

EasyChair 论文上传系统使用流程说明书

网址: <https://easychair.org/conferences/?conf=gccil2019>

1、注册新账号:

第一次使用 EasyChair 系统的用户, 请点击上述链接注册新账号。

打开网页后, 请点击 **create an account** 注册个人账号。(位置如下图所示)

Help / Log in

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

点击此处注册个人账号

If you have no EasyChair account, **create an account**

Forgot your password? [click here](#)

Problems to log in? [click here](#)

第一步: 按照顺序在方框中输入图片中的字母, 如果图片看不清, 点击右边的刷新按钮。输入完成后点击 **Continue**

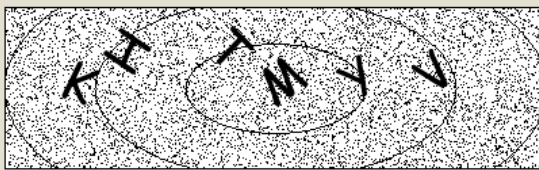


Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the letters you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the letters, click the reload image next to the image.



点击此处刷新



在方框内输入图中字母

Text (*):

Continue

点击此处继续

第二步：按照顺序填写下列表格，表格信息分别为名、姓、邮箱地址、再输一遍邮箱地址。输入完成后点击 **Continue**

注：姓名中英文皆可，邮箱地址不要输错



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[†] (*):

Last name (*):

Email address (*):

Retype email address (*):

Continue

[†] 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.](#)

第三步：前往输入的邮箱中点击确认链接。

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=IUvSXoDsRM3hyGzUNPw9>

Best regards,
EasyChair.

第四步：先勾选同意服务条款。

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

I agree to EasyChair Terms of Service

之后完善个人信息，表格信息分别为名、姓、组织、国家

Enter your personal data.

First name[†]: 霄

Last name (*): 杨

Organization (*):

Country (*):

输入个人网页（选填）

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. 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:

完成账户信息。分别为用户名、密码、再输入一遍密码。账号与密码使用英文字母时均需注意大小写。输入完毕点击 **Create my account** 完成注册。

注：中英文皆可，User name 为登录 EasyChair 系统时的账号，密码中需有数字和字母。

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

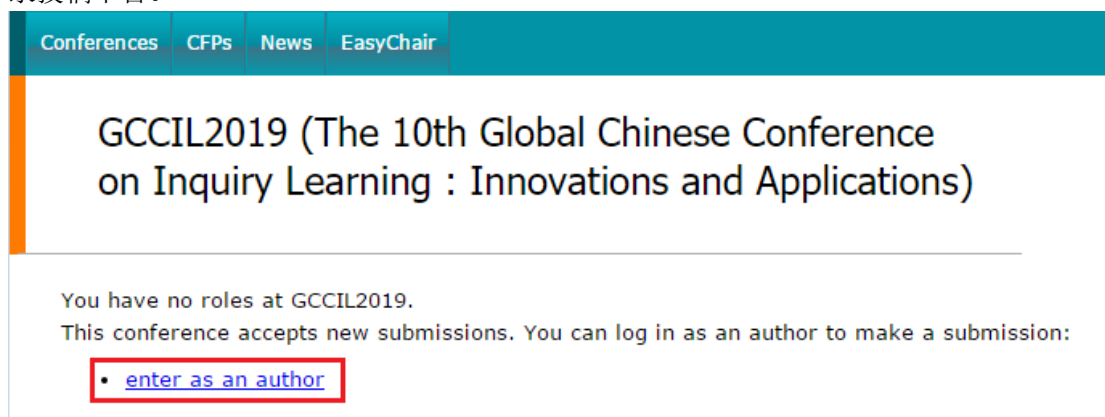
User name (*):

Password (*):

Retype the password (*):

Create my account

最后一步：完成注册后点击 **enter as an author**，回到登录界面输入刚注册的账号和密码，登录投稿平台。



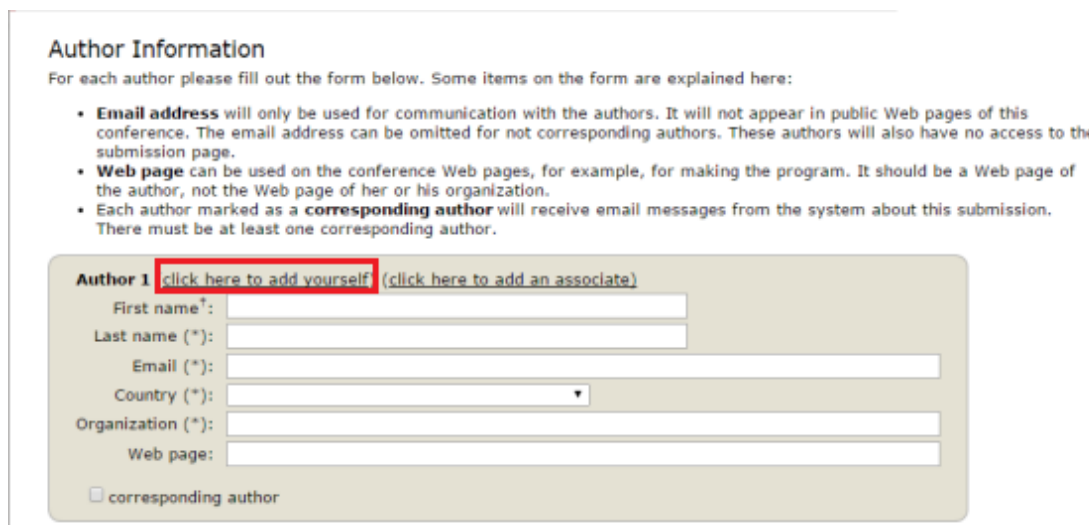
2、投稿论文上传

账号申请并注册完成后，可以开始论文上传流程。

第一步：登录 EasyChair 系统，点击 **New Submission** 进行论文上传。



第二步：开始填写作者个人资料，带星号的部分必须填写。（点击 **click here to add yourself** 可以直接在表格中添加之前注册时填写好的资料）



如果还有其他作者，在下面的表格继续填写个人资料，表格信息分别为名、姓、邮箱、国家、

组织、网址。勾选了最下面一行的 **corresponding author** 的作者会收到系统发送的提交成功的邮件，至少需要留一个联系人。

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

如果需要填写的作者超过网页上给出的数量，点击下面的 **click here to add more authors** 继续添加作者信息。

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Click here to add more authors

第三步：填写标题和摘要。（必须为纯文本，500 字以内）

Title and Abstract

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

Title (*):

Abstract (*):

第四步：填写关键词。（至少填写三个）

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 (*):

最后一步：上传文件。点击[选择文件](#)来上传文档，必须为 PDF 格式，且文件大小为 50M 以内。上传完成后点击 **submit** 提交。（上传需要时间，请勿点击多次）

Files

The following part of the submission form was added by GCCIL2019. It has neither been checked nor endorsed by EasyChair

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

未选择任何文件


Ready?

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

上传成功后，系统会出现以下界面，也会往您邮箱里发送邮件。

注：投稿后在截止日期前，仍可重新上传更新的 PDF 取代以前上传的档案，EasyChair 会记录您每次更新资料的日期与时间。

The submission has been saved!

Paper 1	
Title:	fseffeds
Submission:	 (Nov 07, 02:29 GMT)
Author keywords:	adwasd sdadsd huhgytrf
Abstract:	sawdsfsdfcd
Submitted:	Nov 07, 02:29 GMT
Last update:	Nov 07, 02:29 GMT

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