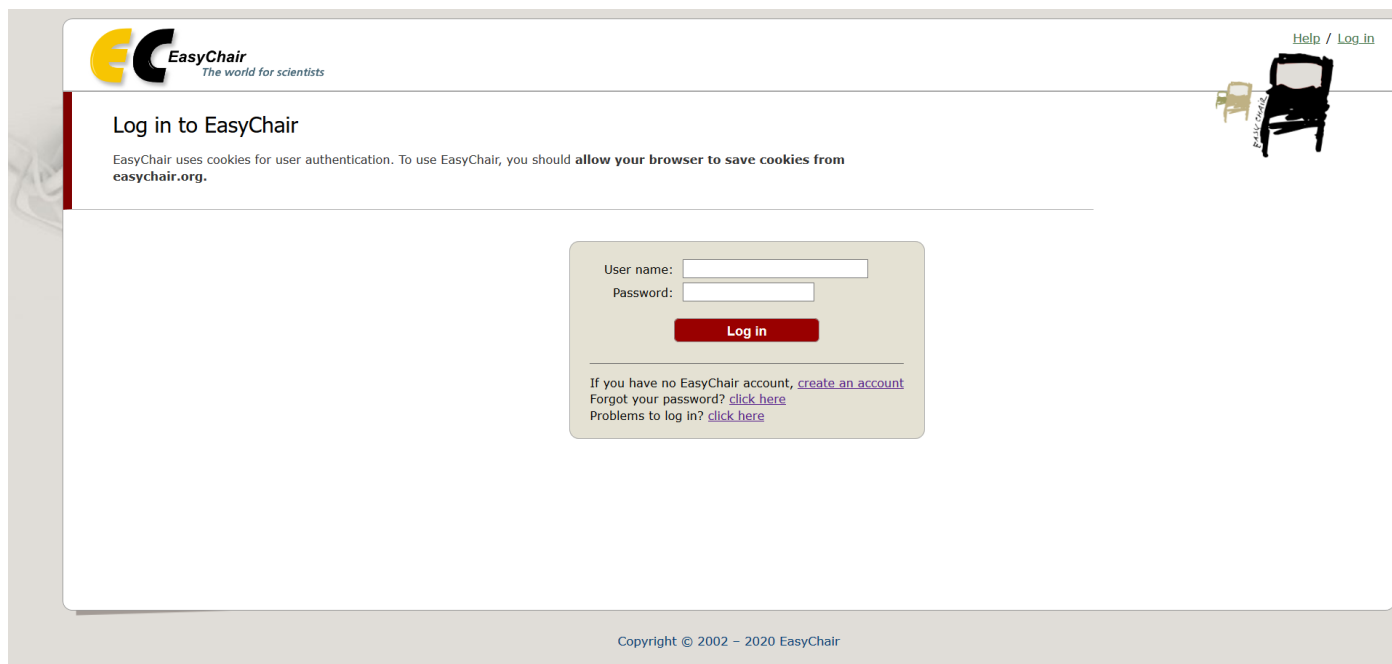
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9. Done! Now you can log in to EasyChair using your chosen User name and Password (see next section of this guidebook for more information).

