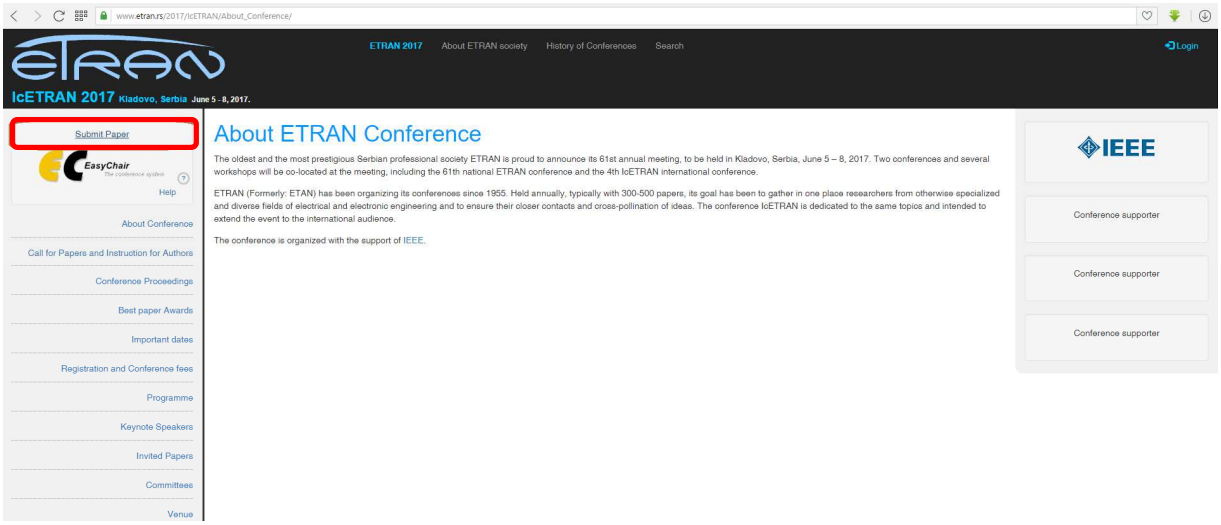
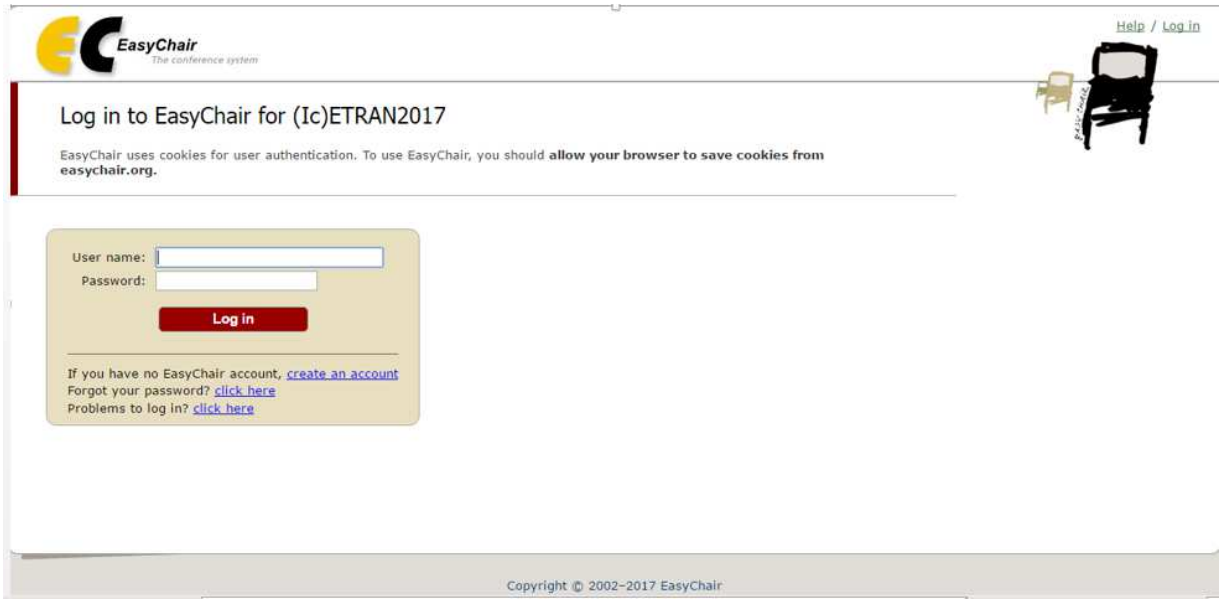
Instruction for manuscript submission by EasyChair

