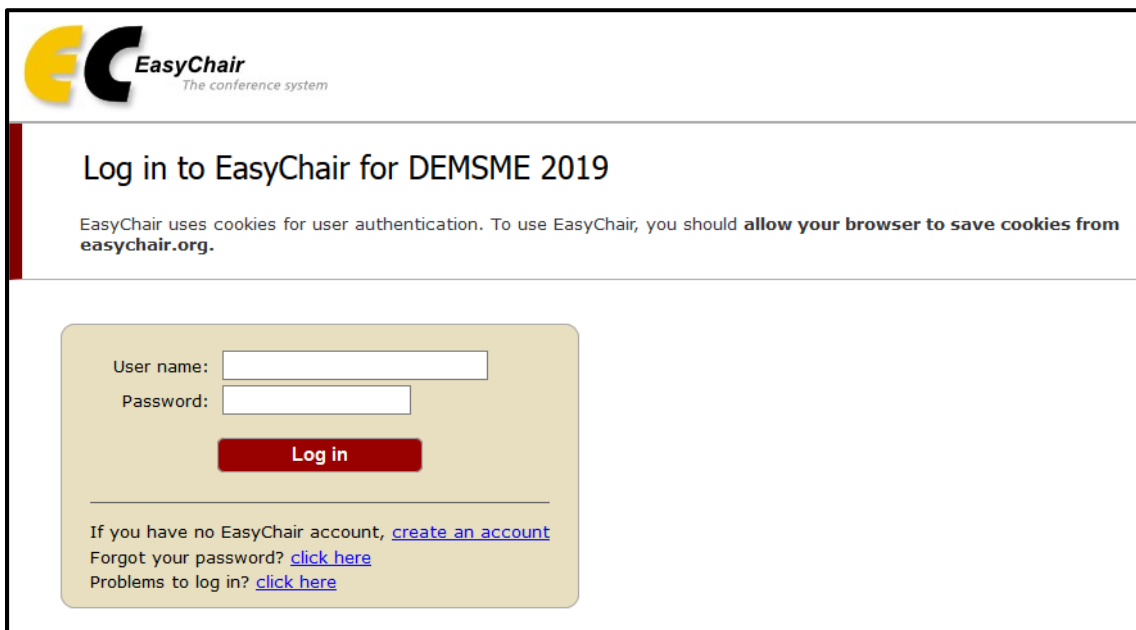# EasyChair tutorial
(logging in, submitting an abstract, submitting a paper)

Log in to conference system

Go to the DEMSME 2019 conference submission system webpage (EasyChair):
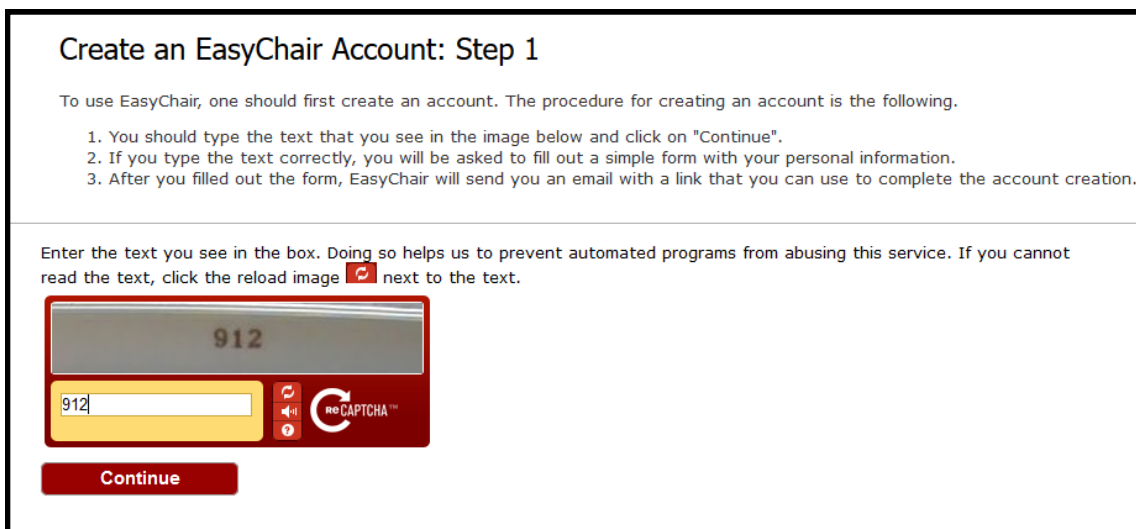
https://easychair.org/conferences/?conf=demsme2019

If you already have an EasyChair account then use your User name and Password to log in. Otherwise click on create an account (Figure 1).