## 2. Log in

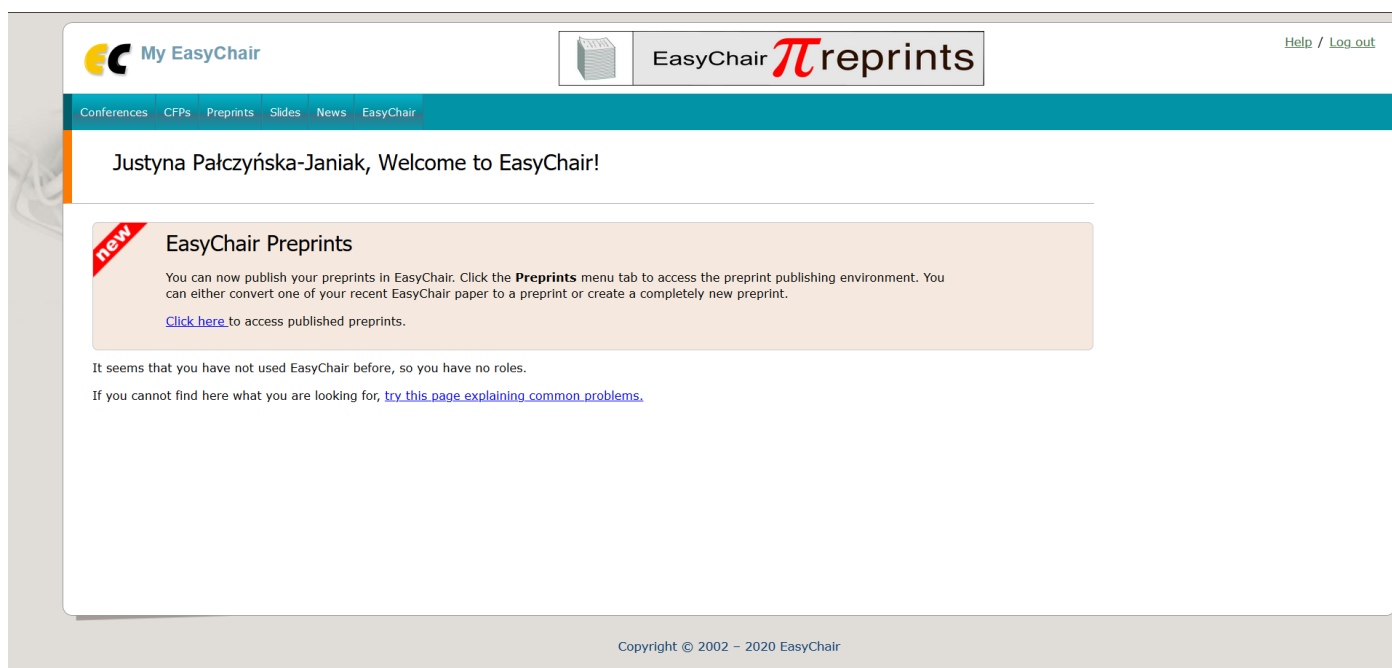
To log in to EasyChair:

1. Go to: <https://easychair.org/account/signin>
2. Fill out the fields with your User name and Password set during account creation process and click “Log in”:



The screenshot shows the EasyChair login page. At the top left is the EasyChair logo with the tagline "The world for scientists". At the top right are links for "Help / Log in" and a small illustration of a chair. The main heading is "Log in to EasyChair". Below this is a message: "EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org." The login form contains two input fields: "User name:" and "Password:". Below the fields is a red "Log in" button. Underneath the button, there are three links: "If you have no EasyChair account, [create an account](#)", "Forgot your password? [click here](#)", and "Problems to log in? [click here](#)". At the bottom of the page, it says "Copyright © 2002 - 2020 EasyChair".

3. After successful log in, you'll see the welcome screen:



The screenshot shows the user's welcome screen. At the top left is the "My EasyChair" logo. At the top right are links for "Help / Log out" and a box for "EasyChair  $\pi$  reprints". A navigation bar contains links for "Conferences", "CFPs", "Preprints", "Slides", "News", and "EasyChair". The main heading is "Justyna Pałczyńska-Janiak, Welcome to EasyChair!". Below this is a "new" banner for "EasyChair Preprints" with the text: "You can now publish your preprints in EasyChair. Click the **Preprints** menu tab to access the preprint publishing environment. You can either convert one of your recent EasyChair paper to a preprint or create a completely new preprint. [Click here](#) to access published preprints." Below the banner, it says "It seems that you have not used EasyChair before, so you have no roles." and "If you cannot find here what you are looking for, [try this page explaining common problems](#)." At the bottom of the page, it says "Copyright © 2002 - 2020 EasyChair".

