

IPHS 2016 Authors Guide to Using EasyChair

Submission and review of abstract and papers for the IPHS 2016 Conference will be managed through an online conference paper management system called 'EasyChair'. It is an user-friendly system that gives you, the author, complete control over your submission. You can upload your abstract, your paper, change details and check on the review status of your paper.

While submitting your paper is an easy procedure at EasyChair, please find below a detailed description of the steps to follow. If you encounter problems, contact us at info@iphs2016.org.

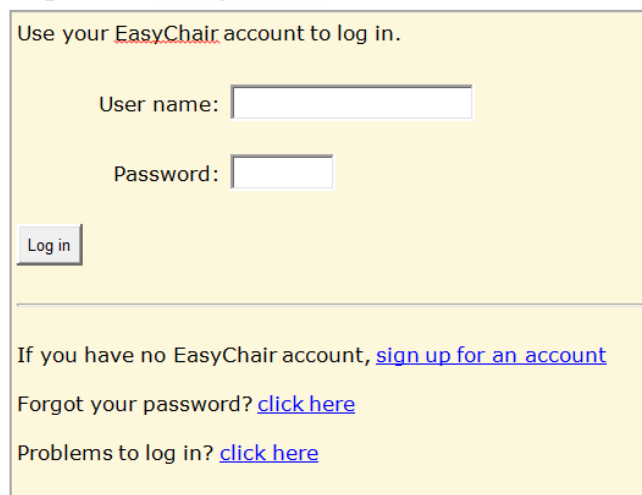
1. Create an EasyChair account

You will need an EasyChair account to be able to submit your paper.

Go to: <https://easychair.org/conferences/?conf=iphs2016>

Click if you have no account on 'If you have no EasyChair account, sign up for an account.'

Log in to EasyChair for IPHS 2016



Use your EasyChair account to log in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)



Follow the EasyChair instructions to create your account. You will receive an email from EasyChair with the subject 'EasyChair account confirmation'. Follow the link provided in this email and fill out the required information in the form that follows. Click then on 'Create my account'.

To log in for IPHS2016, click on the link.

2. Log on to EasyChair

When you login, with your username and password, you will be taken to the welcome screen; navigate by using the menu at the top of the screen.

3. New submission

Selecting at the top of the screen the 'New Submission' key will bring you to the EasyChair Terms of Service. Tick on I agree to these Terms of Service. Click Continue.

Click on New submission. Complete all fields as required (there are also some additional questions under Other information and Uploads) and attach a relevant document (a Curriculum Vitae) before submitting. Add up to 5-7 keywords. You receive two emails regarding your submission.

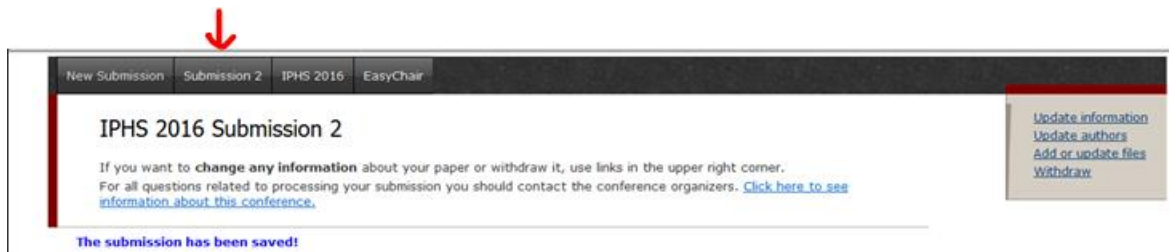


Later on, you can here also submit the paper (in Word). You have to login again with the same username and password.

4. Changing the details of your submission (when needed)

Login again with your username and password. Choose the tab with your abstract submission number (in the example below: tab Submission 2).

Use the menu in the upper right corner of the screen to update information, update authors, to add or update files (to submit a new version) or to withdraw your submission.



Updating information about your submission

Select Update information from the menu in the upper right corner of the Submission screen. Check that your title and abstract are correct. Fill out the form and press the 'Update information' button.

Updating author information for your submission

Select Update authors from the right hand menu of the Submission screen. Check that we have your correct details. Add or remove authors and update their details. Change the order of authors by selecting the 'Reorder authors' button.

5. Submitting your final paper

Login again with your username and password. Choose the tab with your abstract submission number (in the example below it's Submission 2).



Select 'Add or update files' from the right hand menu of the submission screen and add your paper.

Select the file from your computer that you wish to upload. Submit your paper for review by selecting the 'Submit' button. Your paper will automatically be sent to the review panel for assessment.

Note that the paper must be in Word format, A-4, and must be compliant with the formatting set out in the IPHS 2016 requirements (see the website for the criteria). Papers in different formats will not be considered.

If you encounter any problems please contact us at info@iphs2016.org.