



South East Asian Association for Institutional Research (SEAIR)

Instruction for abstract and paper submission through www.easychair.org System

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

1. Submit abstracts through www.easychair.org 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:

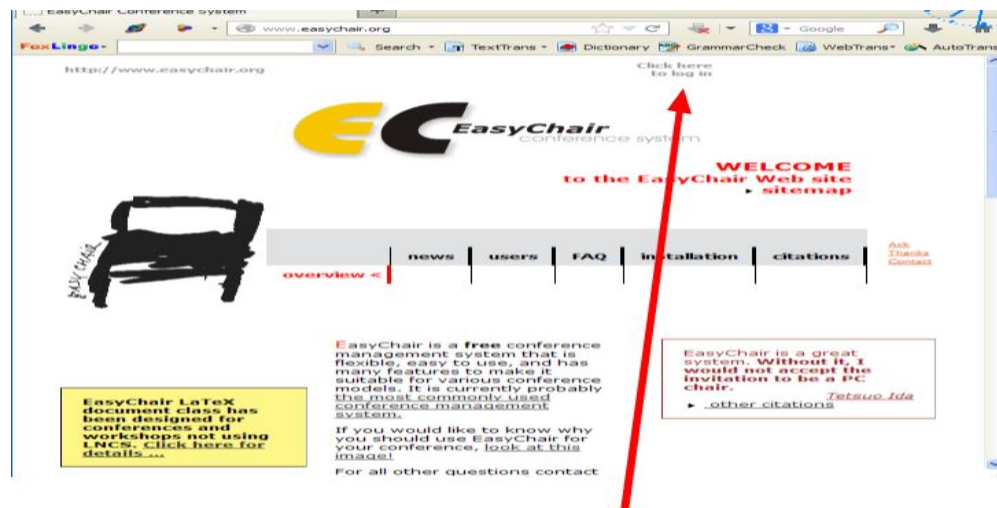
- ✓ All submissions must be made within the deadlines published on the conference website (24.00 hours Bangkok time).
- ✓ All contacts must be performed through the Chair of Papers Protocols Committee and shall be considered by SEAIR Executive Committee (SEC). Decisions made by SEC are final.
- ✓ Any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

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."

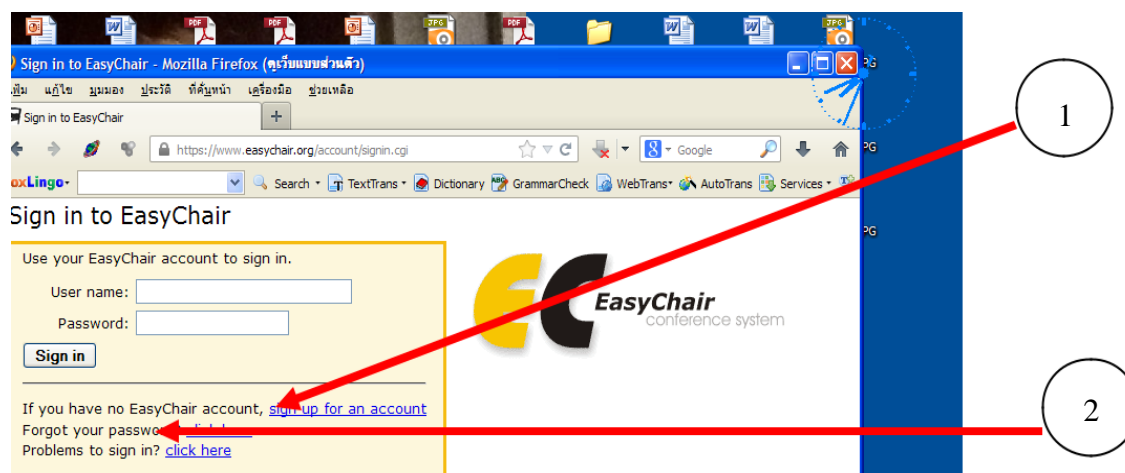
Instruction to use the www.easychair.org System