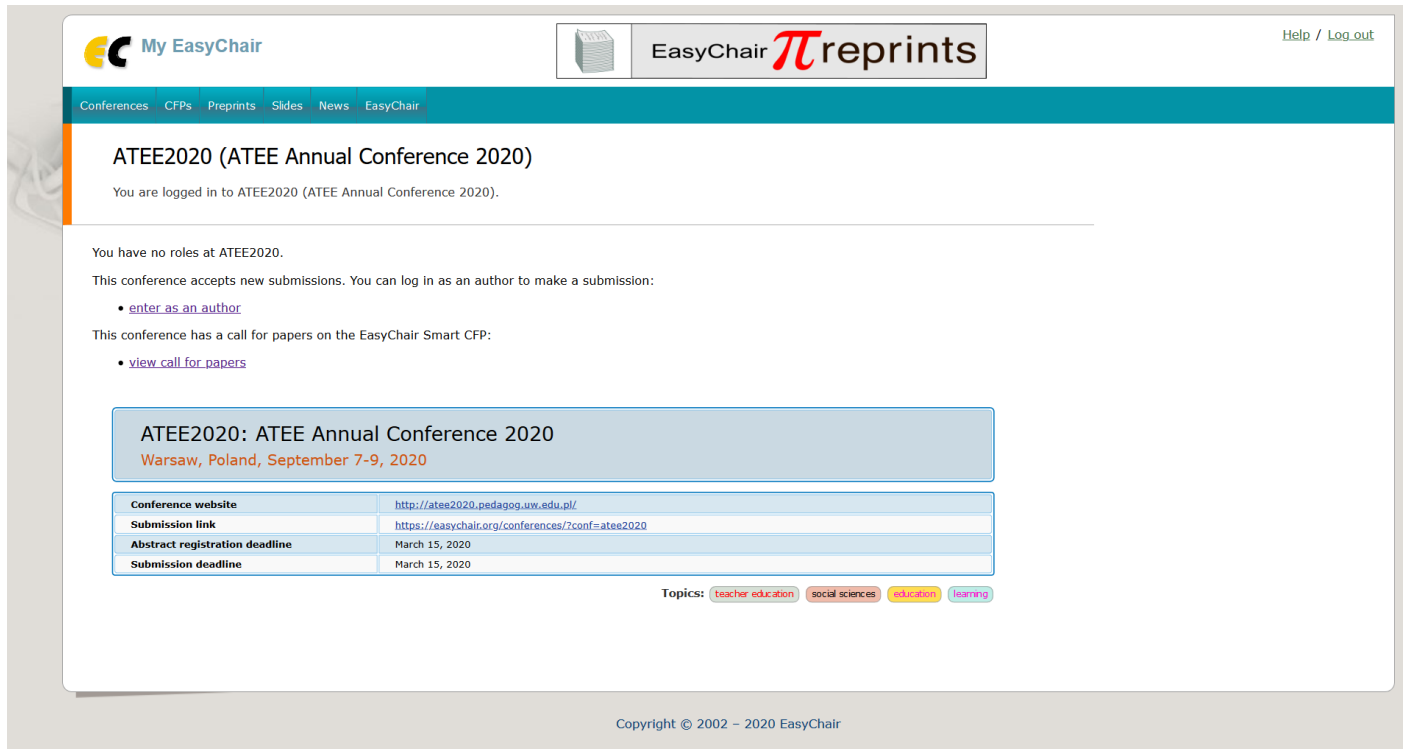
4. Done! You are now logged in and you can access all conferences in the EasyChair system. To submit an abstract for our Conference, please read the next section of this guidebook.

## II. ATEE 2020

### 1. Submit an abstract

To submit an abstract for our Conference:

1. Go to: <https://easychair.org/conferences/?conf=atee2020>
2. If you're already logged in, you'll see the following screen:



My EasyChair

EasyChair  $\pi$  reprints

Help / Log out

Conferences CFPs Preprints Slides News EasyChair

### ATEE2020 (ATEE Annual Conference 2020)

You are logged in to ATEE2020 (ATEE Annual Conference 2020).

You have no roles at ATEE2020.

