

EasyChair tutorial

Logging in, submitting a paper

1. Log in to conference system

- Go to EasyChair LIDS2019 conference webpage:
<https://easychair.org/conferences/?conf=lids2019>
- Use your Username and Password to log in. If you do not have one, please follow the instruction [here](#) to create one.
- If you fail to sign in with your username or password, please click on login problems or reset your password below and follow the system instructions.

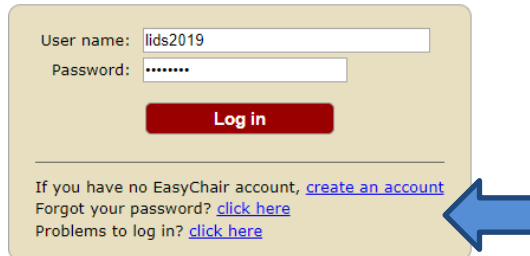


Figure 1. Log in to EasyChair for LIDS2019

2. Submitting a paper

- Log in to the LIDS2019 conference submission system (EasyChair):
<https://easychair.org/conferences/?conf=lids2019>
- Please click “enter as an author” to create your role shown below.

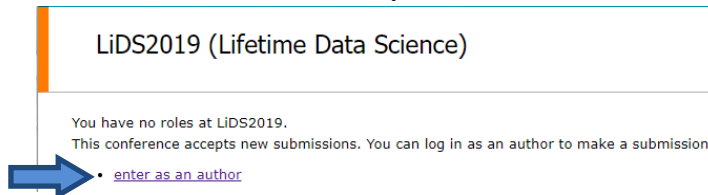
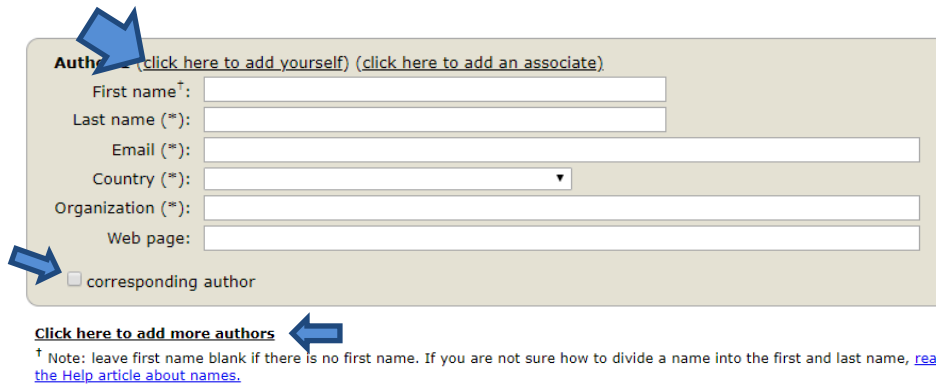


Figure 2.1. Sign in as an author role to make a submission

- Follow the instructions and fill in the parts shown below.
- Tips:
 - You can click “click here to add yourself” for easy filling in the information. Make sure the corresponding author being checked. If you are the only author, just leave Author 2 and Author 3 blank. If you need to add more authors, click “add more authors” below Author 3.
 - There should be at least 3 keywords. Please make sure each keyword one per line and symbols like “,” or “;” are not allowed.
 - After click “Submit”, it may take a few seconds and please do not press the button twice.



Author ([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](#)

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Figure 2.2. Author information form

Title and Abstract

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

Title (*):

Abstract (*):

Figure 2.3. Title and abstract

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 (*):

Figure 2.4. Keywords

The following part of the submission form was added by LIDS2019. It has neither been checked nor endorsed by EasyChair

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

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!**

Figure 2.5. Submission paper

3. Update your submission

- From the top navigation bar, choose “Submission #” (# denotes the number of your submission) and then change any information via links in the upper right. **Please do not choose New Submission!**

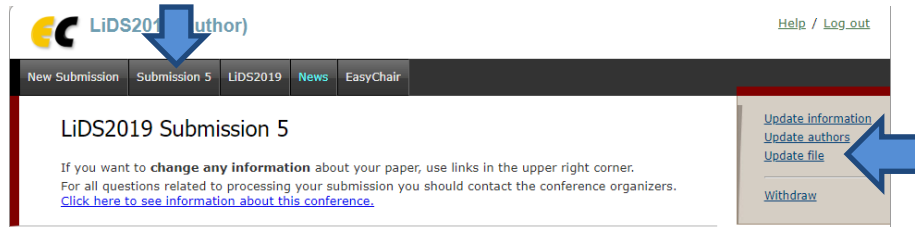


Figure 3. Update submission

4. New submission without overwrite submission before

- From the top navigation bar, choose “New Submission” and then follow the instructions in “Submitting a paper”.

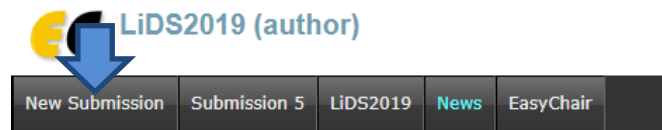


Figure 4. New Submission without overwrite previous submission