

1. How to create an EasyChair account

In order to use the EasyChair system you need to create an account. If you already have one, ignore this section (**1. How to create an EasyChair account**) and proceed directly to section **Submit your abstract** on page 4.

Step 1

To create an account, go to <https://easychair.org/account/signup.cgi?conf=cidoc2018>. You should end up at the page shown in Figure 1. Fill in the textbox with the distorted letters that appear directly above or click the ‘I am not a robot’ box and then click on ‘Continue’.

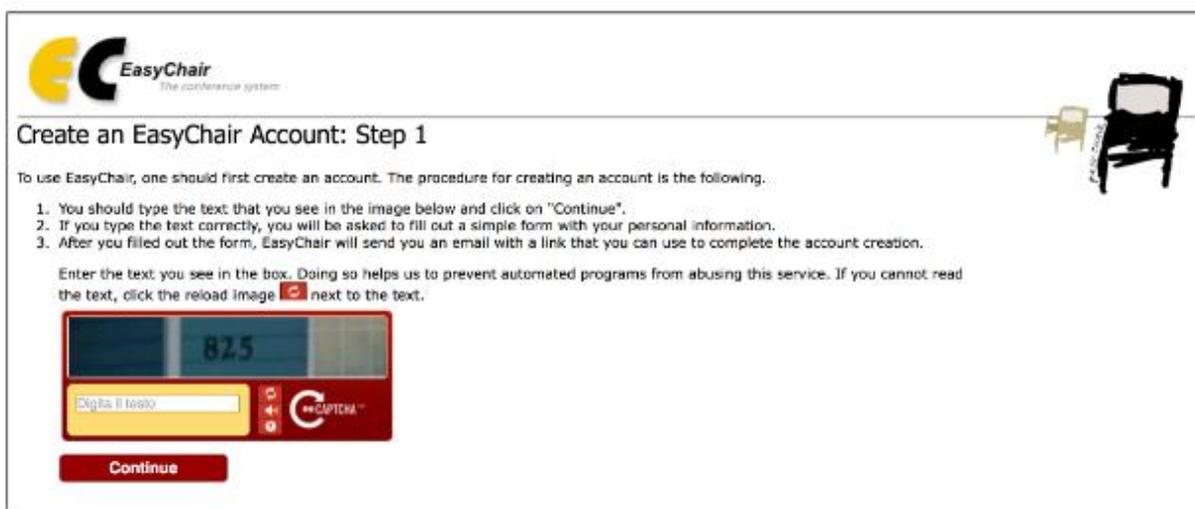


Figure 1a: Enter information to sing up

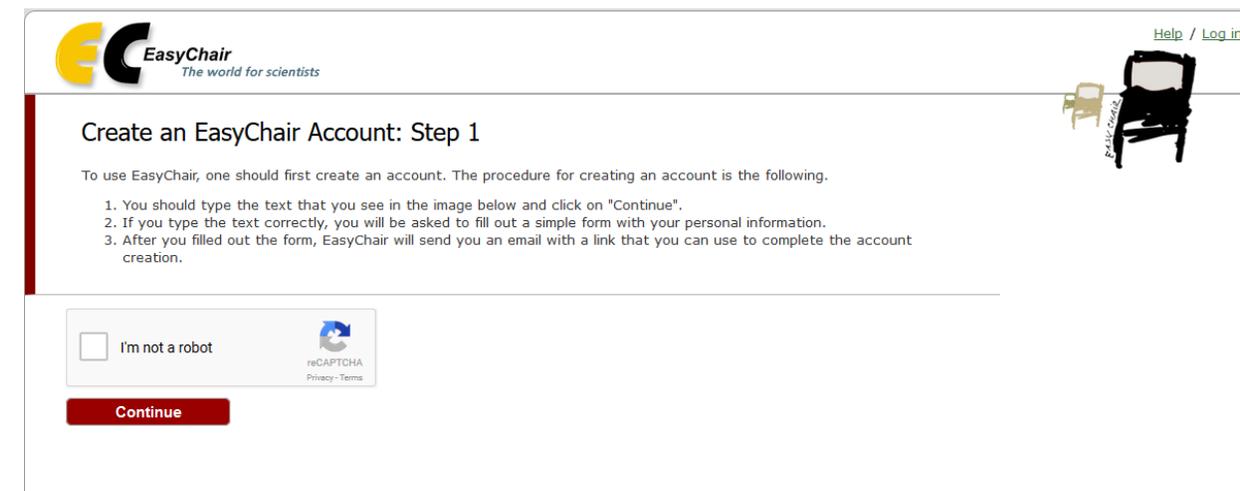


Figure 1b: Click the ‘I am not a robot’ box to create an account

Step 2

The next page you visit will contain the form shown in fig. 2. Please note that you are required to fill all the fields of the form.