This conference accepts new submissions. You can log in as an author to make a submission:

- [enter as an author](#)

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

#### ATEE2020: ATEE Annual Conference 2020

Warsaw, Poland, September 7-9, 2020

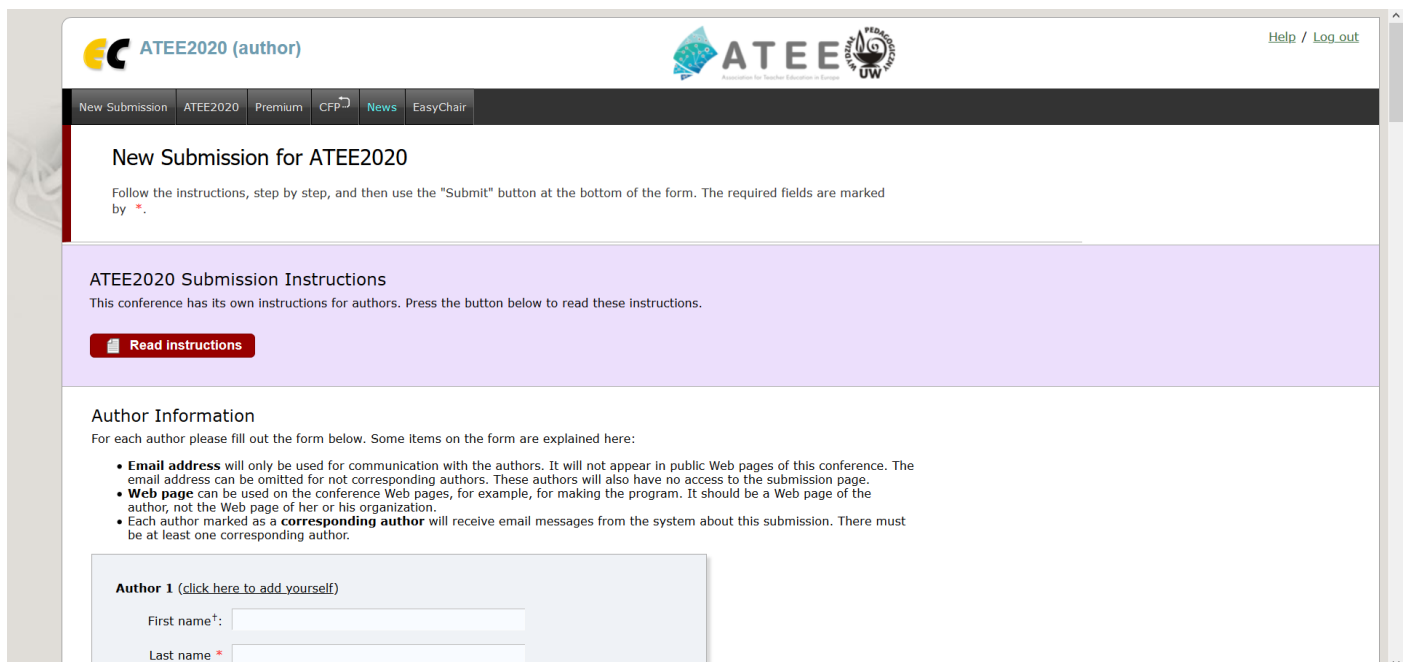
Conference website	<a href="http://atee2020.pedagog.uw.edu.pl/">http://atee2020.pedagog.uw.edu.pl/</a>
Submission link	<a href="https://easychair.org/conferences/?conf=atee2020">https://easychair.org/conferences/?conf=atee2020</a>
Abstract registration deadline	March 15, 2020
Submission deadline	March 15, 2020

Topics: [teacher education](#) [social sciences](#) [education](#) [learning](#)

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If you're not logged in, you'll see the log in page first. If needed, see section I.2. of this guidebook on how to log in.

3. To see our call for papers, click "view call for papers". To submit your abstract, click "enter as an author".
4. You will see the submission form, along with guidelines on how to fill it out:



ATEE2020 (author)

Help / Log out

New Submission ATEE2020 Premium CFP News EasyChair

### New Submission for ATEE2020

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

#### ATEE2020 Submission Instructions

This conference has its own instructions for authors. Press the button below to read these instructions.

