

STeP 2010 Authors Guide to Using EasyChair

Submission and review of papers for STeP2010 will be managed through an online conference paper management system called 'EasyChair' (www.easychair.org). This system gives you, the author, complete control over your submission. You can upload your paper, change details, check on the review status of your paper etc.

If you encounter problems contact us at step2010@hs-furtwangen.de

1. CREATE AN EASYCHAIR ACCOUNT

You will need an EasyChair account to be able to submit your paper. Go to <http://www.easychair.org/conferences/?conf=step2010>

A page like this will appear:

EasyChair Login Page for STeP 2010

Use your EasyChair account to log in.

User name:

Password:

EasyChair
conference system

If you do not have an EasyChair account or have problems to log in [then click here](#).

Follow the EasyChair instructions to create your account; you will be required to provide a "secret word".

Then, you will receive an email from EasyChair with the subject "EasyChair login".

Follow the link provided in this email and use your secret word to create a username and password so that you can access your STeP2010 account.

When you have created your account you can submit your paper or access any papers you have submitted by logging in to the EasyChair website www.easychair.org.

2. NAVIGATING WITHIN EASYCHAIR

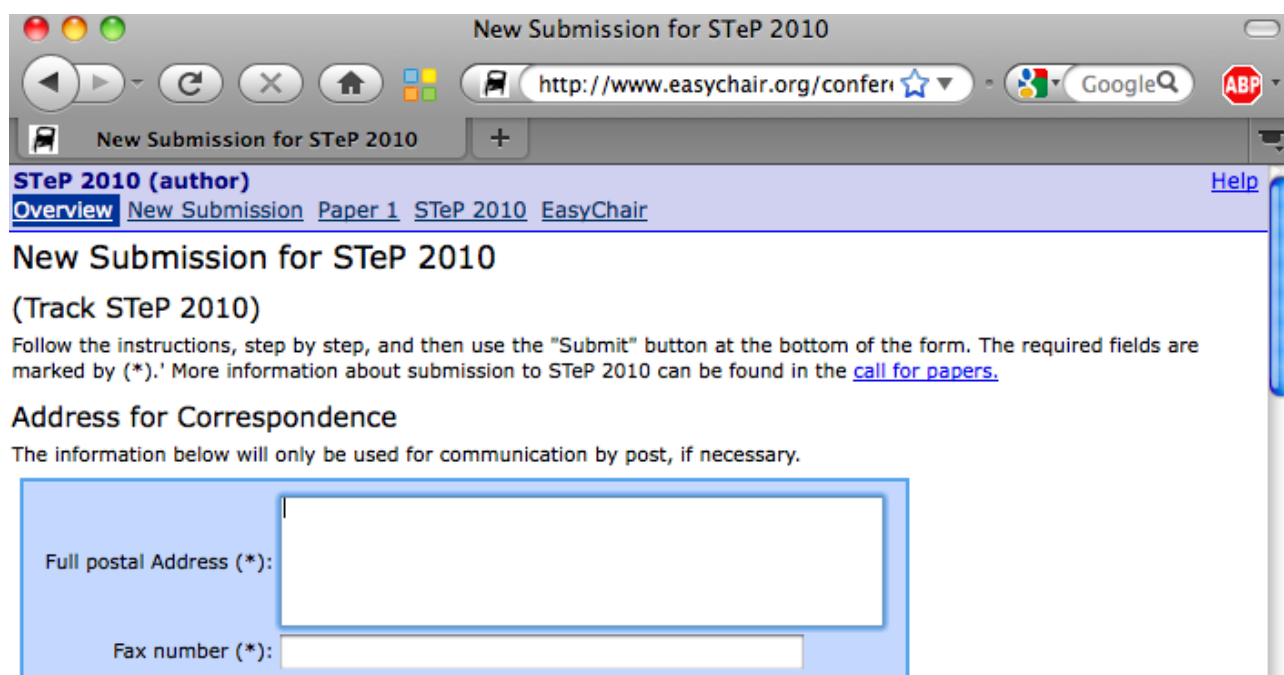
When you login you will be taken to the welcome screen; navigate by using the menu at the top of the screen. If you have already submitted to STeP2010 you will see your paper(s) listed on this screen and will be able to select them for editing if necessary (see section below).

Navigate by using these menu keys:



3. NEW SUBMISSION

Selecting the **New Submission** key will bring you to this screen. Complete all the fields as required and attach relevant documents before submitting.



Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email** addresses below will only be used for communication, with the authors. They will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- **Homepage** can be used in the conference Web pages, for example, for producing the program.
- All authors marked as **corresponding author** will receive email messages from the system. There must be at least one corresponding author.

4. CHANGING THE DETAILS OF YOUR SUBMISSIONS

- From the **Overview** page, select the paper you want to make changes to, e.g., **Paper 1**.
- Your paper will appear as **STeP2010 Submission 1**, use the menu on the right hand side of the screen to update information, update authors submit a new version or withdraw your submission.

5. UPDATING INFORMATION ABOUT YOUR SUBMISSION

- Select **Update information** from the right hand menu of the **Submission** screen
- Check that we have your correct postal address and fax number (in case we need to contact you and can not do so via email)
- Check that your title and abstract are correct
- Add up to 5 keywords
- Fill out the form and press the “**Change Information**” button

6. UPDATING AUTHOR INFORMATION FOR YOUR SUBMISSION

- Select **Update authors** from the right hand menu of the **Submission** screen
- Check that we have your correct details
- Add or remove authors and update their details
- Change the order of authors by selecting the “**Reorder authors**” button

7. SUBMITTING YOUR FINAL PAPER

- Select **Submit a new version** from the right hand menu of the **Submission** screen.
- Note that the paper must be in format of the provided templates
- Select the file from your computer that you wish to upload
- Submit your paper for review by selecting the “**Submit a New Version**” button.
- Your paper will automatically be sent to the appropriate review panel for assessment.