1. Select field **Submit Paper** on left upper corner

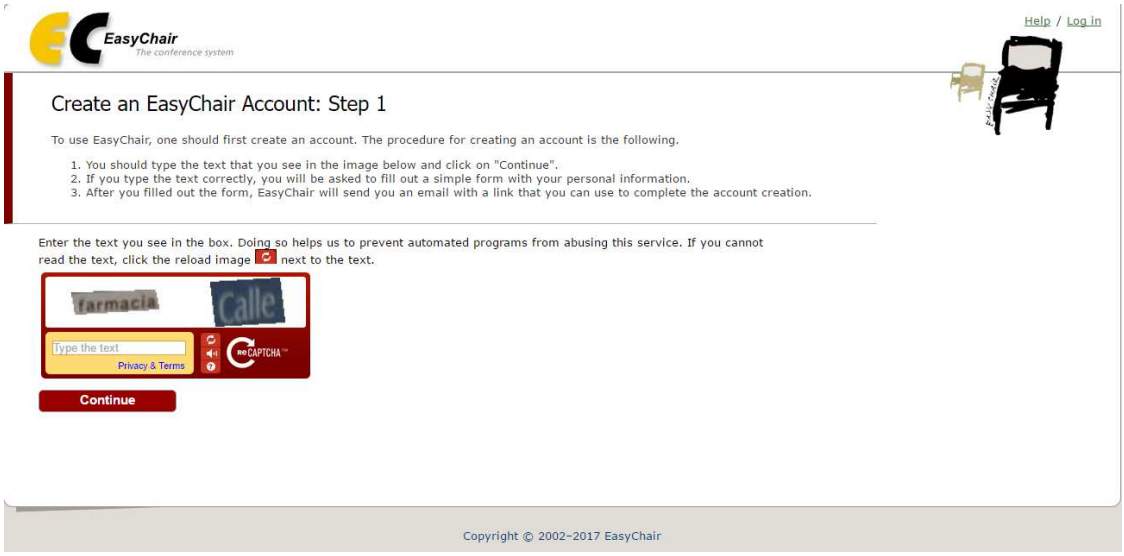


Log in to EasyChair will open:

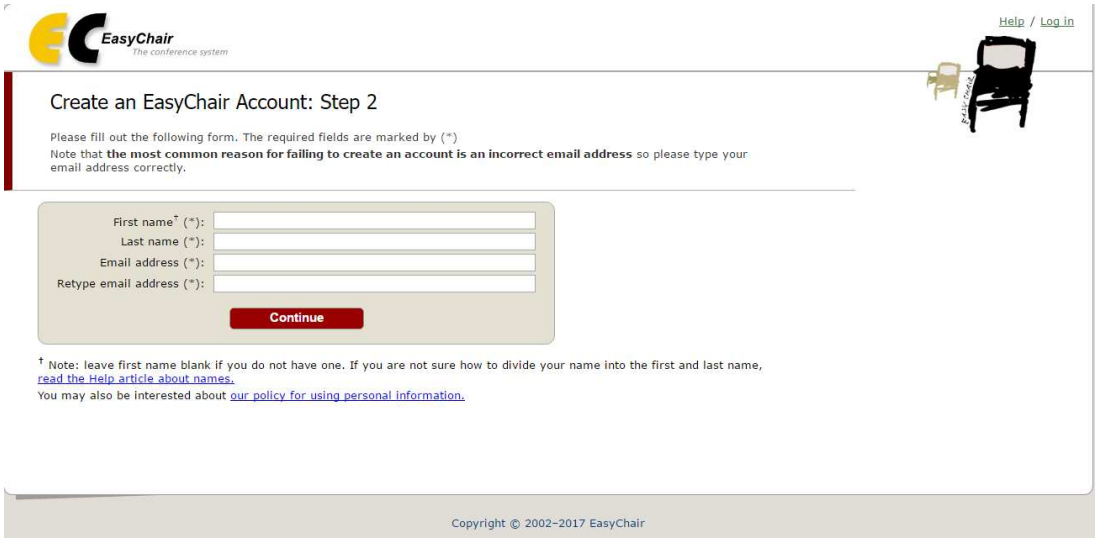


   a. Enter your user name and password if you are already registered at EasyChair system.
   b. If not registered, this short manual should help you to register atEasyChairwww.easychair.org. Please follow the successive few steps:
      i. Click on<u>create an account</u> (Figure below)

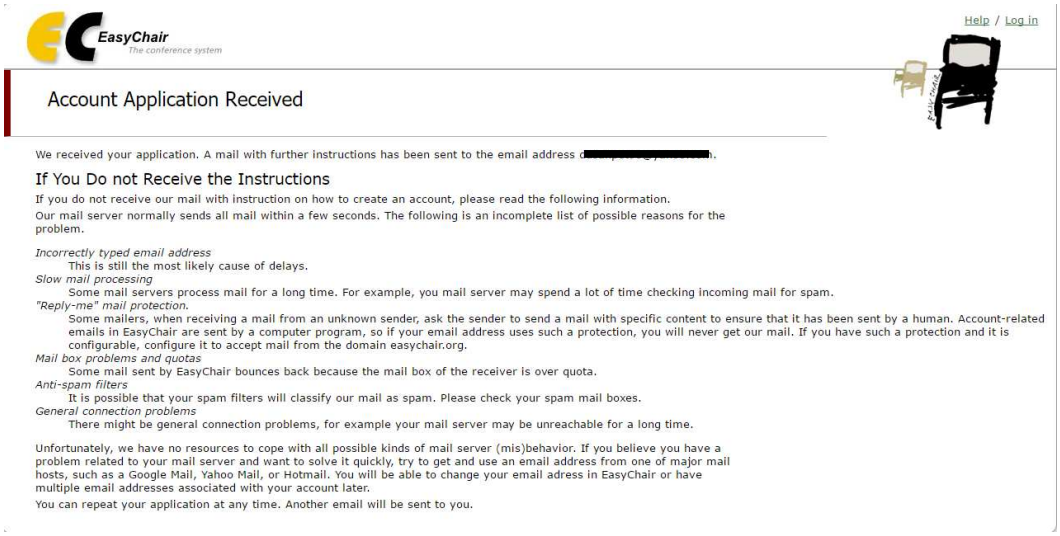
ii. Please enter text and/or numbers you see above.



