

EasyChair User Manual

For Author

1. Access the online submission site at: <https://easychair.org/conferences?conf=icist20250> or Submission button, EasyChair button.

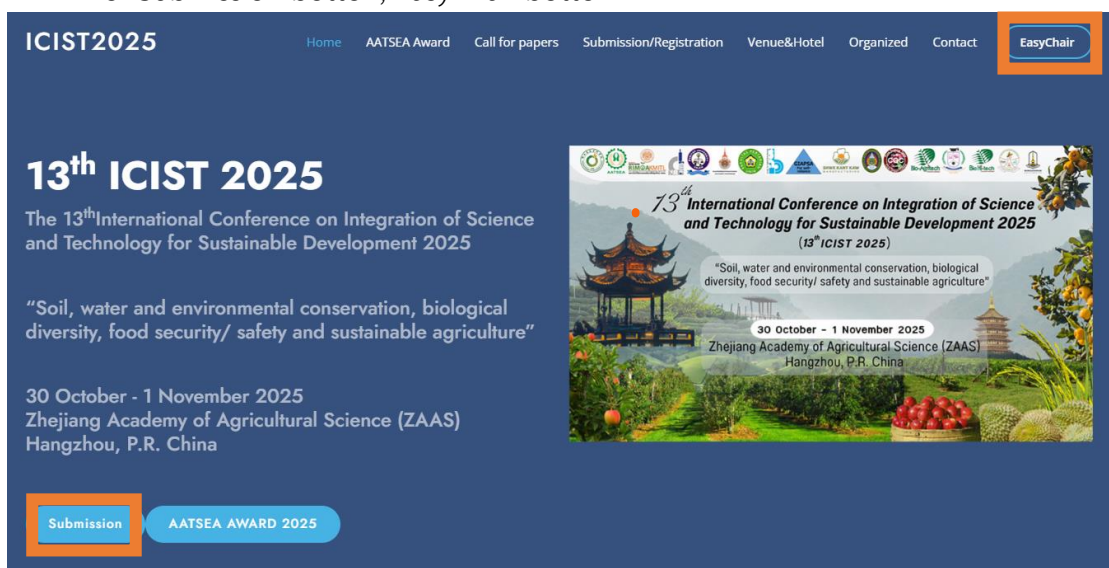


Figure1 <http://www.aatsea.org/icist2025/index.html> Page

2. If you have an EasyChair account, please login to use the Easychair system. Then Skip to No.8. If you do not have an EasyChair account, click on the “create an account” link in Figure 2.

Log in to EasyChair for ICIST2025

Submission of new papers for ICIST2025 (The 13th International Conference on Integration of Science and Technology for Sustainable Development 2025) is open.

Email address or user name: *

Password: *


Log in

Useful links:

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

Figure2 Login Page

- Then, follow the instructions shown on the “Create Account” Please enter your information in the given fields as shown in Figure3.

 **Account Creation Pages**

Home Log in

Create Account

To use EasyChair, you must agree to our [Terms of Service](#).


You may also be interested about [our policy for using personal information](#).

To create an EasyChair account, you should fill out the following form.

We will email you a code that you will have to enter to activate your account.

The code will be valid for 120 minutes.

You have to make sure that your mailer does not reject emails from the domain easychair.org.

☐ I am human  [Privacy](#) - [Terms](#)

First name[?] : *

Last name: *

Email: *

Affiliation: *

Country/region: *

Password: *

Retype password: *

☐ I agree to the EasyChair Terms of Service

Continue

Figure3 Create account

4. After pressing continue, you will be directed to a web screen that says “Verification code sent”. Continue to wait for the confirmation e-mail. It will arrive within minutes.



[Home](#) [Log in](#)

Verification Code Sent

We sent you an email with the verification code. Enter the code in the form below.

Note that the code expires in 120 minutes.

Verification code: *

Create Account

If you did not receive the code, [click here to resend it](#).

The old code will become invalid and we will send you a new code to akkharat.ja@kmitl.ac.th.