[Read Instructions](#)

#### 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.

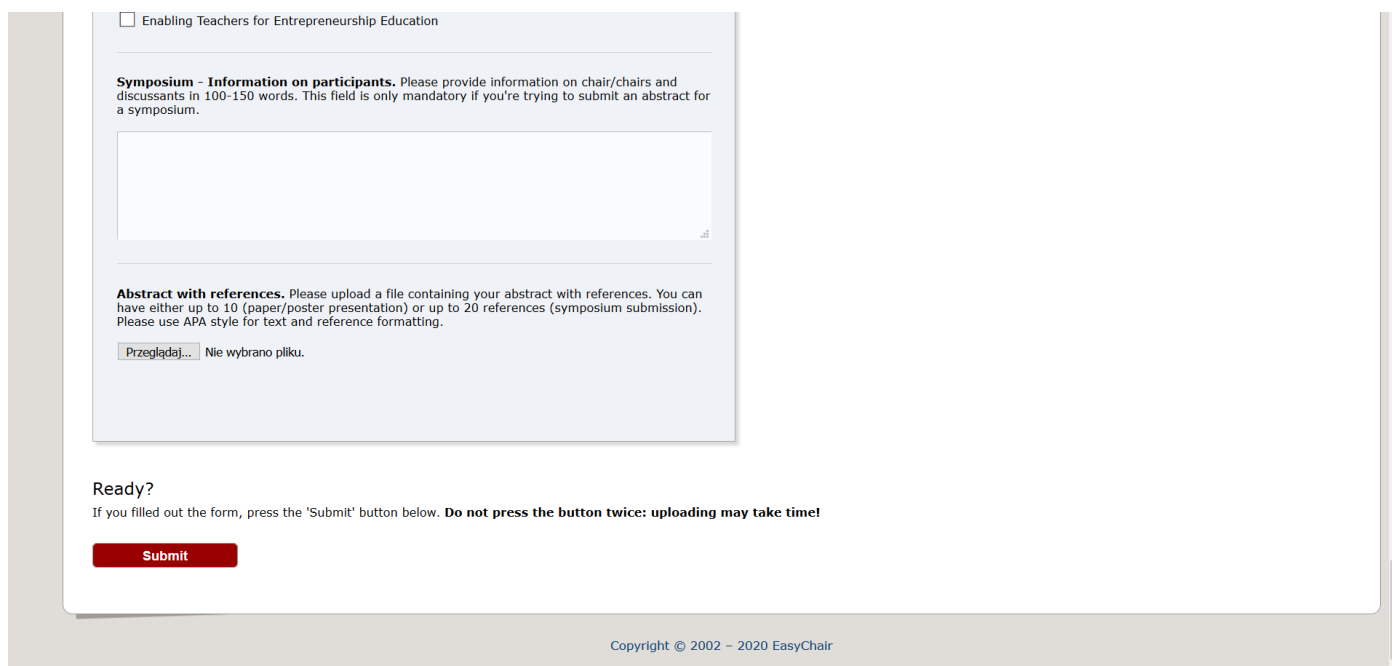
**Author 1** ([click here to add yourself](#))

First name\*:

Last name \*

5. Read the instructions and then fill out all required fields.

6. When everything is ready, click the “Submit” button at the bottom of the page:



Enabling Teachers for Entrepreneurship Education

**Symposium - Information on participants.** Please provide information on chair/chairs and discussants in 100-150 words. This field is only mandatory if you're trying to submit an abstract for a symposium.

**Abstract with references.** Please upload a file containing your abstract with references. You can have either up to 10 (paper/poster presentation) or up to 20 references (symposium submission). Please use APA style for text and reference formatting.