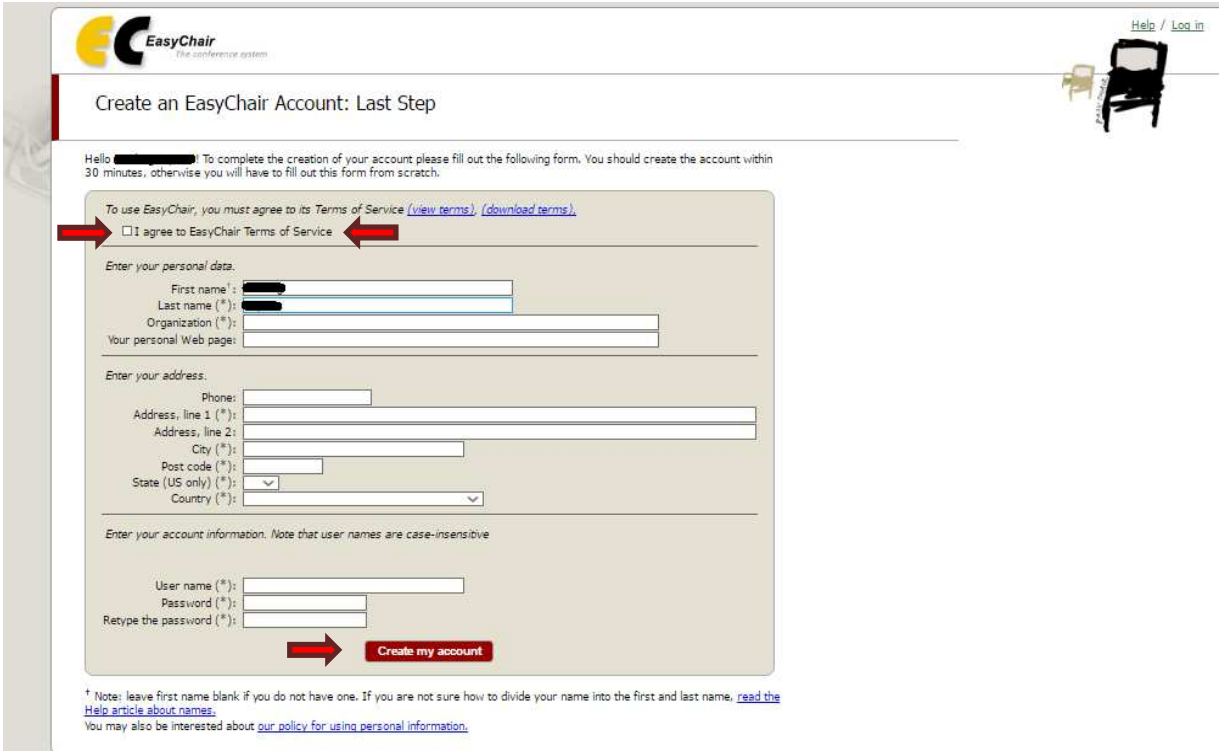
iii. In Step 2, please enter your name and e-mail address. It is very important to enter the same e-mail address as you intend to use during paper submission. Otherwise, the system could not recognize you. If not, please add after registering your alternate address.The instructions for adding the alternate e-mail is given at the end of this document.



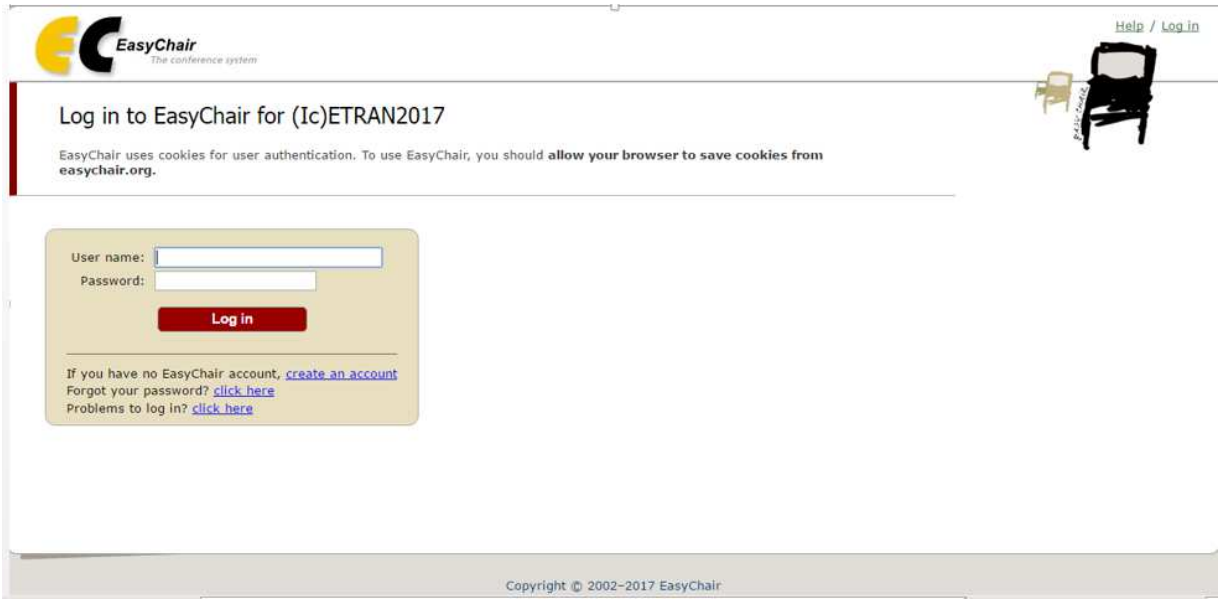
iv. At provided e-mail address you will receive the link with instructions for registration.