Figure4 Create account (Verification code)

5. The confirmation e-mail will look like Figure5

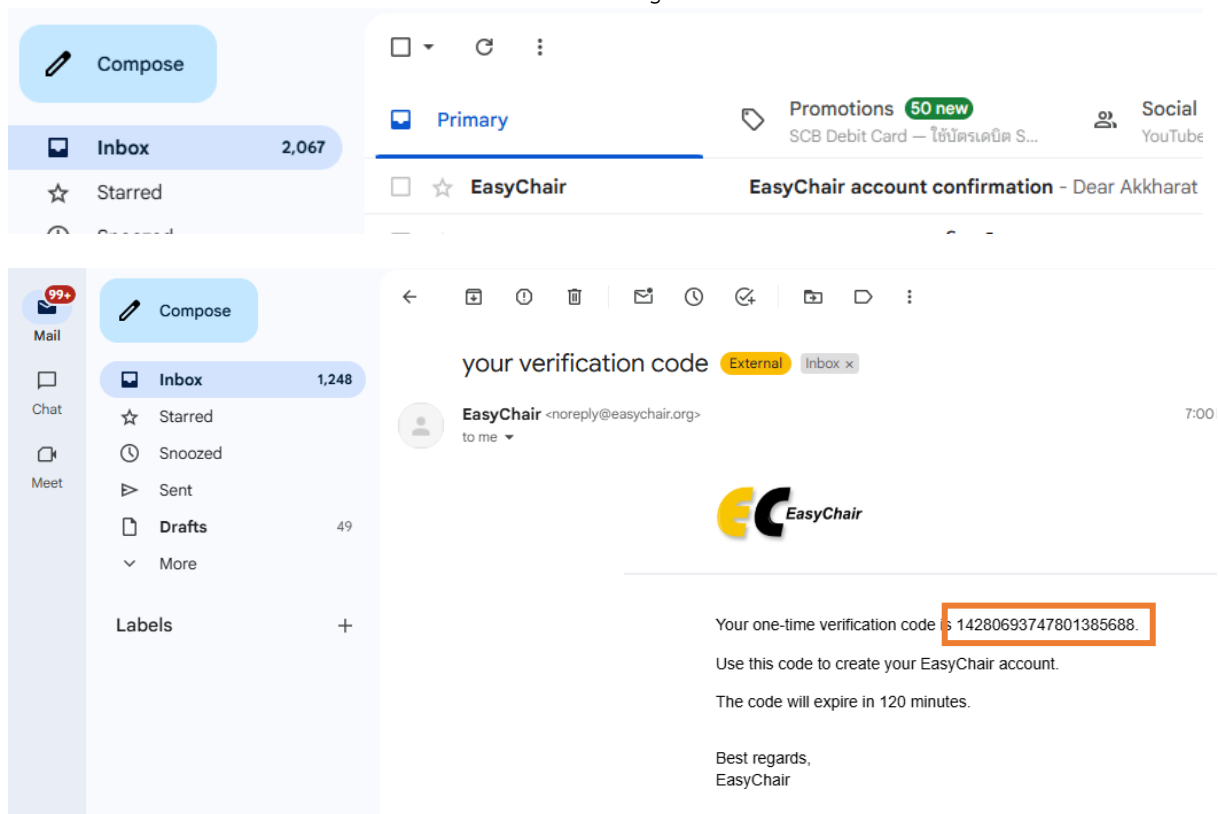


Figure5 Confirmation E-mail

6. Copy your verification code to enter activate you account. Figure6

The image shows a web page for account activation. At the top is a blue header with 'Home' and 'Log in' links. Below is a light gray box with the title 'Verification Code Sent'. The text inside says: 'We sent you an email with the verification code. Enter the code in the form below. Note that the code expires in 120 minutes.' Below this is a form with a label 'Verification code: *' and a text input field containing '14280693747801385688.' (the code is highlighted with an orange box). Below the input field is a red button labeled 'Create Account'.

If you did not receive the code, [click here to resend it](#).

The old code will become invalid and we will send you a new code to akkharat.ja@kmitl.ac.th.

