Instruction for manuscript submission by EasyChair

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



Log in to EasyChair will open:

EasyChair The conference system	Help / Log in
Log in to EasyChair for (Ic)ETRAN2017 EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.	
User name: Password: Log in	τ.
If you have no EasyChair account, <u>create an account</u> Forgot your password? <u>click here</u> Problems to log in? <u>click here</u>	
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- 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 atEasyChair<u>www.easychair.org</u>. Please follow the successive few steps:
 - i. Click on<u>create an account</u> (Figure below)

CEasyChair The conference system	
Log In to EasyChair for (IC)EIRAN2017 EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easyChair.org.	
Password: Log in If you have no EasyChair account, <u>create an account</u> Forgot your password? <u>click here</u> Problems to log in? <u>click here</u>	
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To use EasyC	air, one should first create an account. The procedure for creating an account is the following.	
1. You sho 2. If you t 3. After ye	uld type the text that you see in the image below and click on "continue". ype the text correctly, you will be asked to fill out a simple form with your personal information. u filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.	
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Type the text y and the text, of formal Type the text Pr Continu	ou see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot ick the reload image and the text.	

iii. In Step 2, please enter your name and e-mail address. <u>It is very important to enter the same e-mail address as you intend to use during paper submission.</u> 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.

Create an EasyCha	r Account: Step	2			
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u may also be interested abou	t our policy for using pers	onal information.			

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.

reate an EasyChair Account: Last Step	
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vi. EasyChair Login window will open. Please enter your user name and password and click on <u>Log in</u>button.

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roblems to log In? <u>click here</u>		

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.

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3. Submission window will open:

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

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Select a Track	
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Please select the track relevant for your submission and dick "Continue". Electromics (EL) Telecommunications (TE) Computing and information engineering (RT) Control Systems (AU) Nuckear engineering and technology (NT) Accusatics (Ak) Biomedical engineering (BT) Atticial intelligence (V1) Electric circuits and systems, and signal processing (EK) Power engineering (EF) Microelectronics and optoelectronics, nanosciences and nanotechnologies (MO) Microelectronic and electronic engineering (HM) Robotics and flow all electronic engineering (HM) Robotics and flow all electronic engineering (HM) 	
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and press "Continue" button.

3.bAuthor Information window will open.

The data entry is facilitated by using already entered data. If you are the author you please click on <u>(click here to add yourself)</u>. If you want to enter a coauthor who is registered as your associate, please click on <u>(click here to add an associate)</u>: 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 "<u>Click here to add more authors</u>". Repeate the procedure for each additional author.

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Xer	Follow the instructions, step by step, and then use the "Submit" button at the form. The required fields are marked by (*).	bottom of the
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	Each author marked and corresponding author ar receive email message There must be at lease one corresponding author.	es from the system about this submission.
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	Last name (*):	
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	Click here to add more authors	
	 Note: leave first name blank if there is no first name. If you are not sure now to read the Help article about names. 	divide a name into the first and last name,
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	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).

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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!!!).

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Paper. Upload your p	aper. The paper must be in PDF format (file extension .pdf) losen	6	

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.

	(Ic)ETRAN2017 (author)	Help / Lo	og out
	New Submission My Submissions (Ic)ETRAN2017 CFP News	EasyChair	
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	<u>My EasyChair receipts</u> EasyChair Terms of Service	Terms of Service	
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		Log out	

"**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.

Submissions Reviews Status PC Events Email Administration (Ic)ETRAN2017 Support CFP. News EasyChair
Manage Email Addresses
Each EasyChair user has the main email address and zero or more alternative emaiil addresses. You can manage your EasyChair email addresses using this page.
You email addresses are given in the table below. The main email address Predrag.Petkovic@elfak.ni.ac.rs is shown in the top row of the table. All other addresses are alternative addresses. If you want to make an alternative email address into the main address, use the column "main" in the table. If you want to delete an alternative email address, tick the column "delete". Click on "Apply" to apply your changes. We recommend that you read "Help" before making any changes related the email addresses.
Address main? delete?
Predrag.Petkovic@elfak.ni.ac.rs predrag@elfak.ni.ac.rs
Apply
Add New Alternative Address
To add a new alternative email address type in the address in the form below. The new alternative email address must be your email address and you must not have an account associated with this address. After that, EasyChair will send you further instructions by
email to the email address you specified. You should check that the email address you specify can accept EasyChair email. If, after submitting request to add alternative email,
you did not receive email from EasyChair, you should check your spam folder or contact your system administrators.
New alternative address (*):
Your password (*):
Add
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WhenEasyChairsystem accept your alternative address you are able to set which one will be the main address or to delete obsolete addresses.