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



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

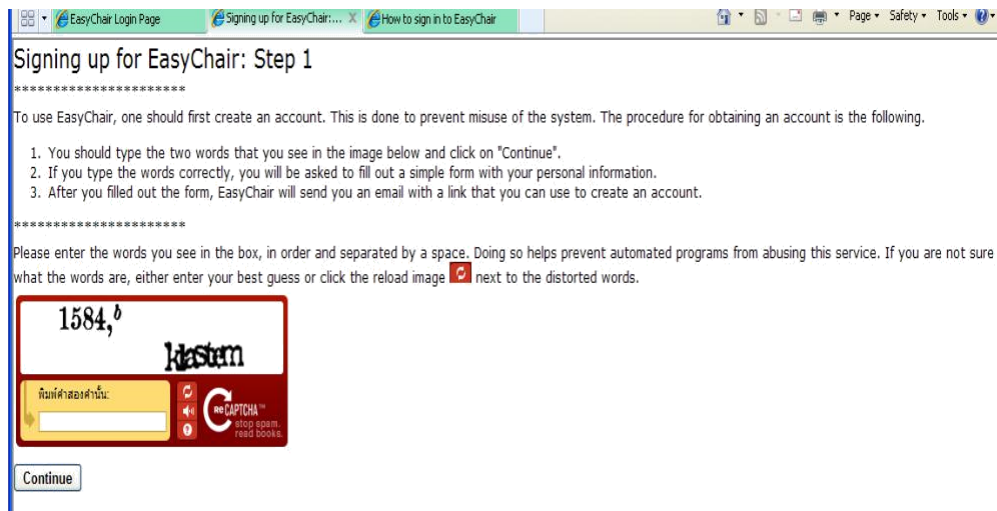
3. This will bring up the “sign in to Easy Chair page”.



4. Log in

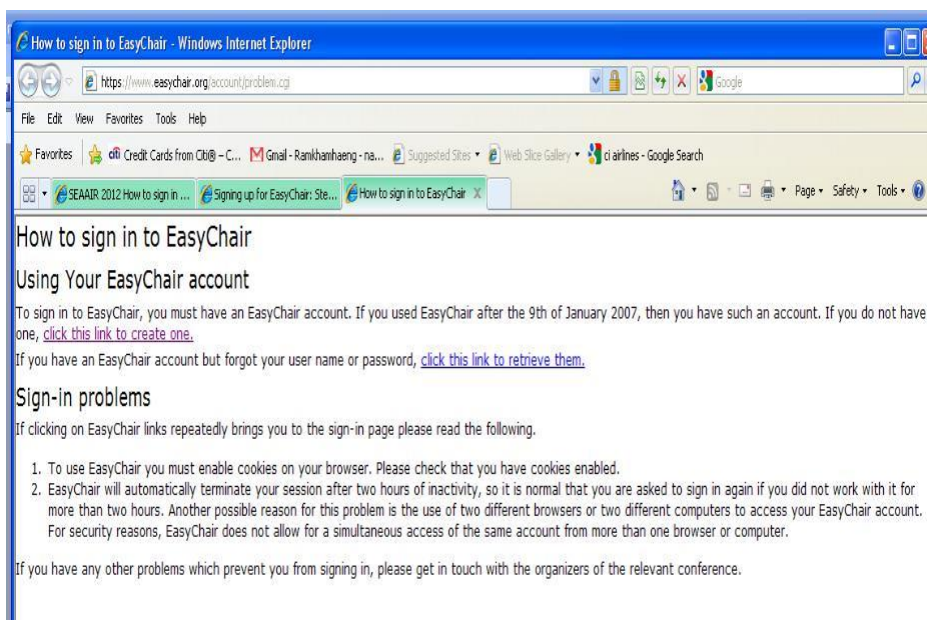
4.1 If you **do not have an Easy Chair account**, click “sign up for an account” (1).

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.