Figure6 Confirmation verification code

7. After clicking on Create account, you will access the “Account Created” Now you can proceed to the ICIST2025 submission page by clicking the provided link or <https://easychair.org/conferences?conf=icist20250>

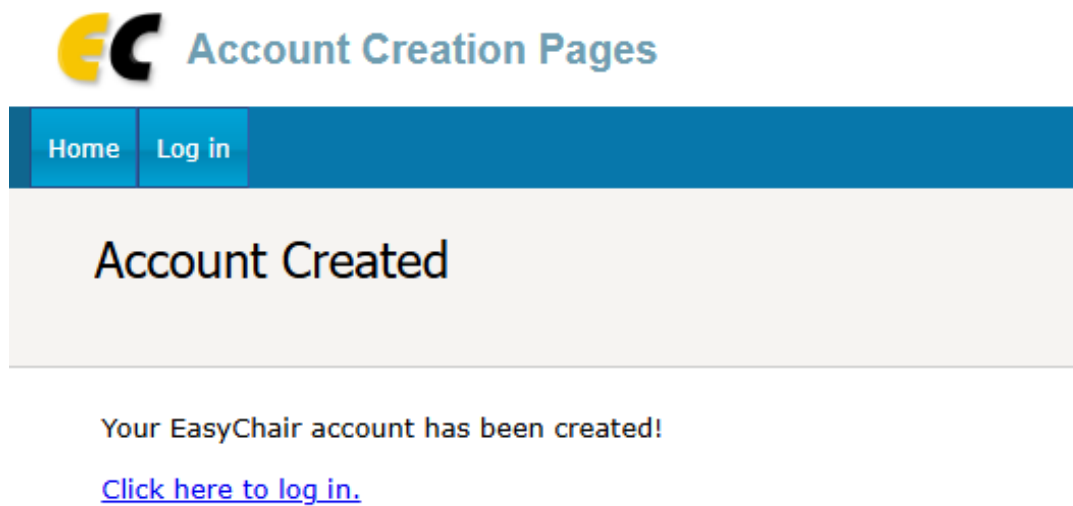


Figure7 Account Created

8. Login to use the Easychair system.

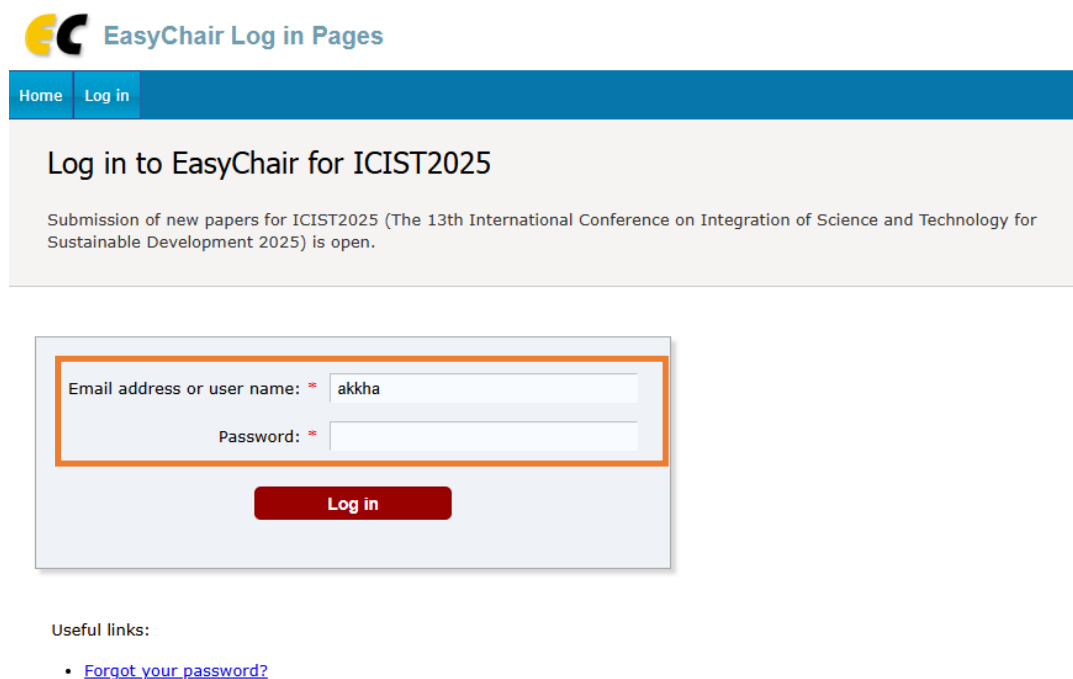


Figure8 Login Page

9. Click on “make a new submission”.



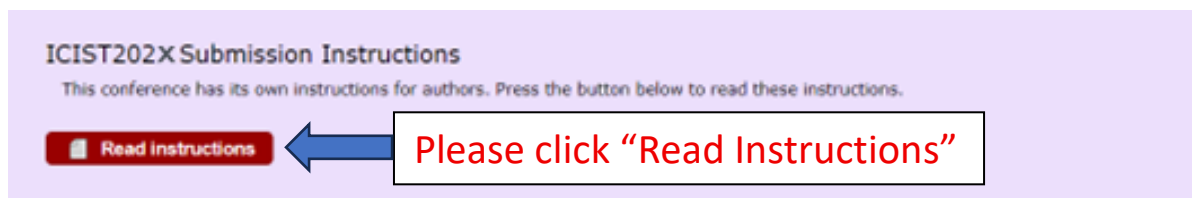
The screenshot shows the My EasyChair website. At the top, there is a navigation bar with links for Conferences, CFP, Preprints, Slides, News, and EasyChair. The main content area is titled "ICIST2025 (The 13th International Conference on Integration of Science and Technology for Sustainable Development 2025)". Below the title, it states "You are logged in to ICIST2025 (The 13th International Conference on Integration of Science and Technology for Sustainable Development 2025)." and "Use the links below to access ICIST2025.".

