

# EasyChair User Manual

## For Author

1. Access the online submission site at: <https://easychair.org/conferences/?conf=icist20240> or Submission botton, EasyChair botton.



Figure1 <http://www.aatsea.org/icist2024/> Page

2. If you have an EasyChair account, please login to use the Easychair system. Then Skip to Number 9. If you do not have an EasyChair account, click on the “Create account” link in Figure 2.

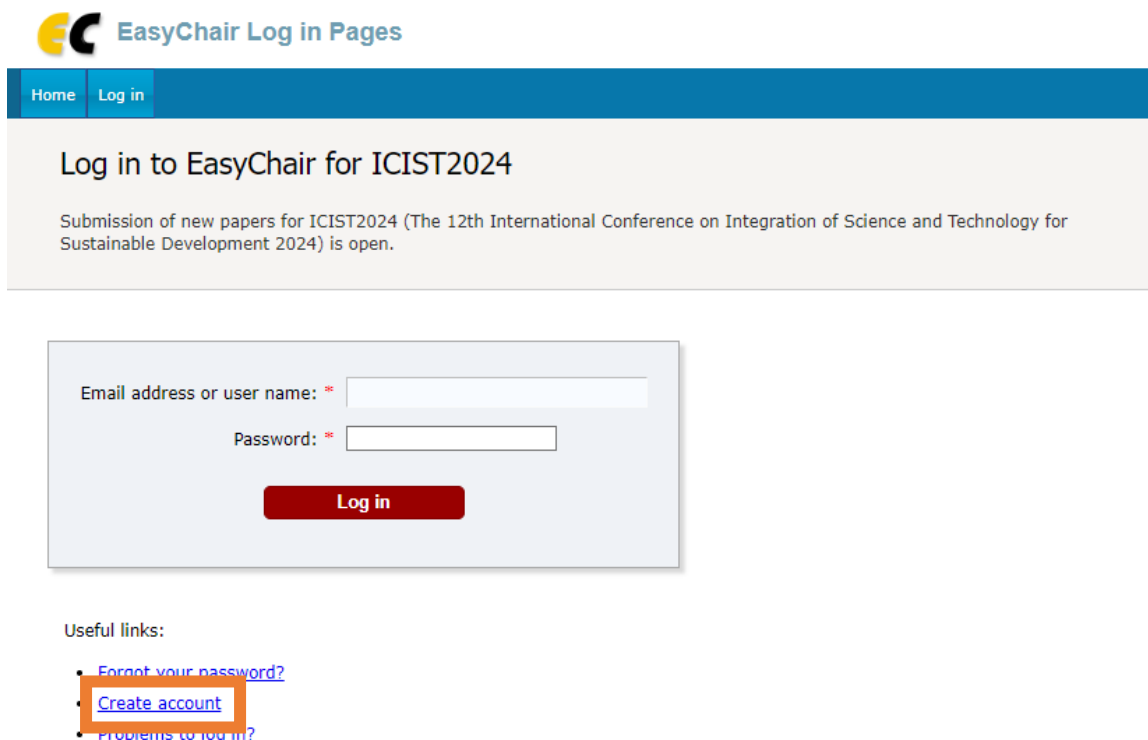



Figure2 Login Page

3. Then, follow the instructions shown on the “Create Account” page in Figure3.

**Create Account**

To use EasyChair, you must agree to our [Terms of Service](#).  
You may also be interested about [our policy for using personal information](#).

To create an EasyChair account, you should fill out the following form.  
We will email you a code that you will have to enter to activate your account.  
The code will be valid for 120 minutes.  
You have to make sure that your mailer does not reject emails from the domain easychair.org.

I am human 

First name<sup>Ⓜ</sup>: \*

Last name: \*

Email: \*

Affiliation: \*

Country/region: \*

Password: \*

Retype password: \*

I agree to the EasyChair Terms of Service

**Continue**

Figure3 Create an account for EasyChair

4. Please enter your name and e-mail address in the given fields as shown in Figure4  
After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.