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.



The form is contained within a light beige rounded rectangle. It features four input fields stacked vertically, each with a label to its left. The labels are: 'First name† (*):', 'Last name (*):', 'Email address (*):', and 'Retype email address (*):'. The first three labels have an asterisk, while the fourth has a dagger symbol and an asterisk. Below the input fields is a red rectangular button with the word 'Continue' in white text.

Figure 2: Email verification. Fill in the form

Verification Email

After you fill out the form click on ‘Continue’. EasyChair will send a *verification email* to the email address you provided, to make sure that you own this address and that it can receive emails from EasyChair.

The verification email will contain instructions like this:

We received a request to create an EasyChair account for you. To create an EasyChair account, please use this link:

<https://localhost/account/create.cgi?code=nyBEtPOxKy8T7jZRbTspAV>

Use the link provided in the email to continue the account registration process.

However, you can also end up having one of the following problems:

1. Instead of the verification email you receive an email that you already have an account
2. You follow the verification link but it does not work

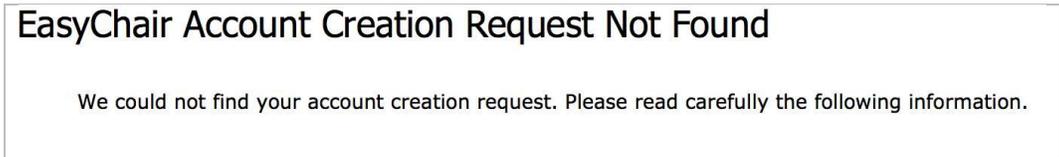
They are discussed in details below.

Problem: You Receive an Email from EasyChair Saying that You Already Have an Account

If your verification email says that you already have an account and you cannot find the user name and/or password for this account, you should [click here to reset your password](#). EasyChair will first verify your email and then send you your new password.

Problem: Verification Link Does not Work

If this happens, you will see something like this:



In most cases this means that the link you followed in incorrect. You can check the following:

1. You copied the link from the verification email correctly. You should follow this link, if your mail program shows you the link, or copy and paste it in your browser. Do not try to retype the link, since it is easy to make an error while typing
2. Sometimes mail programs cut a long line into several lines. Check that the address is on the same line.

Step 3

Fill in the required fields shown in Fig. 3 and then click the ‘Create my account’ button to complete your account creation

Create an EasyChair Account: Last Step

Hello Albert Einstein! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:

First name†:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Create my account

Figure 3: Create an account

2. Submit your abstract(s)

After logging in to the EasyChair website for CIDOC 2018, you click on the ‘New Submission’ link located in the top-left corner of the menu bar to submit a new abstract (Figure 4).

EC CIDOC2018 (author)

New Submission Submission 39 CIDOC2018 CFP News EasyChair

submit a new paper

My Submissions for CIDOC2018

Using this submission system you can manage your papers submitted to CIDOC2018. You can submit new papers, resubmit previously submitted papers, or change information about authors. This page is for your information only, use the menu on the top of this page to make any changes.

If you submitted a paper using the system, then the paper number should appear in the menu.

If you log in and do nothing (not even click on the menu) for more than two hours, the system will close the connection. In this case you will have to log in again. Keep this in mind if you are likely to submit a new version of your paper several minutes before the submission deadline.

Additional information about submission to CIDOC2018 can be found at the [CIDOC2018 Web page](#) Questions about submissions can be sent to the conference contact emails info@cidoc2018.com.

Some of the submissions were either withdrawn by authors or deleted by chairs, they are shown using a grey background.

#	authors	title	information	paper
2	Test Test Last	test title	information	
39	Test Latest	test test	information	

Figure 4: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 5) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

speaker

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

speaker

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

speaker

Figure 5: Authors information.

