

A BRIEF GUIDELINE FOR AUTHORS TO SUBMIT PAPERS ON EASYCHAIR (August 24, 2022)

1. CREATING AN ACCOUNT ON EASYCHAIR

To submit abstracts and full papers to the conference management system (EasyChair), the corresponding author of the paper(s) is required to create an account on the system.

- ✓ Access the system website at: <https://easychair.org/>
- ✓ Select “Log in” button on the upper-right corner of the website
- ✓ Select “Create an account” option

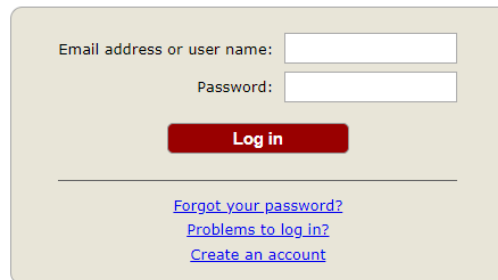


Fig. 1.1 Log-in account window

- ✓ Follow instruction steps of the website to create an account. The author will need an active email to activate the account. It is assumed that an author named John Smith is used in this instruction.

2. SUBMISSION OF ABSTRACT(S)

- ✓ Assess to the site for GEOTEC HANOI 2023 on EasyChair: select the conference website: <https://geotechn.vn/> → Select “**Call for papers**” menu → select “**Conference Management system**” under the title of **Abstract Submission** section. Alternatively, authors can click on the following link:
<https://easychair.org/conferences/?conf=geotechanoi2023>
- ✓ Using the Email address and password registered in the previous step, log in to the EasyChair website for GEOTEC HANOI 2023.
- ✓ Select “**Make a new submission**” under the **Author** section
- ✓ Select one of the six themes of the conference and then click “**Continue**” button.

- ✓ Fill out information of each author. Note that the fields marked with an asterisk are compulsory and at least one corresponding author should be selected.
- ✓ Fill out **title of the paper** and **three to six keywords** of the paper.
- ✓ Upload your abstract file by selecting the “**Choose file**” button in the “Abstract” section (Note that the abstract must be in Microsoft Word formats).
- ✓ Click **Submit** button to submit your abstract.

After you submitted the abstract, you may see notes and suggestions under “**My submissions for GEOTEC HANOI 2023**” as given in Fig. 2.1 below. EasyChair creates an ID number for the submission (e.g., 2015 in Fig. 2.1).

EC GEOTEC HANOI 2023 (author)

New Submission Submission 2015 GH 2023 Conference News EasyChair

My Submissions for GEOTEC HANOI 2023

Using the submission author environment you can view or manage your submissions to GEOTEC HANOI 2023. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to GEOTEC HANOI 2023 can be found at the [GEOTEC HANOI 2023 Web page](#).

Questions about submissions can be sent to the conference contact email anhnt9@fecon.com.vn.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	Track	View	paper	Program
2015	John Smith	Application of shaft grouting method to bored piles	Deep foundations			

Fig. 2.1 Information in My submissions for GEOTEC HANOI 2023

Note that, if you have different submissions using the same account, then “**Submission ID_number**”, in the Menu bar (Fig. 1.2) would be changed to “**My Submissions**”.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from geotechanoi2023@easychair.org.

3. SUBMISSION OF FULL PAPERS

- ✓ Click on “**Submission ID_number**” you want to submit a full manuscript (or any updated version later on).

- ✓ On the upper-right corner of the screen, you can see the list of options as given in Fig 3.1.

