

# EasyChair Instructions for Abstract Submission

The submission and review of abstracts for the 8th Annual Symposium on Global Cancer Research will be managed through an online conference abstract management system called [EasyChair](#). This system gives you, the author, complete control over your submission.

If you have questions about how to use EasyChair to submit your abstract, please contact Farrah Denis at: [Farrah.Denis@nih.gov](mailto:Farrah.Denis@nih.gov).

## 1 Set up an account as an Author

Go to <https://easychair.org/cfp/asgcr8>. You will be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it and click "Continue".

---



### 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.



Continue

---

Figure 1: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in figure 2.) and click "Continue."

---



### 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.

First name <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>

Continue

<sup>†</sup> 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](#).

---

After registering, you will receive an email like the one in Figure 3. Use the link provided in the email to continue the account registration process.

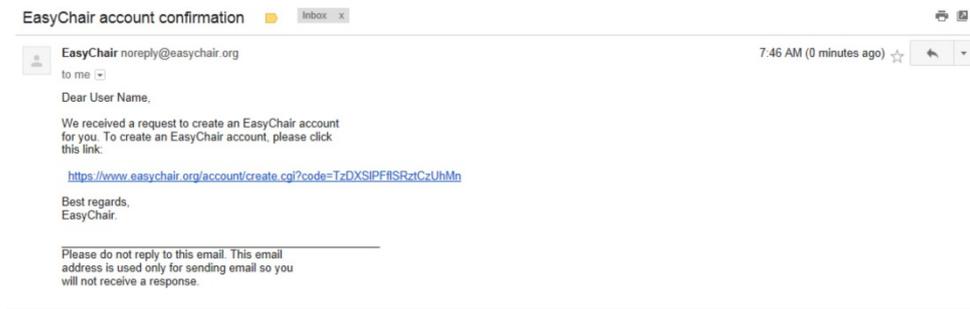


Figure 3: Login email.

Fill out the required information (as shown in Figure 4.) and click the “Create my account” button to finalize the account registration process.

Figure 4: Create an account.

After the account is registered, you may log in to the 8th Annual Symposium on Global Cancer Research by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/cfp/asgcr8>.

The image shows the 'Create an EasyChair Account: Last Step' form. At the top left is the EasyChair logo with the tagline 'The conference system'. At the top right is a small illustration of a chair. The form title is 'Create an EasyChair Account: Last Step'. Below the title is a message: 'Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.' The form itself is a light-colored box containing the following fields: 'User name:' (with a note 'User names are case-insensitive'), 'First name\*', 'Last name (\*)', 'Company/organization (\*)', 'Web site:', 'Phone (\*)', 'Address, line 1 (\*)', 'Address, line 2:', 'City (\*)', 'Post code (\*)', 'State (US only) (\*)' (with a dropdown arrow), 'Country (\*)' (with a dropdown arrow), 'Password (\*)', and 'Retype the password (\*)'. A red 'Create my account' button is located at the bottom right of the form.

---

Account Created  
**Your EasyChair account has been created.**  
To log in for [click this link](#).

---

Figure 5: Link to the login page.

**Note:** If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, ask the system to remind you of your password based on your username.

## 2 Submit your abstract(s)

After logging in to the EasyChair website for [the 8th Annual Symposium on Global Cancer Research](#), you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).

---

NICFD 2016 (author) Help Log out

New Submission NICFD 2016 Support EasyChair

NICFD 2016 Login for *Author name* Donate to EasyChair  
Download conference calendars

Davide Vimercati, welcome to EasyChair! You are logged in as author.  
This session will expire after two hours of inaction.  
If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

Conference Information

Acronym of the event:	NICFD 2016
Name of the event:	1st International Seminar on Non-ideal Compressible-Fluid Dynamics for Propulsion & Power
Contact email addresses:	<a href="mailto:alberto.guardone@polimi.it">alberto.guardone@polimi.it</a> , <a href="mailto:davide.vimercati@polimi.it">davide.vimercati@polimi.it</a>
Submission page:	<a href="https://easychair.org/conferences/?conf=nicfd2016">https://easychair.org/conferences/?conf=nicfd2016</a>

Important Dates

Description	Dates
conference	2016-10-20 - 2016-10-21

---

Figure 6: The main page for authors.

Follow the on-screen instructions and fill out the required information (as shown in Figure 7).

**Note:** You must use the same email address that you signed up with when creating the EasyChair account.

Figure 7: Authors information.

Fill out the title, text abstract (maximum 300 words), keywords and the related topics (as shown in Figure 8).

Figure 8: Abstract submission.

Click on the "Submit" link to submit your abstract (as shown in Figure 9).

Figure 9: Abstract submission.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 10). Click on "Submission #" to change any information about the

submission.

NICFD 2016 (author) [Help](#) [Log out](#)

New Submission My Submissions NICFD 2016 Support EasyChair

### NICFD 2016 Submission 1

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.  
For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

**Paper 1**

Title:	Abstract
Author keywords:	Keyword1 Keyword2 Keyword3
Topics:	Other
Abstract:	Abstract
Time:	Dec 09, 14:55 GMT

**Authors**

first name	last name	email	country	organization	Web site	corresponding?
						✓

[Update information](#)  
[Update authors](#)  
[Add file](#)  
[Withdraw](#)

Figure 10: A page for changing your submission(s).  
Use the links at the top-right corner for:

- **Updating information about your submission:** select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- **Withdrawing the submission:** select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from Farrah.Denis@nih.gov. Once the review process is completed, you will receive an acceptance/rejection notification by email.