Figure 1: Log in to EasyChair for DEMSME 2019

Write down the captcha code and click on continue (Figure 2).

Figure 2: Signing up for EasyChair: Step1

Fill in your name and email address and click on continue (Figure3).

Figure 3: Signing up for EasyChair: Step2

You will receive a confirmation email. Click on the link provided in the e-mail to continue your registration (Figure 4).
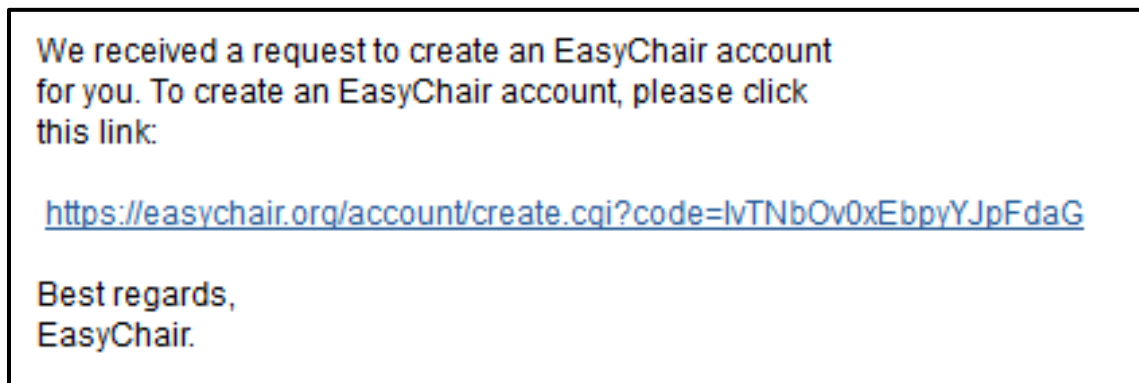
Figure 4: Confirmation email

Complete your registration (in your browser) by providing all the required information and click on create my account (Figure 5).

Figure 5:Create your EasyChair account

Now you are successfully registered. To log in to the conference submission system EasyChair webpage use your user name and password. The link to the submission is available through the conference webpage or here:

https://easychair.org/conferences/?conf=demsme2019
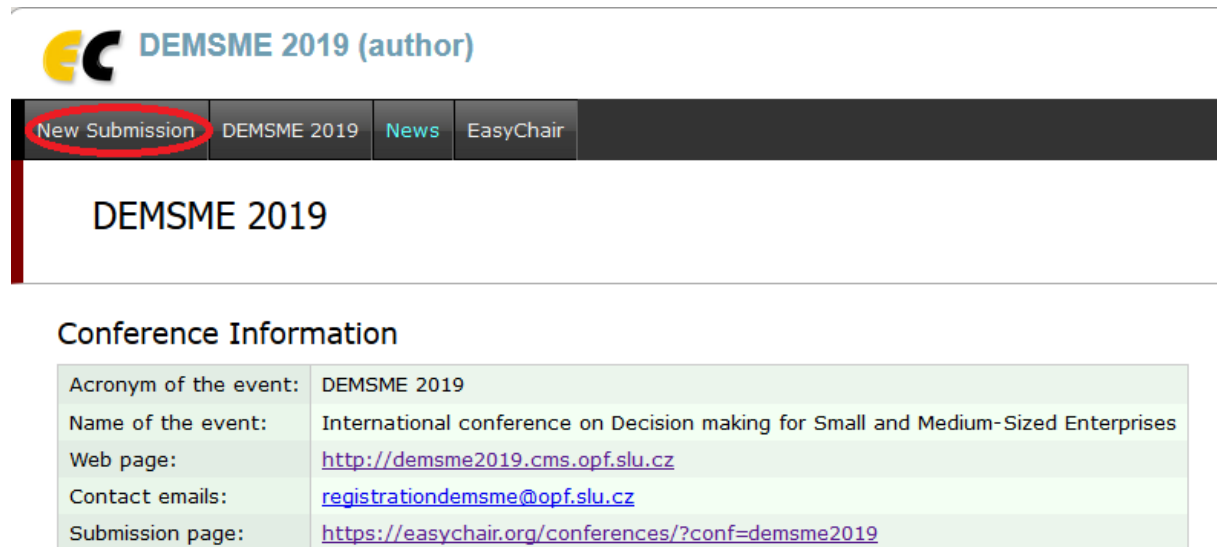
From the main menu choose item New Submission (Figure 6)

Submitting an abstract

Go to the DEMSME 2019 conference submission system webpage (EasyChair):

https://easychair.org/conferences/?conf=demsme2019

Figure 6: Main page DEMSME 2019

Now you are on the submission page. Follow the instructions and fill in all the requested author (s) information.