Fill out the fields for the abstract title, the keywords and the related topics (as shown in Figure 6). You should specify at least three keywords that are relevant to your abstract, **one per line**.

Title

The title should be entered as plain text, it should not contain HTML elements.

Title (*):

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 (*):

Topics

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

<input type="checkbox"/> Object information as historical source	<input type="checkbox"/> Object documentation and archival resources
<input type="checkbox"/> Field research and object documentation	<input type="checkbox"/> Oral tradition and witnessing information in connection with objects
<input type="checkbox"/> Documentation and interdisciplinarity	<input type="checkbox"/> Object documentation and analytical resources
<input type="checkbox"/> Provenance of materials and techniques	<input type="checkbox"/> Documentation for target groups (e.g. special needs)
<input type="checkbox"/> Methods of knowledge verification and documentation of knowledge revision	<input type="checkbox"/> Ethics of provenance of information
<input type="checkbox"/> Provenance of knowledge and preservation of referred sources	

Figure 6: Abstract submission.

To upload your abstract click on ‘Browse’ to select the abstract file which must be in PDF format. Then click on the “Submit” link to submit your abstract (as shown in Figure 7).

Uploads

The following part of the submission form was added by CIDOC2018. 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 selected.

Ready?

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

Figure 7: Abstract submission.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 8). Click on “Submission #” for changing any information about the submission.

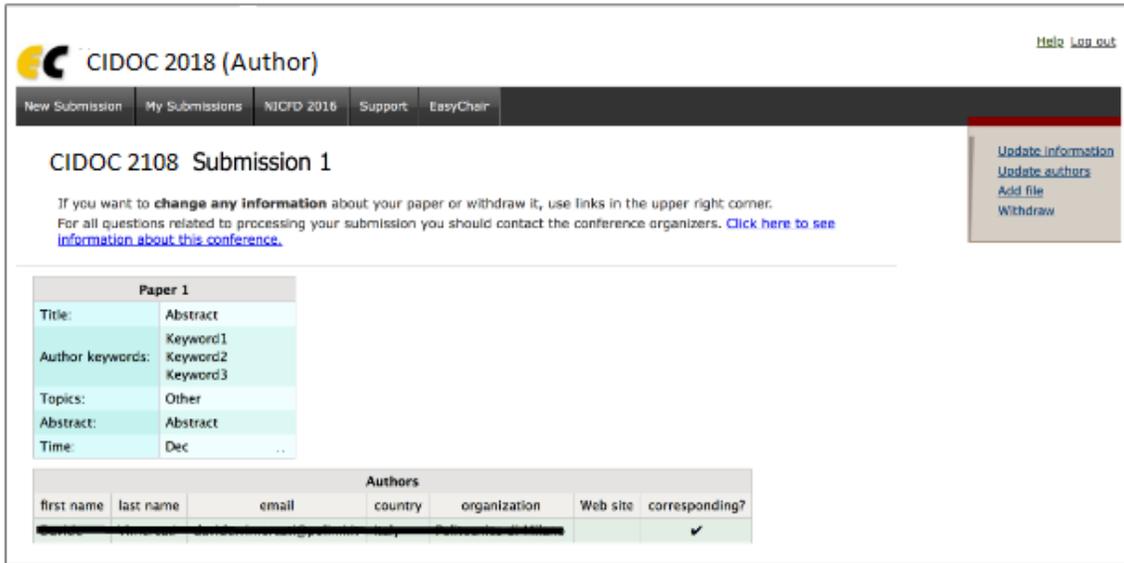


Figure 8: A page for changing your submission(s).

Use the links at the top-right corner for:

- **Updating information about your submission:** select ‘Update information’ from the right-hand menu of the Submission screen to change the correspondence address, the title, the keywords and the topics of your submission (as shown in figure 9).

