HC Authors Guide to Using EasyChair

Submission and review of papers for HC2010 will be managed through an online conference paper management system called “EasyChair” (www.easychair.org). This system gives you, the author, complete control over your submission. You can upload your paper, change details, check on the review status of your paper etc.

If you encounter problems contact us at nick@bfc-ltd.co.uk

1. CREATE AN EASYCHAIR ACCOUNT

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

Go to http://www.easychair.org/conferences/?conf=hc2010

Follow the EasyChair instructions to create your account; you will be required to provide a “secret word”.

Then, you will receive an email from EasyChair with the subject “EasyChair login”. Follow the link provided in this email and use your secret word to create a username and password so that you can access your HC210 account.

When you have created your account you can submit your paper or access any papers you have submitted by logging in to the EasyChair website www.easychair.org.

2. NAVIGATING WITHIN EASYCHAIR

When you login you will be taken to the welcome screen; navigate by using the menu at the top of the screen. If you have already submitted to HC2010 you will see your paper(s) listed on this screen and will be able to select them for editing if necessary (see section below).
Navigate by using these menu keys:

3. NEW SUBMISSION

Selecting the **New Submission** key will bring you to this screen. Complete all the fields as required and attach relevant documents before submitting.

4. CHANGING THE DETAILS OF YOUR SUBMISSIONS

- From the **Overview** page, select the paper you want to make changes to, e.g., **Paper 1**.
• Your paper will appear as HC2010 Submission 1, use the menu on the right hand side of the screen to update information, update authors submit a new version or withdraw your submission.

4. UPDATING INFORMATION ABOUT YOUR SUBMISSION

• Select Update information from the right hand menu of the Submission screen
• Check that we have your correct postal address and fax number (in case we need to contact you and can not do so via email)
• Check that your title and abstract are correct
• Add up to 5 keywords
• Fill out the form and press the “Change Information” button

5. 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

6. SUBMITTING YOUR FINAL PAPER

• Select Submit a new version from the right hand menu of the Submission screen.
• Note that the paper must be in MS Word format and must be compliant with the formatting set out in HC Authors Guidelines.
• Select the file from your computer that you wish to upload
• Submit your paper for review by selecting the “Submit a New Version” button.
• Your paper will automatically be sent to the appropriate review panel for assessment.