

Guide to Submitting a Paper on EasyChair

Submitting a paper on EasyChair can seem daunting at first, especially for first time users. However, EasyChair provides a user-friendly platform that streamlines the submission process. This guide aims to walk you through the step-by-step process of submitting your paper on EasyChair effectively.

Preparing Your Paper

1. **Format your paper** according to the conference guidelines, which are usually available on the conference website or in the Call for Papers (CFP).
2. **Save your paper** as a PDF file to ensure formatting consistency.
3. **Prepare a short abstract** (usually 150-250 words) that summarizes the key points of your paper.
4. **Gather the names, affiliations, and email addresses** of all authors who will be listed on the paper.
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Submitting Your Paper on EasyChair

1. **Go to the EasyChair website** and click on "Log in" in the top right corner: <https://easychair.org/>
2. **If you don't have an EasyChair account**, click on "Create an account" and follow the instructions to set up your account.
3. **Once you're signed in**, you should see a list of conferences that are currently accepting submissions. Find the conference you want to submit to (PAC 2024) and click on its name. If a list of conferences does not pop up, click on "CFP", then click on "Click here to access EasyChair Smart CFP". When there enter *PAC 2024* into the search box in the middle of the screen at the top of the page.
4. **On the conference homepage**, look for "Submission Link" for and click on the url. Under Author, click on "make a new submission".
5. **On the track page**, look for Student Paper Competition and click the button.
6. **Fill out the submission form** with the following information:
 - Title of your paper
 - Names, affiliations, and email addresses of all authors
 - Abstract of your paper
 - Keywords that describe your paper's topic
 - Any other information required by the conference
7. **Upload your PDF file** containing the full text of your paper.
8. **Review your submission** to ensure that all information is correct and complete.
9. **Click "Submit" to finalize your submission.**

Other Tips

- **Follow the conference's specific instructions** carefully, as they may have additional requirements
- **Make sure to submit your paper** by the deadline to avoid rejection
- **If you have any issues**, contact the conference organizers for assistance

After Submitting Your Paper

1. **You should receive a confirmation email** from EasyChair acknowledging your submission.
2. **Keep an eye out for updates** from the conference organizers regarding the review process and acceptance decisions.
3. **If your paper is accepted**, you may need to submit a camera-ready version and register for the conference.

RESOURCES

Instructions for Authors

- EasyChair's official instructions for authors: <https://easychair.org/smart-program/NICFD2016/instructions.pdf>

Video Guides

- **Video Title:** Logging into EasyChair and Finding the Submission Link - Tutorial
 - **Author:** EasyChair
 - **Link:** [Watch Video](#)
- **Video Title:** Manual Submission of Papers - EasyChair
 - **Author:** EasyChair
 - **Link:** [Watch Video](#)
- **Video Title:** How to submit revised paper in EasyChair Conference
 - **Author:** Accelerated Research
 - **Link:** [Watch Video](#)

For additional video guides on submitting to EasyChair, you can explore the [EasyChair Tutorial Videos playlist on YouTube](#).