

EASYCHAIR INSTRUCTIONS

1. Create an EasyChair account (username and password).

Go to <https://easychair.org/conferences/?conf=17thcppa>

This link will bring up a login page



Log in to EasyChair for 17th CPPA

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

A login form with two input fields: 'User name:' and 'Password:'. Below the fields is a red button labeled 'Log in'. At the bottom of the form, there are three links: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.


- Click the **create an account**

- Enter the CAPTCHA text

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

A CAPTCHA image showing the text 'Modelo LOWER' in a distorted font. Below the image is a text input field with the placeholder text 'Introduce el texto'. To the right of the input field are three icons: a refresh icon, a volume icon, and a CAPTCHA icon. Below the input field is a red button labeled 'Continue'.

- Enter name, email, and password (at least 8 characters long) of your choice

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.

A registration form with four input fields: 'First name* (*):', 'Last name (*):', 'Email address (*):', and 'Retype email address (*):'. Below the fields is a red button labeled 'Continue'.

† 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](#).

- You will receive a confirmation email from EasyChair

2. Submitting a Paper

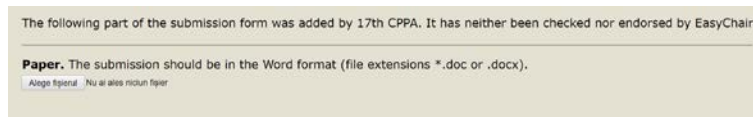
- Login in your EasyChair account
- Click **New Submission** (for each new article) menu



- Complete all the required fields with your details. Please write a complete and correct Address for Correspondence (for regular mail).

A screenshot of the 'Author 1' registration form. The form includes fields for 'First name (*)', 'Last name (*)', 'Email (*)', 'Country (*)' (a dropdown menu), 'Organization (*)', and 'Web page'. There is also a checkbox labeled 'corresponding author'. At the top of the form, there are two links: '(click here to add yourself)' and '(click here to add an associate)'. The form has a light beige background.

- In the **Abstract** field insert the extended abstract (1500 – 3000 characters)
- In the **Keywords** field insert at least three keywords
- Upload the full text paper in the **Paper(*)** field



- Press Submit button

3. Updating information and submitting a new version of your paper

After submission, a new menu will appear on top of the page code assigned to your paper

When in the submitted paper menu (see image below), you can:

- ✓ update information
- ✓ update authors
- ✓ update file
- ✓ withdraw your paper



4. See reviews

- You will be informed about the decision regarding your paper and the reviews by e-mail.
- You can also view the reviews of your papers in your account for every paper you submitted