

# EasyChair User Manual

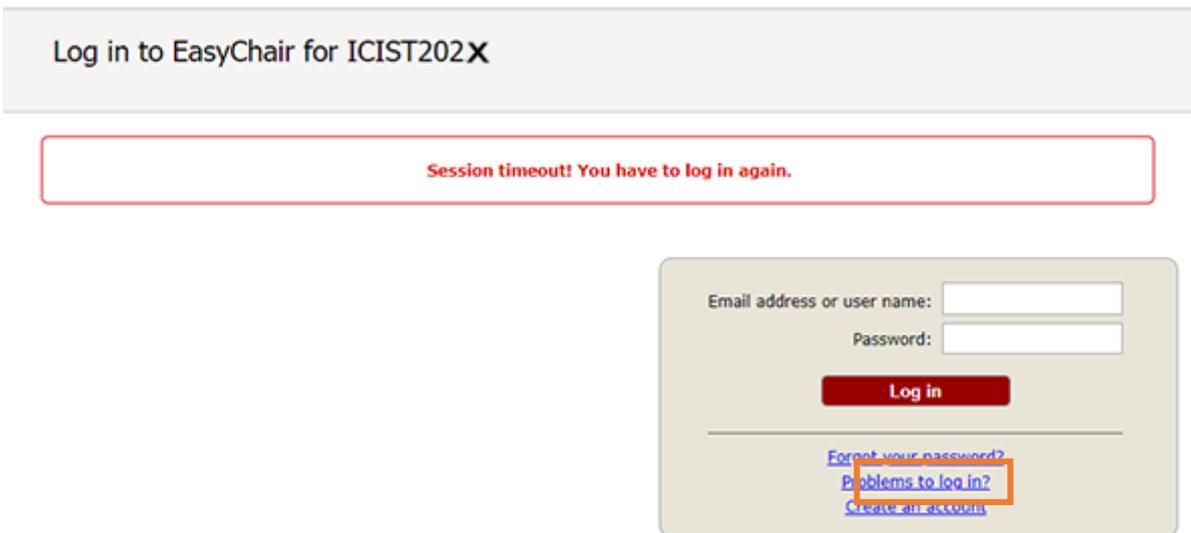
## For Author

1. Access the online submission site at:  
<https://easychair.org/conferences/?conf=icist20232> or at Submission botton.



Figure1 <http://www.aatsea.org/icist2023/> Page

2. If you have an EasyChair account, please login to use the Easychair system. Then Skip to Number 9.



Submission of new papers for ICIST2023 (The 11th International Conference on the Integration of Science and Tec)

Figure2 Login Page

3. If you do not have an EasyChair account, click on the “create an account” link in Figure 2. Then, follow the instructions shown on the “Create an EasyChair Account: Step 1” page in Figure3.



## 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](#).

A reCAPTCHA widget with a checkbox labeled 'I'm not a robot' and a circular arrow icon. Below the icon is the text 'reCAPTCHA Privacy - Terms'. A red 'Continue' button is positioned below the widget.

Figure3 Create an account for EasyChair (Step1)

4. Please enter your name and e-mail address in the given fields as shown in Figure4 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.

A registration form with four input fields: 'First name†: \*', 'Last name: \*', 'Email: \*', and 'Retype email address: \*'. A red 'Continue' button is located at the bottom of the form.

Figure4 Create an account for EasyChair (Step2)