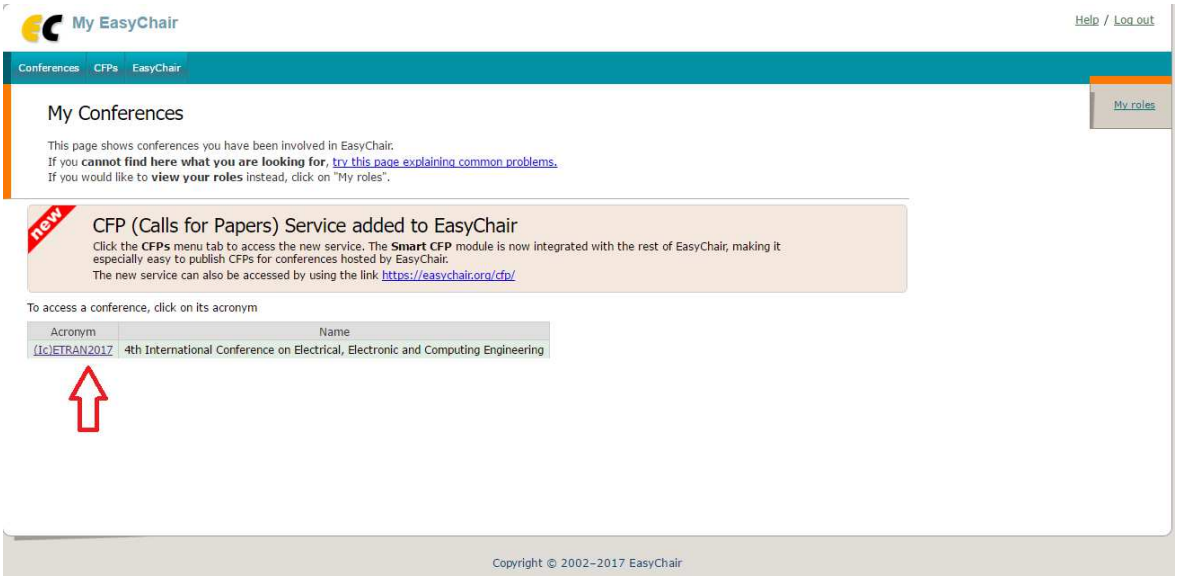
v. The following window will open. It requires yours additional personal data: Organization, telephone number, user name, and password. Please check box„**I agree To EasyChair Terms of Service**“, and click on „**Create my account**“button.



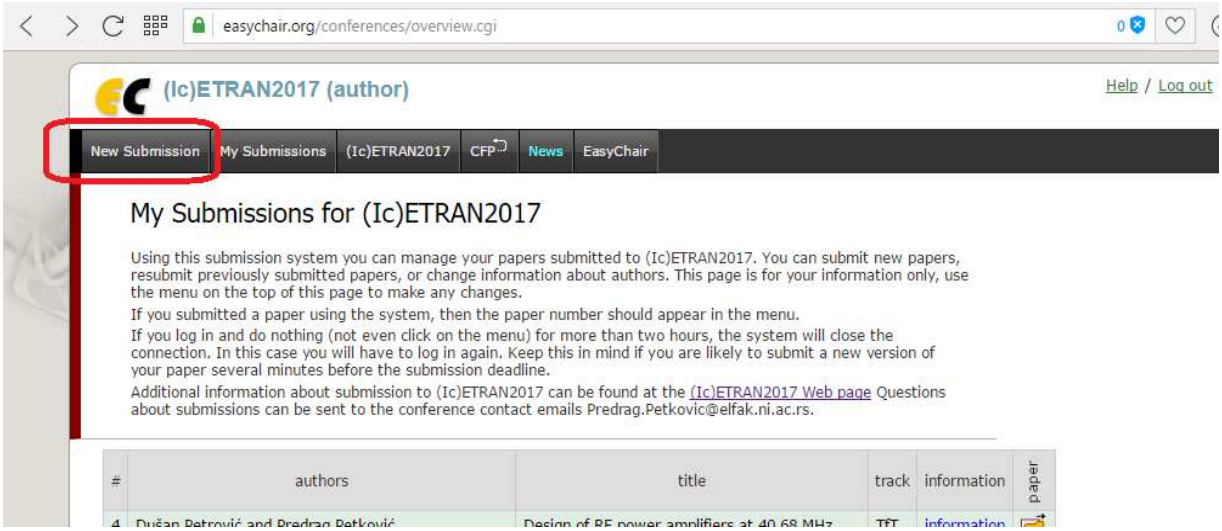
vi. EasyChair Login window will open. Please enter your user name and password and click on **Log in**button.