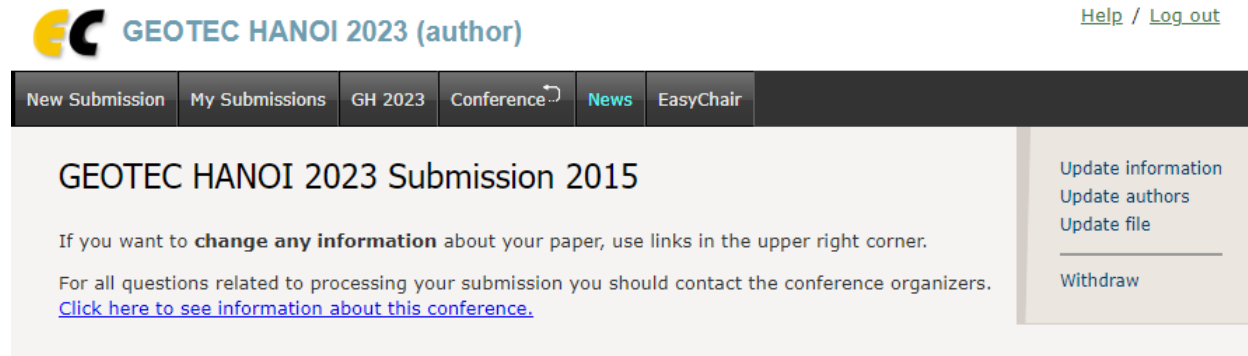


Fig. 3.1 Options to update and edit the submission

- ✓ Select “**Update file**” to move into the window of updating full manuscript (and any updated version later on).
- ✓ Select “**Choose file**” in the Full paper section (Fig. 3.2) to choose the full paper to be uploaded (Note that the paper must be in Microsoft Word formats).

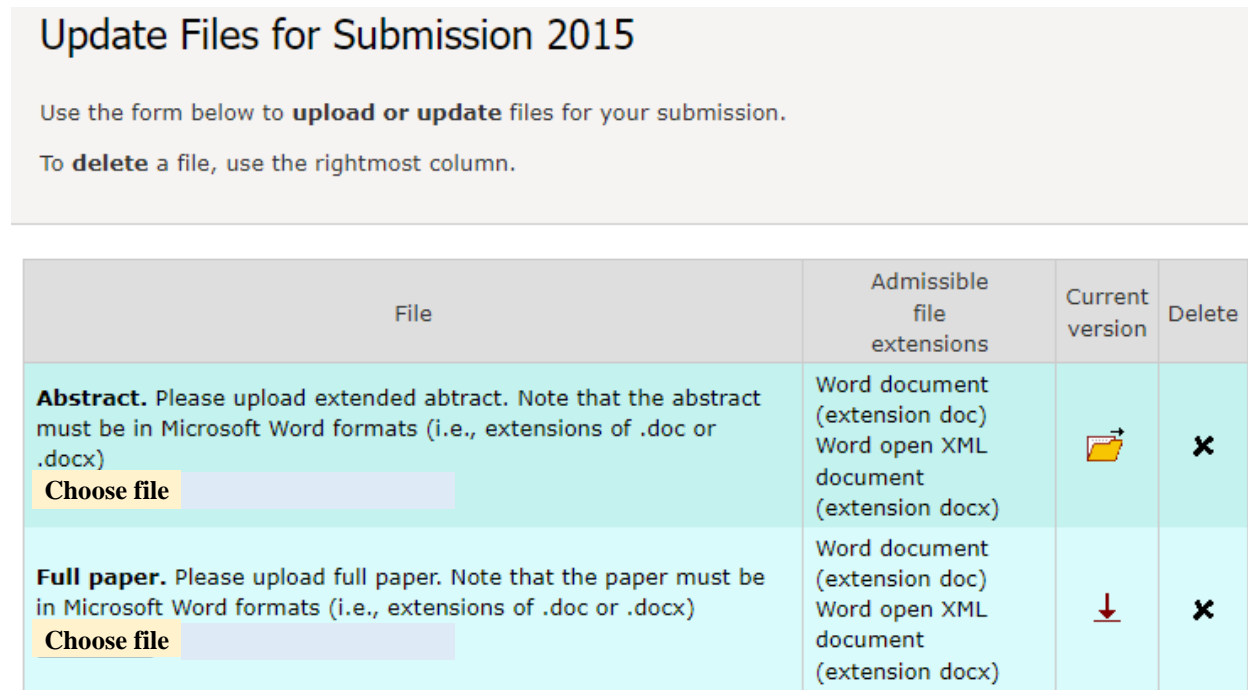


Fig. 3.2 Abstract and full paper submission sections

- ✓ Click “**Submit**” button to submit the file.

4. MANUIPULATING SUBMISSIONS

Updated versions

If you want to update “Abstract” or “Full Paper”, you can select “Update file” on the upper-right corner of the screen (Fig. 3.1), then you can upload the new version of the documents. The first submitted file is named Version 1, and the nth submitted file is named Version n. By maintaining this feature by EasyChair, both the “Author” and “Chair” can track all submitted versions of a submission.

Deletion of versions

By mistake, you uploaded a wrong update and want to delete the updated version. Select the submission you are working on → select “**Update file**” in the list (Fig. 3.1) → Select X symbol in the rightmost column to delete the last updated file → you will receive a confirmation “**The file has been deleted**”

After you delete the file, all updated versions will be invisible to both the “Author” and “Chair”. This is to make sure that the “Chair” will not receive the wrong update. When you upload a new (correct) update, both the “Author” and “Chair” can again see all updated versions from beginning.