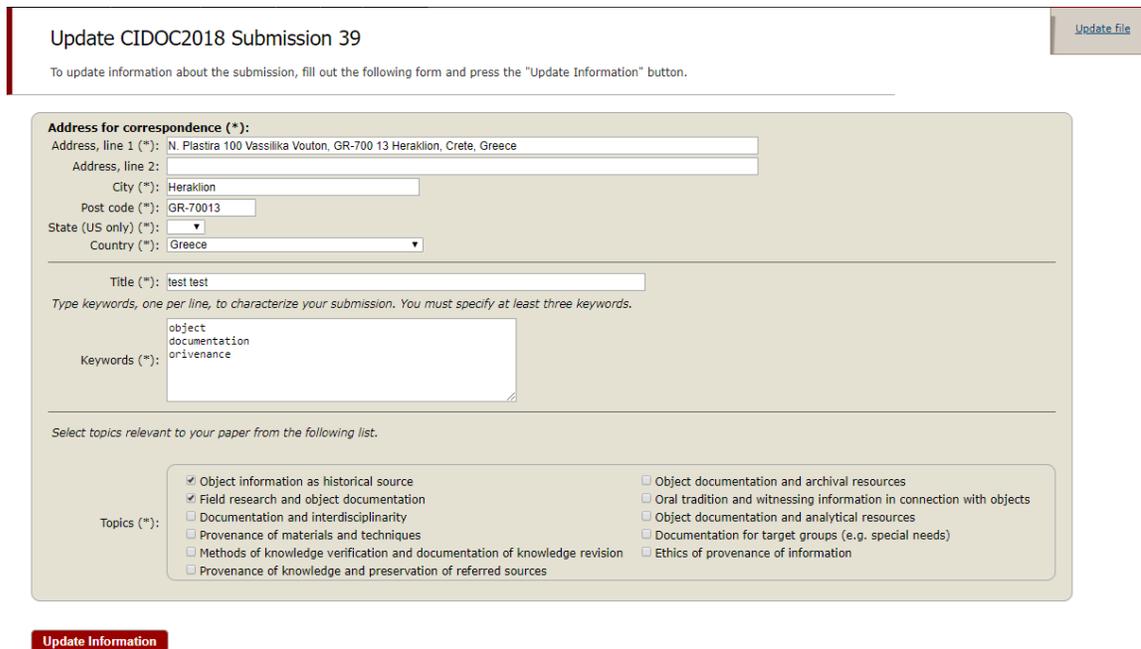


Figure 9: Update information about your submission

Click the ‘Update Information’ button to update the information.

- **Updating author information for your submission:** select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.

New Submission Submission 41 CIDOC2018 CFP News EasyChair

Author Information for CIDOC2018 Submission 41

Using this page you can update information about any author, add new authors or delete an existing author. The use of some fields is explained below.

- **Email** addresses below will only be used for communication, with the authors. They will not appear in public Web pages of this conference.
- **Web page** can be used in the conference Web pages, for example, for producing the program using the EasyChair Smart Program.
- Every author marked as a **corresponding author** will receive email messages from the system. There must be at least one corresponding author.

To **update** any information click on the table cell containing this information.

First name	Last name	Email	Country	Organization	Web page	corresponding
Sssd	As	lida@lcs.forth.gr	Greece	asd		yes

[Add new author](#)
[Update submission information](#)

Figure 10: Update author information

- **Uploading files:** the “Add file” link may be used to upload files.

CIDOC2018 (author)

New Submission Submission 41 CIDOC2018 CFP News EasyChair

Update a File for Submission 41

Use the form below to **upload or update** a file for your submission.
To **delete** the file, use the rightmost column.

File	Admissible file extensions	Current version	Delete
Paper. Upload your paper. The paper must be in PDF format (file extension .pdf) Browse... No file selected.	PDF (extension pdf)		

Submit

Figure 11: Upload files

- **Withdrawing the submission:** select “Withdraw” to withdraw the submission.

The screenshot shows a web interface for withdrawing a submission. At the top, there is a navigation bar with links: "New Submission", "Submission 41", "CIDOC2018", "CFP", "News", and "EasyChair". Below this, the page title is "Submission Withdrawal". A paragraph of text reads: "Please confirm that you are going to withdraw CIDOC2018 submission 41 (asd). You can also send email to chairs by using the form below. All corresponding authors will receive a copy of this message too. You will be shown as the sender of this email." Below the text is a form with a "Subject:" field containing "CIDOC2018 submission 41 withdrawn" and a larger "Message:" text area. At the bottom of the form are two red buttons: "Withdraw and Send Email" and "Withdraw without Sending Email".

Figure 12: withdraw a submission

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from CIDOC 2018@easychair.org. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.