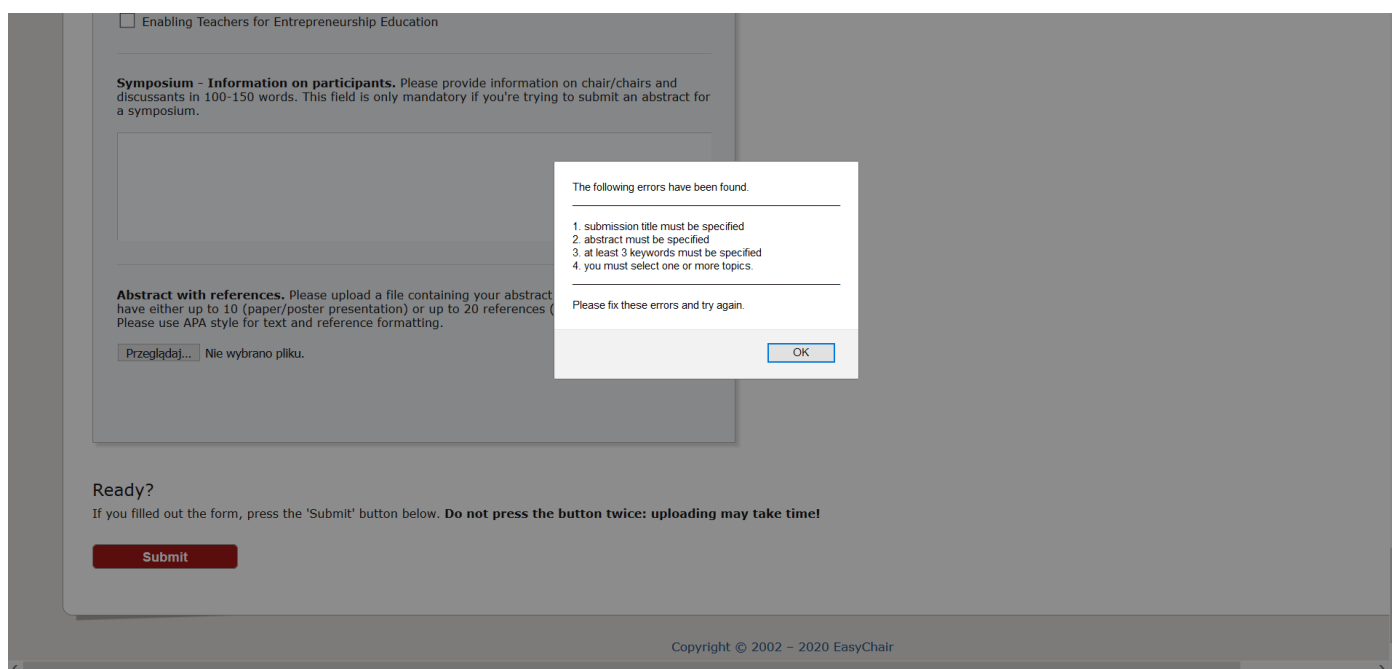
Przełóż plik... Nie wybrano pliku.

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

Submit

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7. If anything is missing, EasyChair will prompt you to fill out missing fields:



Enabling Teachers for Entrepreneurship Education

**Symposium - Information on participants.** Please provide information on chair/chairs and discussants in 100-150 words. This field is only mandatory if you're trying to submit an abstract for a symposium.

**Abstract with references.** Please upload a file containing your abstract with references. You can have either up to 10 (paper/poster presentation) or up to 20 references (symposium submission). Please use APA style for text and reference formatting.

Przełóż plik... Nie wybrano pliku.

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

Submit

The following errors have been found.

1. submission title must be specified
2. abstract must be specified
3. at least 3 keywords must be specified
4. you must select one or more topics.

Please fix these errors and try again.

OK

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8. If everything is ok, you'll see a summary for your submission (with proper data instead of “TestTest” text):

ATEE2020 (author) Help / Log out

New Submission Submission 14 ATEE2020 Premium CFP News EasyChair

**ATEE2020 Submission 14**

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

**The submission has been saved!**

Submission 14	
Title:	Test
Author keywords:	test1 test2 test3
Topics:	Professional values, professional teachers and professional teacher educators: understanding today - building tomorrow.
Abstract:	TestTestTestTestTestTestTestTestTestTestTestTestTestTestTestTest
Submitted:	Feb 20, 11:18 GMT
Last update:	Feb 20, 11:18 GMT
R&D Communities	Methods and Theories Applicable in Teacher Education Research
Symposium - Information on participants	

Authors						
first name	last name	email	country	organization	Web page	corresponding?

You will also receive this summary in an e-mail from [atee2020@easychair.org](mailto:atee2020@easychair.org) with information on how to access it.

9. You can update your submission using “Update information” or “Update authors” buttons at the top right corner of the summary page. You can also “Add file” if you haven’t done so before or if the file is missing.
10. Done! You’ve successfully sent your submission to our Conference and you can await our response.

## 2. Further questions

If you have any more questions regarding EasyChair submission to our Conference, please contact us at: [atee2020@uw.edu.pl](mailto:atee2020@uw.edu.pl)

Our Organising Committee will be happy to help!