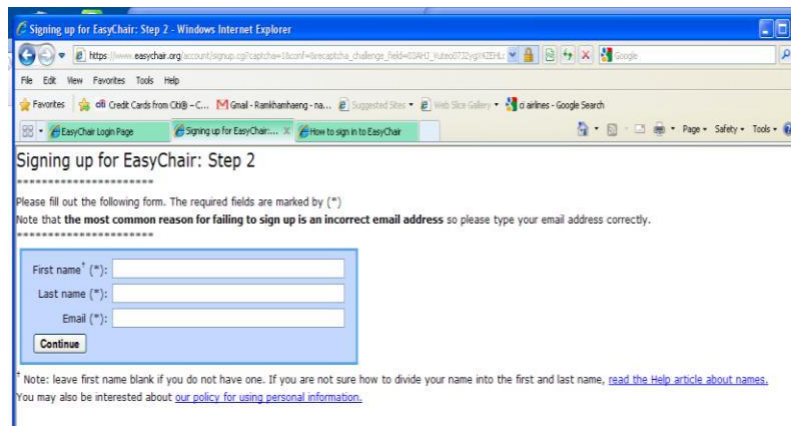


4.2 If **you have an Easy Chair account but forgot your password**, choose “click here” behind the “Forgot your password?” line or number 2 in the picture. The website will ask for your email and/or username registered with Easy Chair System. Enter the words in the red box above the email/user name box. The Easy Chair System will email an instruction to reset your password to your email.

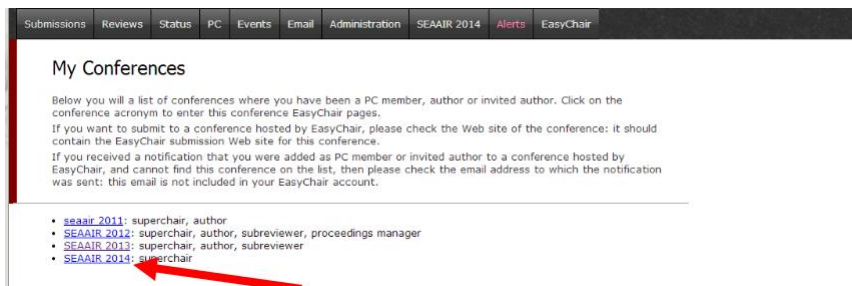
4.3 If **you have an account but don’t remember your username or password**, click the link behind “Problems to sign in?” Follow the instruction to retrieve your account.



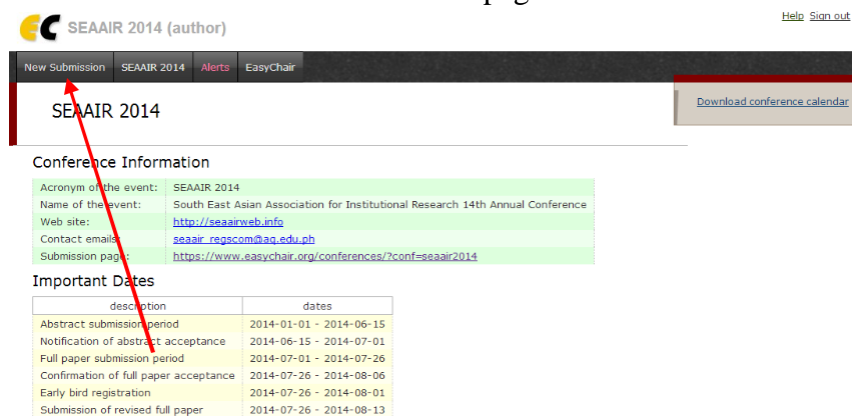
Fill in your information in the form below and click “continue” and follow instruction.



- 4.4 **If you have an Easy Chair account and remember your username and password**, log in with your username and password.
5. Once you have an account. Go to <https://easychair.org/conferences/?conf=seairXXXX> 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 SEAIR conferences.



You will arrive at SEAIR conference page



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

- Click “New submission”. You will be asked of which track you want to submit your paper. Select one.

- 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.

Upload Paper

The submission should be in one of the following formats:

1. Word document (file extension .doc).
2. Word open XML document (file extension .docx).

If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: No file chosen Abstract Only:

Ready?

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