5. The confirmation e-mail will look like Figure5 Click on the link to finalize your registration to EasyChair.

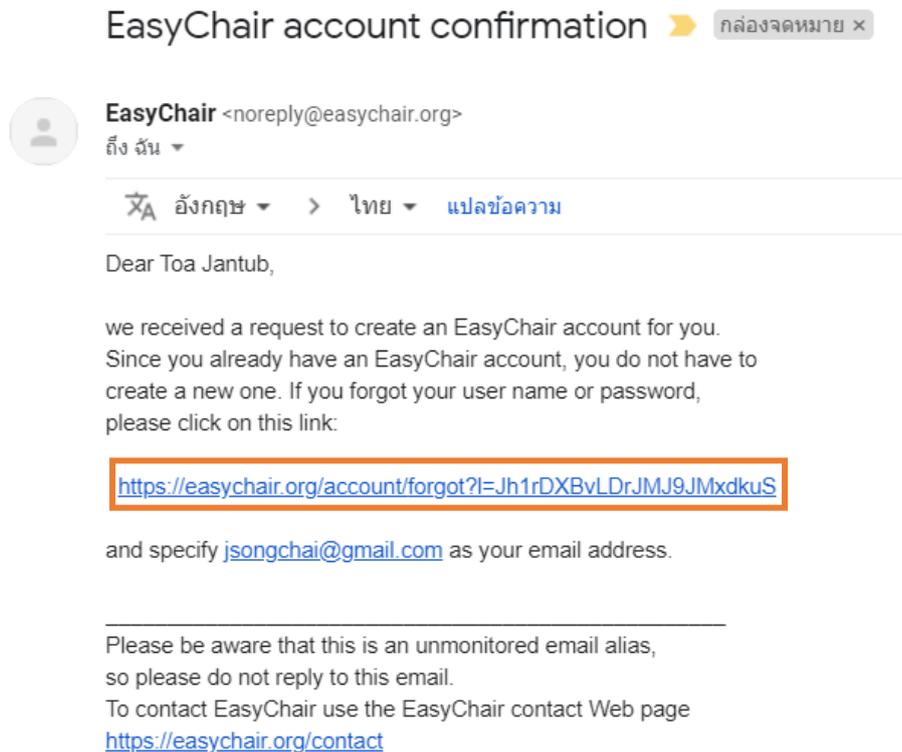


Figure5 Confirmation E-mail

6. A new web browser window will open as depicted in Figure6 Please fill out the form.
- Create an EasyChair Account: Last Step**

Hello Chen Wei Hui! 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.

*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 (\*):

<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.

Figure6 Create an account for EasyChair (Final Step)

7. After clicking on Create my account, you will access the “Account Created” Now you can proceed to the ICIST2022 submission page by clicking the provided link or <https://easychair.org/conferences/?conf=icist20223>.

## Account Created

**Your EasyChair account has been created.**

To log in for [click here](#).

Figure7 Account Created

8. Login to use the Easychair system.



Log in to EasyChair for ICIST202X

Session timeout! You have to log in again.

Email address or user name:

Password:

**Log in**

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[Forgot your password?](#)  
[Problems to log in?](#)  
[Create an account](#)

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Figure8 Login Page

9. Click on "make a new submission".

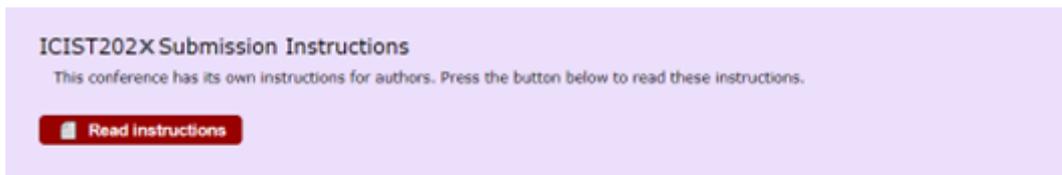


### Author

- [make a new submission](#)

Figure9 make a new submission Page.

10. Fill out the author information.



### 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.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

**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

presenter

Figure10 New submission Page.

11. Type a list of keywords, one per line to characterize your submission. You should specify at least three keywords.

### 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: \*  
keywords1  
keywords2  
keywords3

Figure11 Keywords specify.

12. Fill out all the information, Then press “Submit”.

Onsite (KMITL, Bangkok, Thailand)  
 Online (Webinar-Zoom)

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**Paper.** \* Upload your full paper in DOC, DOCX format.  
 No file chosen

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**Bill payment.** Upload bill payment. (.jpg .png) For uploading bill payment, if pay for many topics, please specify the details  
 No file chosen

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**ICIST accepted letter.** (This file upload by ICIST staff only) The author can download the ICIST accepted letter here.  
 No file chosen

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**ICIST Receipt.** (This file upload by ICIST staff only) The author can download the ICIST Receipt here.  
 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!**