



**INTERNATIONAL ISLAM AND SCIENCE SYMPOSIUM 2018**

**26 - 29 OCTOBER, 2018, ISTANBUL, TR**

<https://easychair.org/conferences/?conf=ubs2018>

**User Guide for Easychair Authors**

## **EASYCHAIR CONFERENCE MANAGEMENT SYSTEM USER'S GUIDE FOR WRITERS**

If you have any problems with EasyChair, you can contact [ubadsekretery@gmail.com](mailto:ubadsekretery@gmail.com) or contact the contact information below.

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E mail: [ubadsekretery@gmail.com](mailto:ubadsekretery@gmail.com)

Web : <http://islamscience.org/>

## 1. What is EasyChair?

EasyChair is a widely used the 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 (UİBS2018) congress is carried out via the EasyChair system. You can access this system via <https://easychair.org/conferences/?conf=ubs2018>

## 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 the system and can send a notification to any symposium / conference. For example; a writer can not be a member only at (UİBS2018) congress. Instead, he becomes a member of EasyChair and then sends a notice to the congress using the link established for (UİBS2018) (the link given at the top of the page). The following steps can be followed to join EasyChair.

- <https://easychair.org/conferences/?conf=ubs2018> 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.



[Help](#) / [Log in](#)



Log in to EasyChair for UİBS2018

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:

Password:

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

Figure 1



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- 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.


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.



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.

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.](#)

Figure 3



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- 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 korayozsoy32@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.

*Slow mail processing*

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.

*"Reply-me" mail protection.*

Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

*Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail 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**



Inbox x



**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:

**2**

<https://easychair.org/account/create.cgi?code=nXyK7kwmXvUKpGLlfiA1>

Best regards,  
EasyChair.

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

Figure5



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- 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.

Enter your personal data.

First name\*: Koray  
Last name (\*): Ozsoy  
Organization (\*): Turkey  
Your personal Web page:

Enter your address.

Phone:  
Address, line 1 (\*):  
Address, line 2:  
City (\*):  
Post code (\*):  
State (US only) (\*):  
Country (\*):

Enter your account information. Note that user names are case-insensitive

**User name \*\*\*\*\* is available!**  
Available names: \*\*\*\*\*

User name (\*):  
Password (\*):  
Retype the password (\*):

**Create my account**

Figure 6

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

**Account Created**

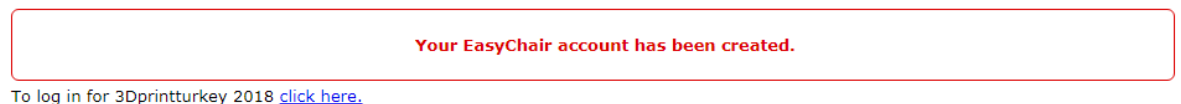


Figure 7

- g. You can now login to <https://easychair.org/conferences/?conf=ubs2018> and login with the username and password that you specified.



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### 3. New Submission

#### UİBS2018 (II. Uluslararası İslam ve Bilim Sempozyumu)

You can log in to UİBS2018 using any of the following roles:

- [chair](#)
- [CFP manager](#)

This conference accepts new submissions. You can log in as an author to make a submission:

- [enter as an author](#) **click**

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

	<b>islamandscience2018: II.INTERNATIONAL ISLAM AND SCIENCE SYMPOSIUM</b> KONFERANS SALONU İSTANBUL, Turkey, October 26-29, 2018
Conference website	<a href="http://islamscience.org/">http://islamscience.org/</a> <a href="https://easychair.org/conferences/?conf=ubs2018">https://easychair.org/conferences/?conf=ubs2018</a>

Figure 9

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.

### New Submission for UİBS2018

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (\*).

#### Author Information

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

- **Email address** will only be used for communication with the authors. It 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.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

<b>Author 1</b> ( <a href="#">click here to add yourself</a> ) ( <a href="#">click here to add an associate</a> )	
First name <sup>†</sup> :	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text"/>
Organization (*):	<input type="text"/>
Web page:	<input type="text"/>



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**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:

corresponding author

**Author 3** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:

corresponding author

[Click here to add more authors](#)

<sup>†</sup> 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.

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)

Dosya seçilmedi

### Ready?

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

Figure 10