2. After signing in click **(Ic)ETRAN 2017**link and follow the instructions.

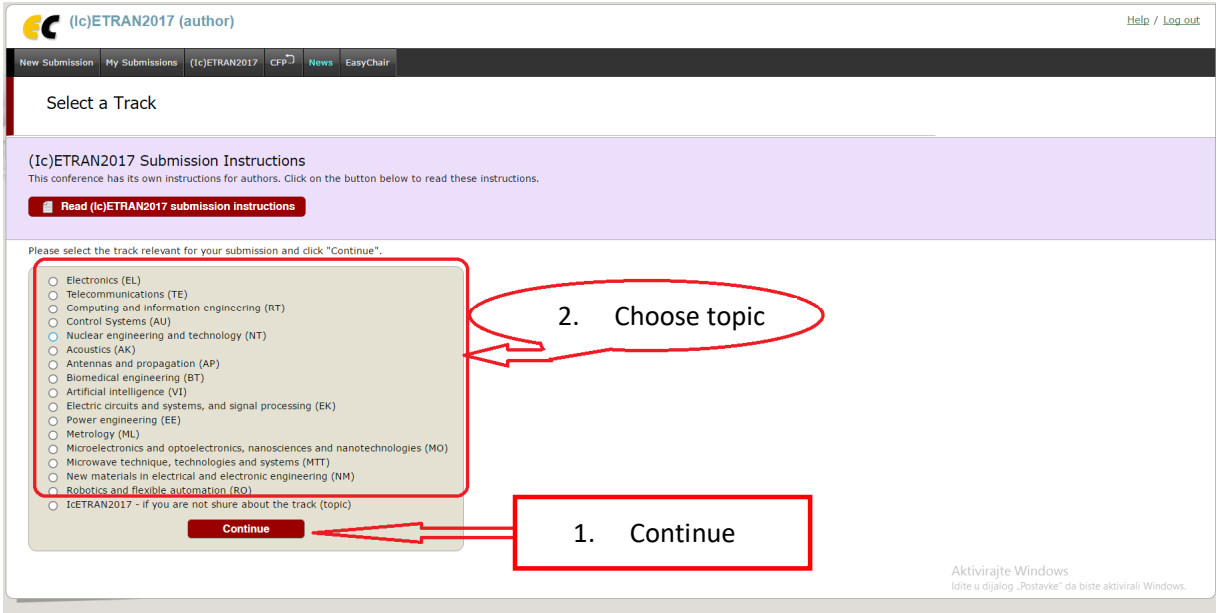


The window with a list of all your submitted papers will open. If you have no submission the list will be empty. For new submission please select „**New Submission**“ field in the horizontal menu.



3. Submission window will open:

3.a Firstly select the appropriate topic in "**Select a Track**" window.



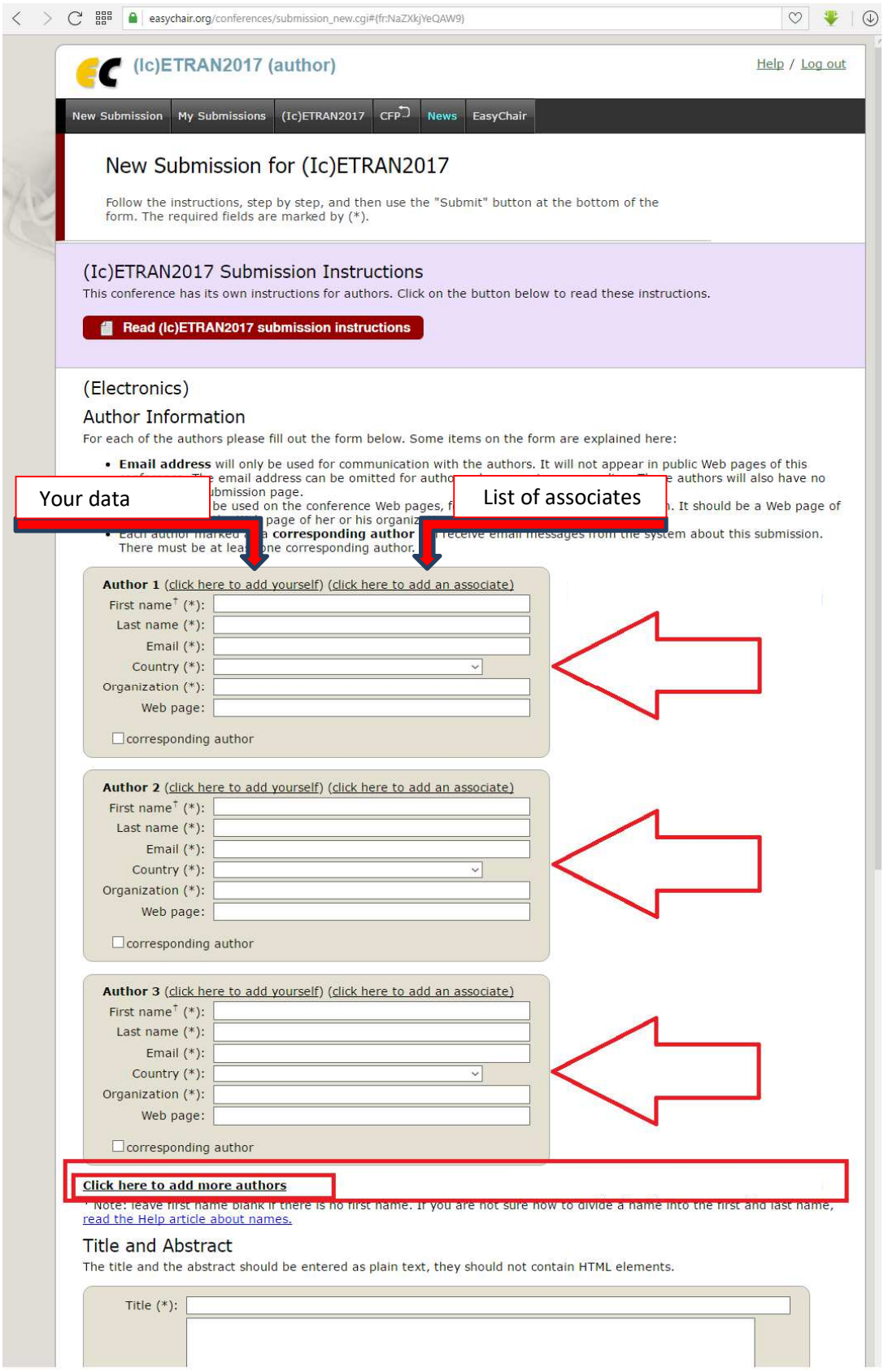
and press "**Continue**" button.

