



## EasyChair User Manual

ISAE 2022 EasyChair: <https://easychair.org/conferences/?conf=isae2022>

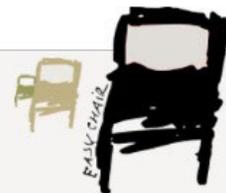
- If you have already had an account, please go to Step 2 (page 3).
- If you have never used EasyChair before, you must register an account (for free).

### **Step 1: Create an EasyChair Account**



[Help](#) / [Log in](#)

Log in to EasyChair



User name:

Password:

[Log in](#)

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[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#) ←

1. Provide your name and email address. Click “Continue”.



[Help](#) / [Log in](#)

## 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: \*

←

<sup>†</sup> 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](#).

2. A confirmation e-mail will be sent to your e-mail address. Access the URL provided in the e-mail and continue the account registration.

## EasyChair account confirmation External Inbox x

**EasyChair** <noreply@easychair.org>

to me ▾

Dear [REDACTED],

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=mNUJI15vnMJ6o3y4EfWB>

Best regards,  
EasyChair.

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Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

3. After human verification check, Complete your registration by providing all the required information. Then click “Create my account”.



## Create an EasyChair Account: Last Step

Hello                      To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

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Enter your personal data.

First name<sup>†</sup>: \*

Last name: \*

Organization: \*

Country/region: \*

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

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Enter your account information. Note that user names are case-insensitive

User name: \*

Password: \*

Retype the password: \*

**Create my account**

<sup>†</sup> 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](#).

4. The account has been created. Log in for ISAE2022 by clicking “click here”.



[Help](#) / [Log in](#)

## Account Created



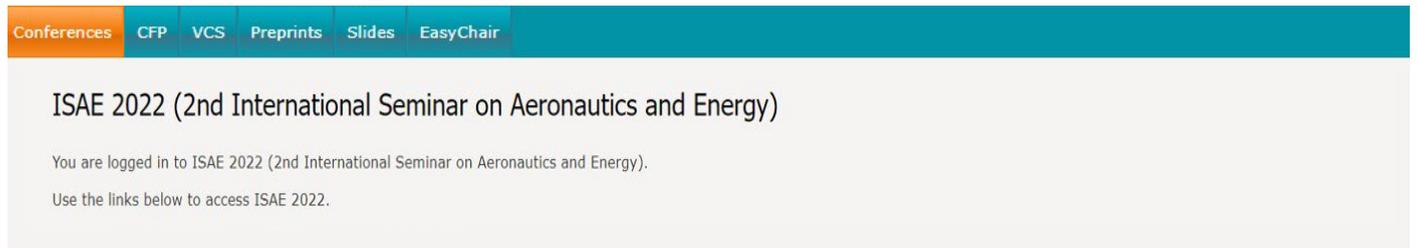
**Your EasyChair account has been created!**

If you want to submit to a conference or a journal hosted by EasyChair, you should find the conference or journal Web page and follow the link to its EasyChair submission page.

For anything else, including publishing a preprint, [click here to log in to EasyChair](#).

## Step 2: Paper Submission

1. After login to your account, you can view the details of the conference in “**view call for papers**”, or you can continue login as an author to make a submission in “**enter as an author**”.



The screenshot shows the top navigation bar of the EasyChair website. The menu items are: Conferences (highlighted in orange), CFP, VCS, Preprints, Slides, and EasyChair. Below the navigation bar, the page title is "ISAE 2022 (2nd International Seminar on Aeronautics and Energy)". Below the title, there is a message: "You are logged in to ISAE 2022 (2nd International Seminar on Aeronautics and Energy). Use the links below to access ISAE 2022."

### Author

- [make a new submission](#)



### CFP

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

2. Provide the author(s) information.

- Please mark the corresponding author and the speaker.
- If there are more than three authors, please click “**Click here to add more authors**”.



The screenshot shows the "Author 1" form. It includes fields for: First name, Last name, Email, Country/region (dropdown), Organization, and Web page. At the bottom, there is a checkbox labeled "corresponding author" which is checked.



The screenshot shows the "Author 2" form. It includes fields for: First name, Last name, Email, Country/region (dropdown), Organization, and Web page. At the bottom, there is a checkbox labeled "corresponding author" which is checked.



The screenshot shows the "Author 3" form. It includes fields for: First name, Last name, Email, Country/region (dropdown), Organization, and Web page. At the bottom, there is a checkbox labeled "corresponding author" which is checked.

[Click here to add more authors](#)

\* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [see the help section about names](#).

3. Provide the submission details (i.e. Title, Abstract, and Keywords). The abstract should contain

**Title and Abstract**

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: \*

Abstract: \*

**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: \*

**No more than 250 words.** Author should type **at least 3 keywords (at most 5) one per line.**

4. Select a category and upload the paper, **Please submit your manuscript as a single pdf format file.**  
**Click submit.**

**Files**

The following part of the submission form was added by ISAE 2022. It has neither been checked nor endorsed by EasyChair

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**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

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!**

5. Once submission is successful, your paper will be given a Submission Number. You can check your submission details at any time. If you need to update your submission, click the vertical menu bar in the upper right corner. **Please note that you will not be able to submit updated file after the submission due date (Aug 30<sup>th</sup>, 2022).**

The screenshot shows the submission management interface for ISAE 2022. At the top, the submission is identified as "ISAE 2022 Submission 6604". A blue arrow points from a box labeled "Submission number" to the submission ID. Below this, there are instructions on how to update information and contact organizers. On the right side, a vertical menu bar contains options: "Update information", "Update authors", "Update file", and "Withdraw". A blue arrow points from a box labeled "Update/modify submitted file" to the "Update file" option. The main content area is titled "Submission 6604" and contains a form with fields for "Title", "Paper:", "Author keywords", "Abstract", "Submitted", and "Last update". Below the form is an "Authors" table with columns for "first name", "last name", "email", "country", "affiliation", "Web page", and "corresponding?". The "corresponding?" column has a checkmark in the first row.

6. On behalf of ISAE 2022 conference author will receive and acknowledgment email for the paper submission in Easy chair.

ISAE 2022 <isae2022@easychair.org> Mon, Apr 11, 8:49 AM (8 days ago)

to me

Dear authors,

We received your submission to ISAE 2022 (2nd International Seminar on Aeronautics and Energy):

Authors :  
 Title :  
 Number : 6604

The submission was uploaded by <author name> <authors email>. You can access it via the ISAE 2022 [EasyChair](https://easychair.org/conferences/?conf=isae2022) Web page

<https://easychair.org/conferences/?conf=isae2022>

Thank you for submitting to ISAE 2022.

Best regards,  
[EasyChair](https://easychair.org) for ISAE 2022.