Online Paper Submission and Management Information -- Authors

IBA|ICM 2016
Kuala Lumpur, Malaysia
For Authors

• Here you will find information on:
  – The ways to submit your paper through email and website
  – How to set up your login for the Easy Chair system
  – How to upload a paper
  – How to merge? if you have multiple accounts.
ICM16 Webpage and Email

Step 1 via website: Click on “Paper” Submission on the home page of IBAICM16

Step 1 via Email: If you have received our email regarding CFP, click on “Submit Paper” to redirected to be EasyChair page

Step 2 via website: Click on “submit your paper” to redirected to be EasyChair page
Step 1: Create a user name and password, or login if you already have an account.

First time users, use the option to sign up for an account.

Just sign in if you already have an account.

First time users, use the option to sign up for an account.
To create an account, type the words in the box and click on "continue".

Setting up the account is easy; this is probably the most difficult part (reading the words).
Step 3  

Enter your name, e-mail address and click on continue
Step 4  Your application is received: you will now receive an e-mail

This screen just provides information saying what to do if you do not receive the email indicated in the second line.
Step 5

When you receive your e-mail, please click on the link

https://easychair.org/account/create.cgi?code=M1cAgQ84UzRLIDSNA78Q

Dear Arsalan Ashraf,

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=M1cAgQ84UzRLIDSNA78Q

Best regards,

EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.
Step 6: Complete the form and click on create my account
Step 7  

Your account is created, now click here to login for IBAICM16
Step 8 Enter your login and password and click on sign-in.
Step 9

Now you are on the conference paper submission portal – you can submit your paper here

Click here to submit a paper.

This tool bar is the guide for most of the conference activities. Each “role” will see a different tool bar.
Step 10: Since this is your first time logging in, you will be prompted to accept the terms of service.
Enter Author Information

Enter first author information here. Clicking “Click here to add yourself” will auto input your information from your EasyChair account.

Check this box if this author is the corresponding author.

Enter the second author’s information here.
Title should begin with the title of the paper along with the related track [Title of the Paper (Track): e.g. Advertising to the Bottom of the Pyramid (Advertising and Promotion)]

Abstract should be about 500-700 words and should not include any information that can identify the author(s) or their institution(s)

A list of keywords (maximum 3) should be given

After typing key words, browse your computer and find the pdf file you wish to upload as a submission. DO NOT INCLUDE A TITLE PAGE OR OTHER AUTHOR IDENTIFICATION ON THE PDF FILE THAT YOU PLAN TO UPLOAD AS A SUBMISSION

Click on submit to submit the paper to the Technical Committee.
Confirmation

Your paper has been submitted!

After you’ve submitted the paper,
• you will get an email confirmation
• you can always return and find
  the information about the paper
• including review status
  (click Submission #)
• you can submit multiple papers
  by choosing new submission

You will get a confirmation
showing the information about the paper.

You can always return to the
system and update information on
the paper.
Further Info: Account Consolidation

If you have two accounts on EasyChair, you may merge them into one account.

To consolidate accounts hover over the easy chair icon at the top navigation bar. You may click it if so desired.

Click “My Account” while hovering over “easychair” to access the account consolidation page.
Account Consolidation

Merging two accounts into one
(https://www.easychair.org/help/article.cgi?art=account_management;a=10234348)

• If you have two EasyChair accounts you can merge them into a single account. To this end, follow Other->My Account->Merge Accounts. But before doing this you should clearly understand what happens.

Suppose that you have two accounts:
• Acc1 with the main email address e1 and alternative email addresses alt1;
• Acc2 with the main email address e2 and alternative email addresses alt2,
and want to merge them into a single account. Suppose that you log in as Acc1 and request to merge Acc2 into it.

The following things will happen:
• All personal information, such as name, address etc. from Acc2 will be deleted. For example, if you had different names on the two accounts, only the name from Acc1 will be used.
• The main email address e2 and all alternative email addresses alt2 of the second account will be added to the alternative email addresses of Acc1.
• All other information will be added to the first account. For example, Acc1 will have access to all programme committees in which Acc2 has been involved.
Scroll to the bottom of the account information page and locate the “Merge Accounts” section. Fill in the requested information and click “merge accounts”.
Merging Confirmed
Thank You!

• If you have any questions, please contact our technical committee chair.
• ibaicm@iba.edu.pk
• See you soon in Kuala--!