

South East Asian Association for Institutional Research (SEAAIR)

Instruction for abstract and paper submission through <u>www.easychair.org</u> System

All authors should submit abstracts and papers through <u>www.easychair.org</u> website. The procedures are as follow:

- 1. Submit abstracts through <u>www.easychair.org</u> using the steps described in the instruction section below.
- 2. Abstracts will be reviewed through a blind review process by two reviewers and decisions will be emailed to authors.
- 3. The authors should incorporate recommendations for changes or modifications provided by the reviewers in the full papers and submit the full papers using the same system and procedures as above.
- 4. Full papers will also be double-blind reviewed and decisions will be emailed to authors.
- 5. The authors will revise the papers based on suggestions made by both reviewers and resubmit through the same steps (but with the word "revised" in the file names).
- 6. Official acceptance letters will be emailed to authors upon the acceptance of the full papers.

Very Important Note:

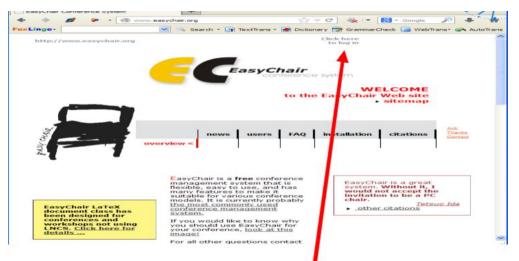
- ✓ All submissions must be made within the deadlines published on the conference website (24.00 hours Bangkok time).
- ✓ All contacts must be performed through the Chair of Papers Protocols Committee and shall be considered by SEAAIR Executive Committee (SEC). Decisions made by SEC are final.
- ✓ Any queries and information should be directed to Dr. Koh Yit Yan at <u>seaair.info@gmail.com</u>

Acceptance of papers for Proceeding

"Presentation at the Conference and Publication in the proceeding is based on full acceptance of paper that has undergone the process of a double-blind review and full payment of registration fees."

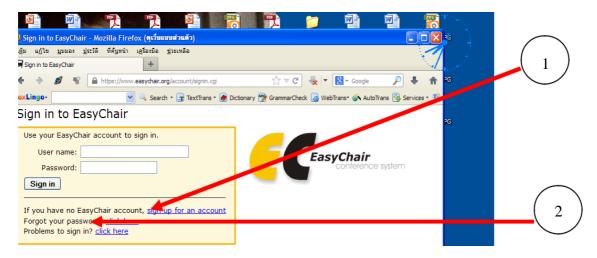
Instruction to use the <u>www.easychair.org</u> System

1. Open your web browser and type <u>http://www.easychair.org</u> in your address bar.



2. On the Easy Chair website, click "click here to log in" in the picture above.

3. This will bring up the "sign in to Easy Chair page".



4. Log in

4.1 If you <u>do not have an Easy Chair account</u>, click "sign up for an account" (1).

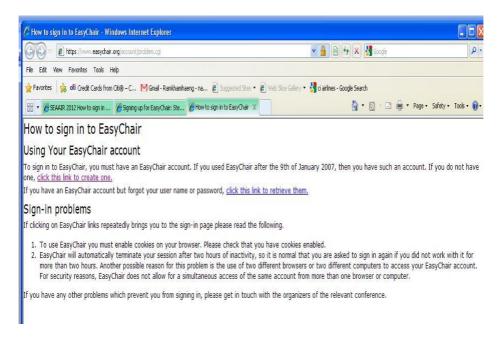
You will be directed to the page shown below. Fill in the box below with the words you see in the box and continue. Follow the instruction to create an account. Please record your account name and password. Password must contain both letters and numbers. You need these for all contact with Easy Chair System.

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Signing up for Easy	Chair: Step 1	

To use EasyChair, one should fi	irst create an account. This is done to prevent misuse of	the system. The procedure for obtaining an account is the following.
If you type the words co	words that you see in the image below and click on "Con rrectly, you will be asked to fill out a simple form with you rm, EasyChair will send you an email with a link that you	r personal information.

	in the box, in order and separated by a space. Doing so er your best guess or click the reload image 🔽 next to	helps prevent automated programs from abusing this service. If you are not sure the distorted words.
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- 4.2 If **you have an Easy Chair account but forgot your password**, choose "click here" behind the "Forgot your password?" line or number 2 in the picture. The website will ask for your email and/or username registered with Easy Chair System. Enter the words in the red box above the email/user name box. The Easy Chair System will email an instruction to reset your password to your email.
- 4.3 If <u>you have an account but don't remember your username or password</u>, click the link behind "Problems to sign in?" Follow the instruction to retrieve your account.



Fill in your information in the form below and click "continue" and follow instruction.

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4.4 If <u>you have an Easy Chair account and remember your username and</u> <u>password</u>, log in with your username and password.

5. Once you have an account. Go to

<u>https://easychair.org/conferences/?conf=seaairXXXX</u> and log in. The XXXX refers to the year the conference is held (e.g. 2020) In case you are directed to this page or similar pages with a list of SEAAIR conferences.

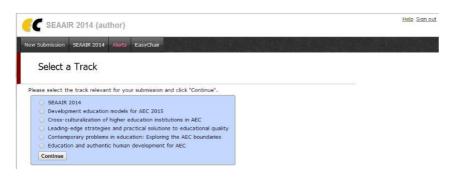
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You will arrive at SEAAIR conference page

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Importa	ant Dates				
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Abstract	submissionper	iod	2014-01-01 - 2014-06-15		
Notificati	on of abstract	acceptance	2014-06-15 - 2014-07-01		
Full pape	r submission pe	eriod	2014-07-01 - 2014-07-26		
Confirmat	tion of full pape	ar acceptance	2014-07-26 - 2014-08-06		
Early bird	l registration		2014-07-26 - 2014-08-01		
Submissio	on of revised fu	ill paper	2014-07-26 - 2014-08-13		

Note: Samples here shows the year 2014, which in actual fact will change each year when you log onto a NEW Conference Year, e.g 2020, 2021 and so on

6. Click "New submission". You will be asked of which track you want to submit your paper. Select one.



7. You will be directed to abstract submission page. Fill in the information. Don't forget to click the "SUBMIT" button at the end of the form and you're done.

SEAAIR 2014 (author)	Help Sign out
w Submission SEAAIR 2014 Alerts EasyChair	
New Submission for SEAAIR 2014	
Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. T	The required
fields are marked by (*). More information about submission to SEAAIR 2014 can be found on <u>SEAAIR 2014 Web site</u> .	
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or each of the authors please fill out the form below. Some items on the form are explained below.	
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