EASYCHAIR CONFERENCE MANAGEMENT SYSTEM
USER'S GUIDE FOR WRITERS

If you have any problems with EasyChair, you can contact info@3dprintturkey.org or contact the contact information below.

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Web: http://3dprintturkey.org
1. What is EasyChair?

EasyChair is a widely used conference management system in worldwide. Thanks to this system, the authors can send their notifications/abstracts to the system and the notifications of the program board can be evaluated in the online environment and become easier. The paper management for the (3D-PTC2018) congress is carried out via the EasyChair system. You can access this system via https://easychair.org/conferences/?conf=3dprintturkey2018

2. Become a Member of EasyChair and Logging in

There is no such thing as joining a conference at EasyChair. Instead, the user subscribes to the EasyChair system and can send a notification to any symposium/conference. For example; a writer can not be a member only at (3D-PTC2018) congress. Instead, he becomes a member of EasyChair and then sends a notice to the congress using the link established for (3D-PTC2018) (the link given at the top of the page). The following steps can be followed to join EasyChair.

a. https://easychair.org/conferences/?conf=3dprintturkey2018 click this adress. The next screen will look like Figure 1. Later, click on the "create an account" link from this screen, as seen number 1.
b. The display screen will be as shown in Fig-2. Enter the security code you see on the screen and click the "continue" button ..

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.

![Image of text entry screen]

Figure 2

c. Then, fill in the name, surname and e-mail fields in figure-3 and press "continue" button.

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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name (*)</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td></td>
</tr>
<tr>
<td>Email address (*)</td>
<td></td>
</tr>
<tr>
<td>Retype email address (*)</td>
<td></td>
</tr>
</tbody>
</table>

![Image of form]

Figure 3

*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.
d. After the screen in Figure 4 is seen, an e-mail will be sent to the e-mail address you gave in step 3 as shown in figure 5.

Account Application Received

We received your application. A mail with further instructions has been sent to the email address korayozsoy23@gmail.com.

If You Do Not Receive the Instructions
If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
This is still the most likely cause of delays.

Mail server problems
Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

Make sure that you have correct mail address and that you have correct mail server settings.

We also recommend that you do not use a dial-up connection when creating your account.

Mail bounceback
Some mail sent by EasyChair bounces back because the email box of the receiver is over quota.

Anti-spam filters
It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

General connection problems
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

Figure 4

EasyChair account confirmation

EasyChair <noreply@easychair.org>

to me

Dear Koray Ozsoy,

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=nXyK7kwmXvUKpQLfiA1

Best regards,
EasyChair.

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

Figure 5
e. Click on the link indicated by number 2 in Figure 5. The display in Figure 6 will come up. On this screen, fill in the information requested and click on the "Create my account" link.

![Figure 6](image)

f. The next screen will look like Figure 7. If you have come to this stage successfully, then you are a member of EasyChair.

![Figure 7](image)

g. You can now login to [https://easychair.org/conferences/?conf=3dprintturkey2018](https://easychair.org/conferences/?conf=3dprintturkey2018) and login with the username and password that you specified.
3. New Submission

To send a new submission task, you need to click on the “enter as an author” text as shown in Figure 9. Once you have done this, it will suffice to fill in the fields in which you will enter information about the author(s) and declaration as shown in figure 10. After filling in the fields, you can upload your report to the system in the Uploads section at the bottom of the same screen area and press the Submit button to complete your report installation to the system.
User Guide for Easychair Authors

Author 2 (click here to add yourself) (click here to add an associate)
First name (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

Author 3 (click here to add yourself) (click here to add an associate)
First name (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

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, read the Help article about names.

Title and 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.

Uploads

The following part of the submission form was added by 3Dprintturkey 2018. It has neither been checked nor endorsed by EasyChair

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

Ready?
If you filled out the form, press the 'Submit' button below. Do not press the button twice: uploading may take time!

Submit

Figure 10