Figure 7: Author (s) information

Follow the instructions and fill in all the requested information about Title and Abstract, Keywords and Topics.

Figure 8: Title and Abstract information

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 9: Keywords information

Topics

Please select topics relevant to your submission from the following list.

☐ Informatics topics of interest ☐ Mathematics topics of interest
☐ Marketing topics of interest ☐ Business Economics and Management topics of interest

Figure 10 Topics information

You will finalizing submitting of your abstract by clicking on button "Submit".

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

Submit

You should see the following message: "The submission has been saved!"

Submitting a paper

Go to the list of participants section at DEMSME 2019 conference webpage:

http://demsme.cms.opf.slu.cz/list-of-active-participants and check if your abstract was accepted. If your abstract was accepted, log in to the DEMSME conference submission system (EasyChair):

https://easychair.org/conferences/?conf=demsme2019

From the main menu (on top) choose Submission # (# denotes the number of your submission) and the click on Add file (right menu)
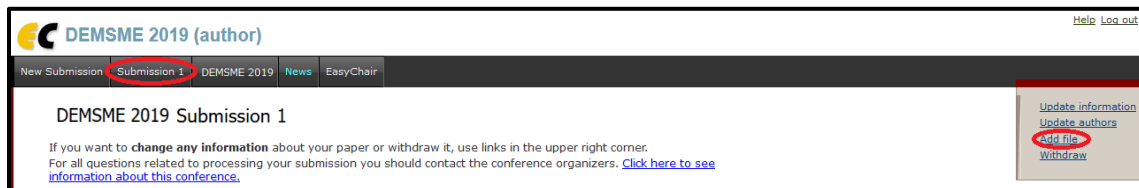

Figure 11: Submitting of your paper

Upload a PDF version of your paper by click on button "Procházet"… ("Browse…") and click on button Submit.
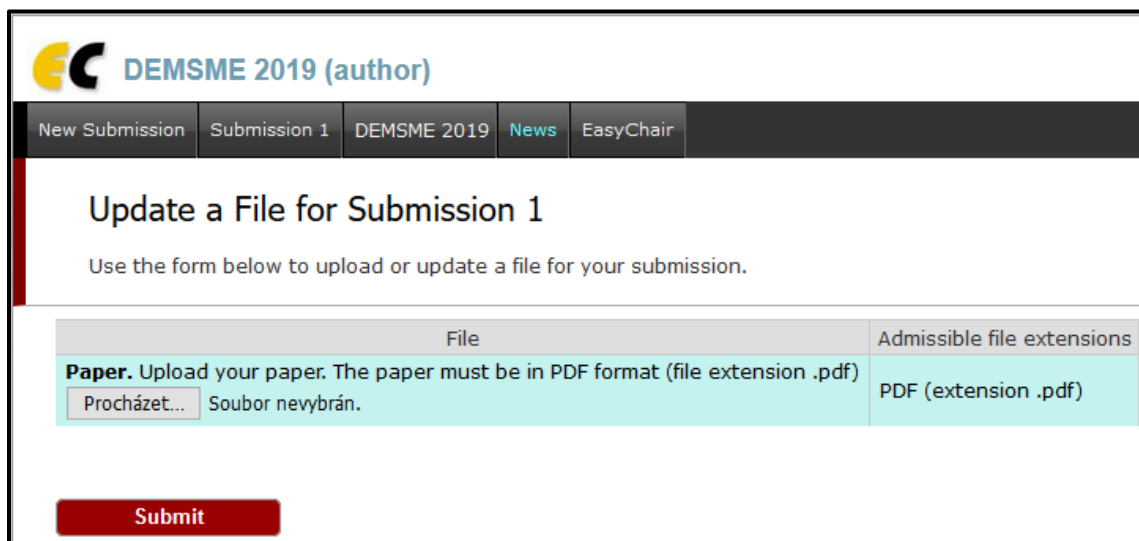

Figure 12: Submitting the PDF version of your paper

You should see the following message: "The file has been uploaded!"