**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.

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Retype email address: \*

**Continue**

Figure4 Create an account for EasyChair

5. The confirmation e-mail will look like Figure5 Click on the link to finalize your registration to EasyChair.

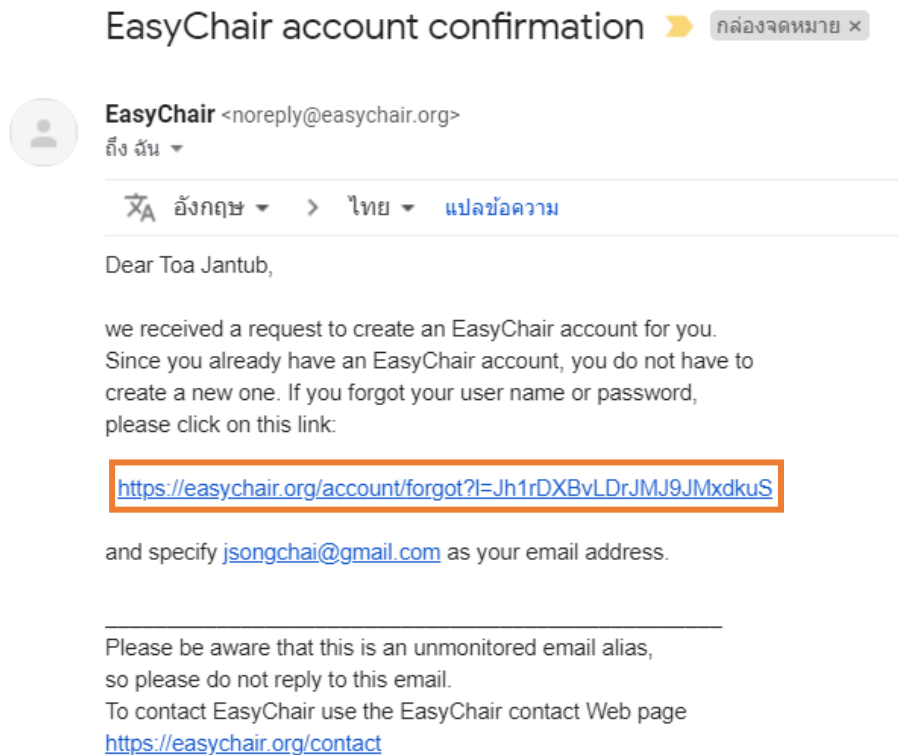


Figure5 Confirmation E-mail

6. A new web browser window will open as depicted in Figure6 Please fill out the form.
- Create an EasyChair Account: Last Step**

Hello Chen Wei Hui! 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 (\*):

\* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)  
You may also be interested about our [policy](#) for using personal information.

Figure6 Create an account for EasyChair

7. After clicking on Create my account, you will access the “Account Created” Now you can proceed to the ICIST2024 submission page by clicking the provided link or <https://easychair.org/conferences/?conf=icist20240>

## Account Created

**Your EasyChair account has been created.**

To log in for [click here.](#)

Figure7 Account Created

8. Login to use the Easychair system.

**EasyChair Log in Pages**

Home Log in

### Log in to EasyChair for ICIST2024

Submission of new papers for ICIST2024 (The 12th International Conference on Integration of Science and Technology for Sustainable Development 2024) is open.

Email address or user name: \*

Password: \*

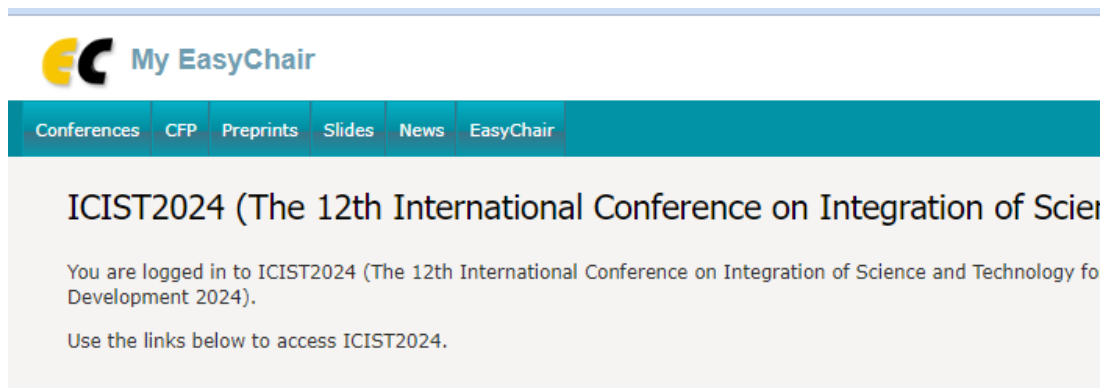
**Log in**

Useful links:

- [Forgot your password?](#)
- [Create account](#)
- [Problems to log in?](#)

Figure8 Login Page

9. Click on “make a new submission”.



### Author

- [make a new submission](#)

Figure9 make a new submission Page.

10. Fill out the author information.

The screenshot displays the "ICIST202X Submission Instructions" section, which includes a "Read instructions" button. Below this is the "Author Information" section, which provides instructions for filling out the form. The form itself contains the following fields and options:

- Author 1** (click here to add yourself) (click here to add an associate)
- First name\* :
- Last name\* :
- Email\* :
- Country/region\* :
- Organization\* :
- Web page:
- corresponding author
- presenter

Figure10 New submission Page.

11. Type a list of keywords, one per line to characterize your submission. Keywords no less than 3 words and no more than 5 words.

### 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: \*

keywords1  
keywords2  
keywords3

Figure11 Keywords specify.

12. Fill out all the information, Then press “Submit”.

Onsite (KMITL, Bangkok, Thailand)

Online (Webinar-Zoom)

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**Paper.** \* Upload your full paper in DOC, DOCX format.

No file chosen

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**Bill payment.** Upload bill payment. (.jpg .png) For uploading bill payment, if pay for many topics, please specify the details

No file chosen

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**ICIST accepted letter.** (This file upload by ICIST staff only) The author can download the ICIST accepted letter here.

No file chosen

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**ICIST Receipt.** (This file upload by ICIST staff only) The author can download the ICIST Receipt here.

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!**

**Submit**