3.b**Author Information** window will open.

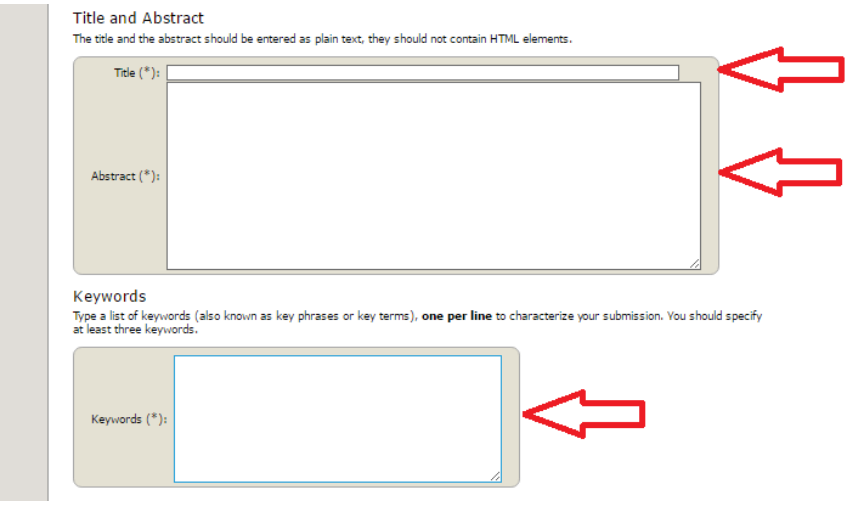
The data entry is facilitated by using already entered data.If you are the author you please click on **(click here to add yourself)**. If you want to enter a coauthor who is registered as your associate, please click on **(click here to add an associate)**: the list of your associates will open and you will be able to edit it.

It is very important to enter the same e-mail address as you intend to use during paper submission. Otherwise, the system could not recognize you. If not, please add after registering your alternate address. The instructions for adding the alternate e-mail is given at the end of this document.

If your paper has more than three authors click at „**Click here to add more authors**". Repeate the procedure for each additional author.

