

EASYCHAIR INSTRUCTIONS

1. **Create an EasyChair account** (username and password).

Go to <https://www.easychair.org/account/signin.cgi?conf=cppa2013>

This link will bring up a login page

Sign in to EasyChair for CPPA 2013

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)
Forgot your password? [click here](#)
Problems to sign in? [click here](#)



- Click the **sign up for an account**
- Enter the CAPTCHA text
- Enter name, email, and password (at least 8 characters long) of your choice
- You will receive a confirmation email from EasyChair

Signing up for EasyChair: Step 1

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the two words that you see in the image below and click on "Continue".
2. If you type the words 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 create an account.

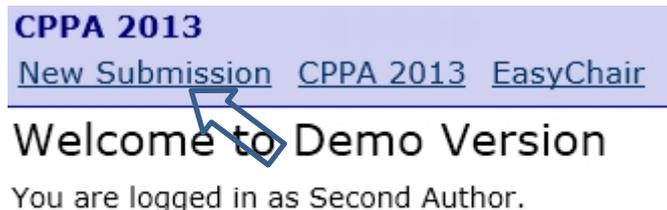
Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.

A CAPTCHA image showing two distorted words: 'accout' and 'dren,'. Below the image is a text input field with the instruction 'Introduceți cele două cuvinte:' and a 'Continue' button. There are also two 'reCAPTCHA' icons on the right side of the input field.

Continue

2. Submitting a Paper

- Login in your EasyChair account
- Click **New Submission** (for each new article) menu



- Complete all the required fields with your details. Please write a complete and correct Address for Correspondence (for regular mail).
- In the **Abstract** field insert the extended abstract (1500 – 3000 characters)
- Upload the full text paper in the **Paper(*)** field

Upload Paper

The submission should be in the PDF format (file extension .pdf). If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: Abstract Only:

3. Updating information and submitting a new version of your paper

After submission a new menu will appear on top of the page code assigned to your paper

When in the submitted paper menu (see image below), you can:

- ✓ update information,
- ✓ update authors
- ✓ submit a new version of your paper
- ✓ withdraw your paper

CPPA 2013-demo (author)		Help Sign out
New Submission Paper 1 CPPA 2013 EasyChair		
CPPA 2013-demo Submission 1		Update information Update authors Submit a new version Withdraw
<p>*****</p> <p>If you want to change any information about your paper or withdraw it, use links in the upper right corner.</p> <p>*****</p>		

4. See reviews

- You will be informed about the decision regarding your paper and the reviews by e-mail.
- You can also view the reviews of your papers in your account for every paper you submitted