Author

- [make a new submission](#)

Figure9 make a new submission Page.

10. Fill out the author information.

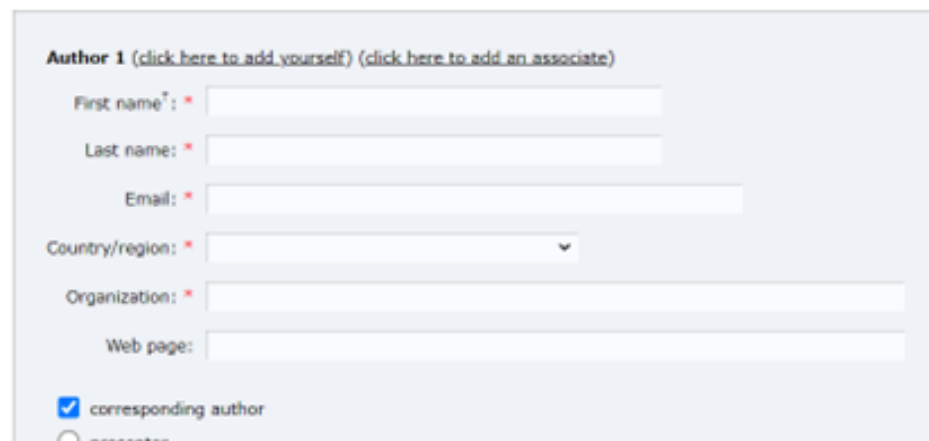


The screenshot shows the "ICIST202X Submission Instructions" page. It states "This conference has its own instructions for authors. Press the button below to read these instructions." Below this text is a red button labeled "Read Instructions". A blue arrow points from a white box with red text "Please click 'Read Instructions'" to the button.

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.



The screenshot shows the "Author 1" form. It includes fields for First name*, Last name*, Email*, Country/region* (a dropdown menu), Organization*, and Web page*. At the bottom, there are two radio buttons: "corresponding author" (which is checked) and "presenter".

Figure10 New submission Page

11. Type a list of keywords, one per line to characterize your submission. Keywords no less than 3 words and no more than 5 words.

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.