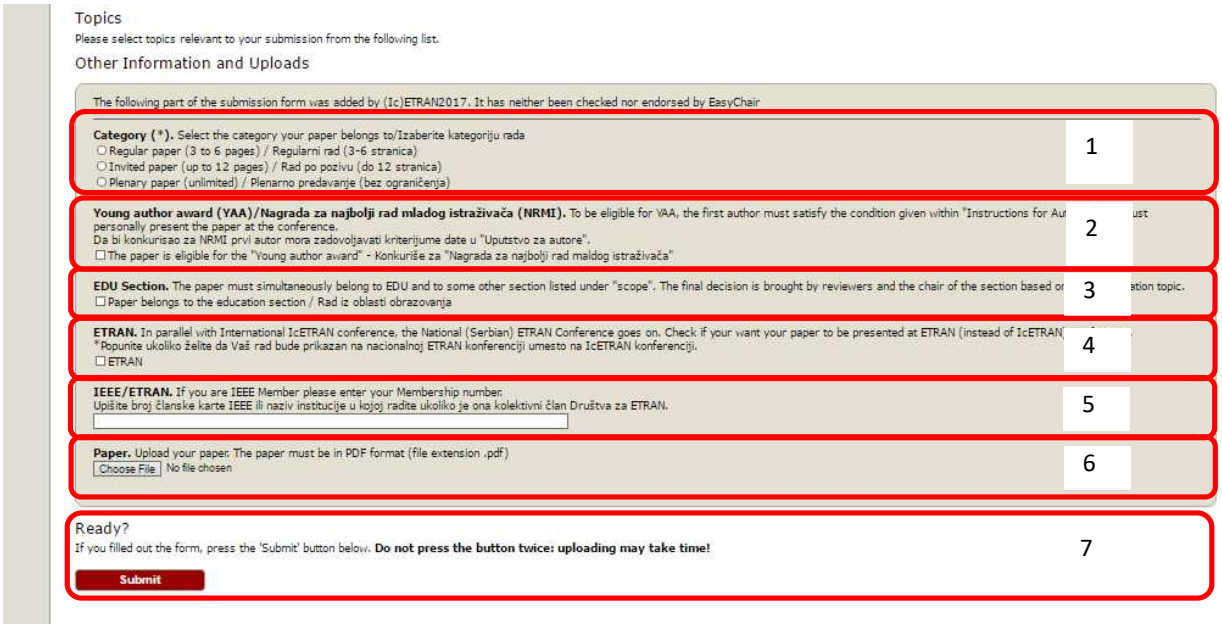

easychair.org/conferences/submission_new.cgi#{fr:NaZXkjYeQAW9}
(Ic)ETRAN2017 (author)
Help / Log out
New Submission
My Submissions
(Ic)ETRAN2017
CFP
News
EasyChair
New Submission for (Ic)ETRAN2017
Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).
(Ic)ETRAN2017 Submission Instructions
This conference has its own instructions for authors. Click on the button below to read these instructions.
Read (Ic)ETRAN2017 submission instructions
(Electronics)
Author Information
For each of the authors please fill out the form below. Some items on the form are explained here:
Your data
List of associates
Author 1 (click here to add yourself) (click here to add an associate)
First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:
corresponding author
Author 2 (click here to add yourself) (click here to add an associate)
First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:
corresponding author
Author 3 (click here to add yourself) (click here to add an associate)
First name† (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:
corresponding author
Click here to add more authors
read the Help article about names.
Title and Abstract
The title and the abstract should be entered as plain text, they should not contain HTML elements.
Title (*):

3.cScroll down the window to the „Title and Abstract“field and enter Title, Abstract and Keywords (one per line).



3.dScroll down the window to the field named „**Other Information and Uploads**” and to the following:

1. In the field**Category**select if your manuscript is Regular, Invited or Plenary paper.
2. Check the box**Young author award/Nagradazanajboljegmladogistraživača**if the first author is eligible for the award.
3. Check the box**EDU section**if your manuscript belongs to the field of education within the topics of IcETRAN.
4. Check the box**ETRAN**only if you want to register your paper for the National ETRAN Conference instead of International IcETRAN Conference.
5. Under the field **IEEE/ETRAN**please enter yourIEEE membership number or the Institution name you are working at, if it is a collective member of the ETRAN Society with payed annual fee for 2017. (only for WBC).
6. In the field“Paper”press**ChooseFile**button and select your manuscript formatted as a PDF file.
7. Finally in the “Ready?”field click**Submit** button(Do not press the button twice!!!).

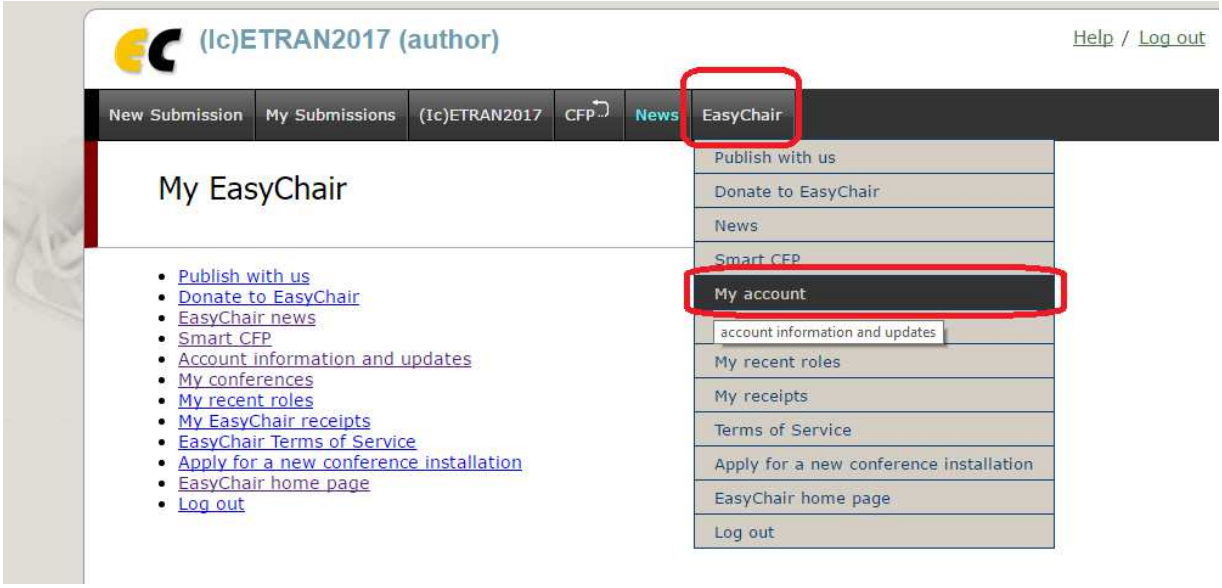


The submission procedure is accomplished.