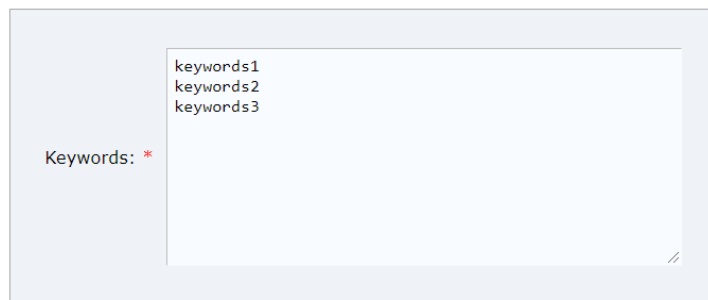
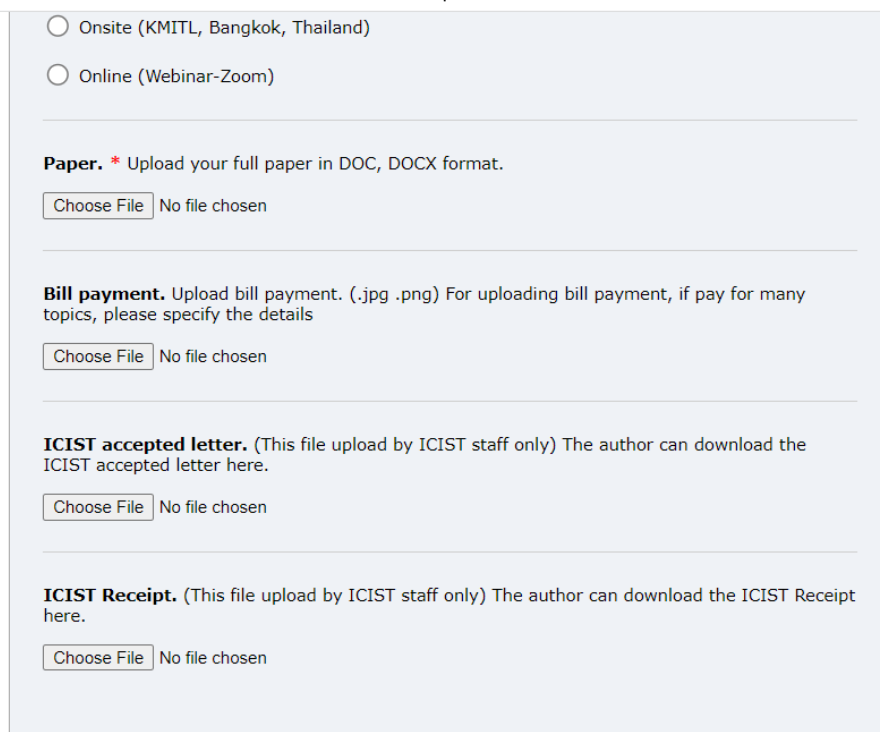
A screenshot of a web form section for keywords. On the left, the label "Keywords: *" is displayed. To its right is a large, light blue rectangular text area. Inside this area, the text "keywords1", "keywords2", and "keywords3" is entered on three separate lines. A small cursor icon is visible at the bottom right of the text area.

Figure11 Keywords specify.

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

A screenshot of a submission form. At the top, there are two radio button options: "Onsite (KMITL, Bangkok, Thailand)" and "Online (Webinar-Zoom)". Below these are four sections, each with a title, instructions, and a file upload button. The first section is "Paper. * Upload your full paper in DOC, DOCX format." with a "Choose File" button and "No file chosen" text. The second section is "Bill payment. Upload bill payment. (.jpg .png) For uploading bill payment, if pay for many topics, please specify the details" with a "Choose File" button and "No file chosen" text. The third section is "ICIST accepted letter. (This file upload by ICIST staff only) The author can download the ICIST accepted letter here." with a "Choose File" button and "No file chosen" text. The fourth section is "ICIST Receipt. (This file upload by ICIST staff only) The author can download the ICIST Receipt here." with a "Choose File" button and "No file chosen" text.

Ready?

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

A red rectangular button with the word "Submit" in white text.

Figure12 Submit.