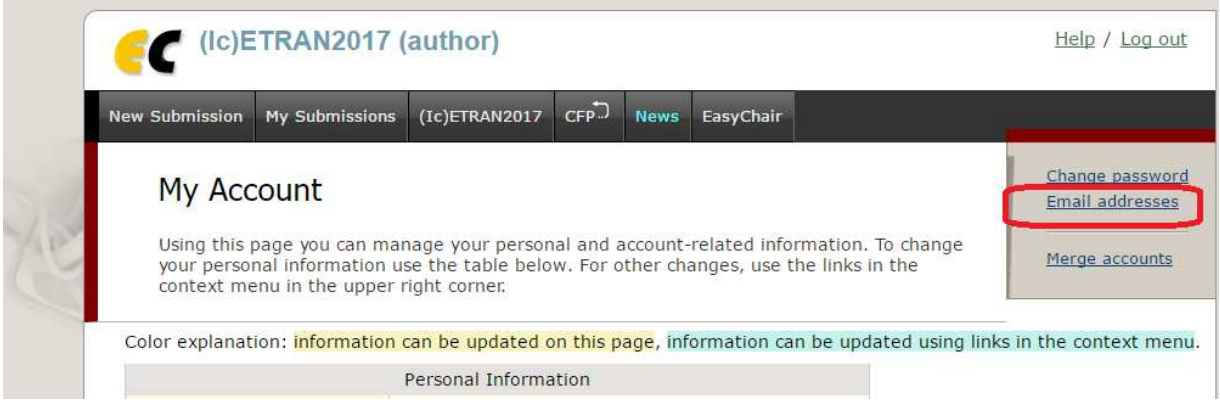
The following part describes how to add an alternative e-mail address to EasyChair system.

Add New Alternative e-mail Address

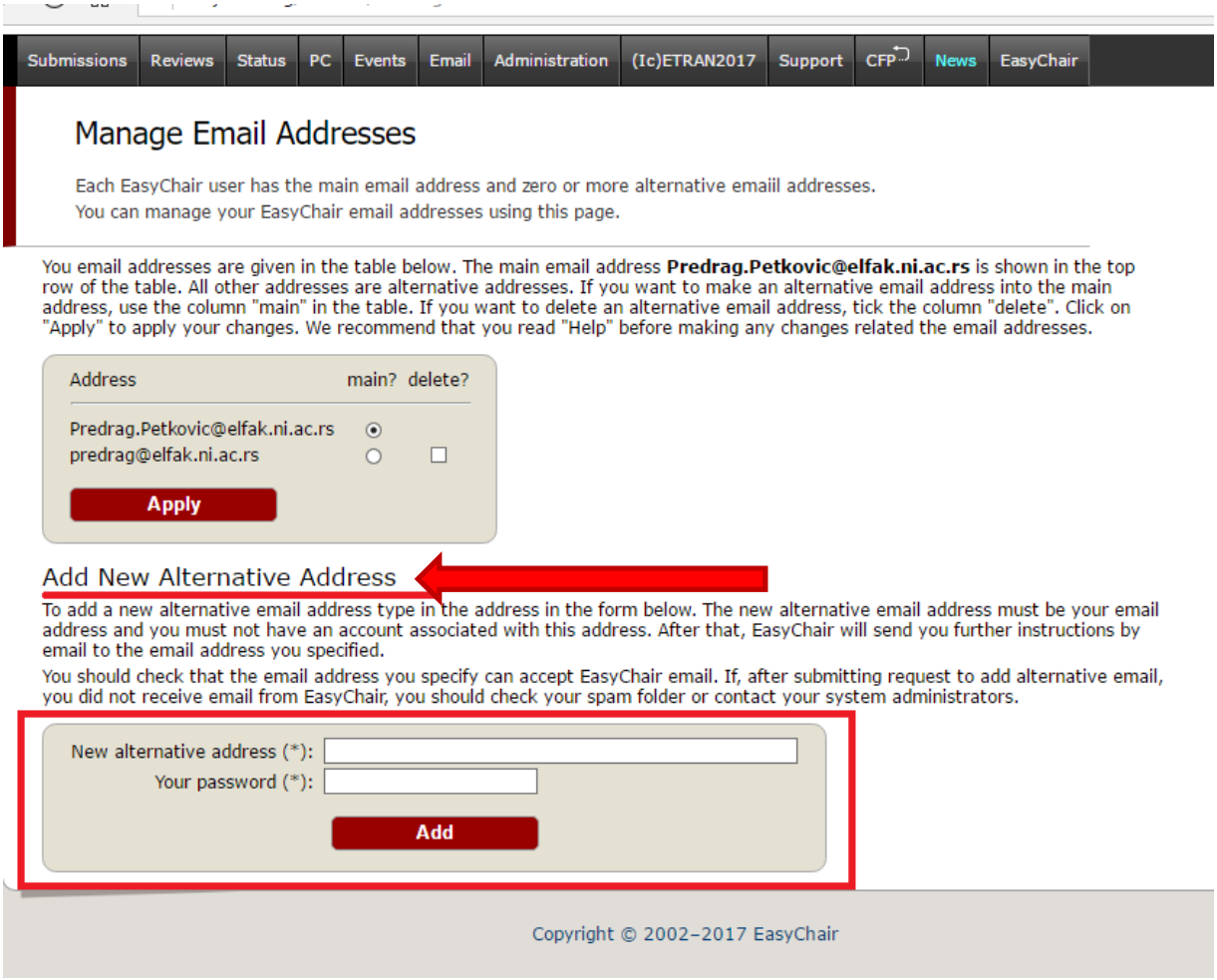
In the horizontal tab „**EasyChair**“ please choose „**My Account**“ option.



„**My Account**“ window will open with all your data (see Figure below).
From the vertical menu (upper right corner) select „**Email addresses**“.



Within the window „**Manage Email Addresses**“ go down to the field „**Add New Alternative Address**“, enter the alternative e-mail address and press„**Add**“ button.



WhenEasyChairsystem accept your alternative address you are able to set which one will be the main address or to delete obsolete addresses.