

EasyChair User Manual

For Author

1. Access the online submission site at:
<https://easychair.org/conferences/?conf=iambest2022> or
www.pcc.kmitl.ac.th/iambest at Easychair button.



Figure1 <https://www.pcc.kmitl.ac.th/iambest/> Page

2. If you have an EasyChair account, please login to use the Easychair system.
Then Skip to No.9



Log in to EasyChair for IAMBEST2022

Submission of new papers for IAMBEST2022 is open.

Figure2 Login Page

3. If you do not have an EasyChair account, click on the “create an account” link in Figure 2. Then, follow the instructions shown on the “Create an EasyChair Account: Step 1” page in Figure3.



Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

A reCAPTCHA interface showing a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with the text 'reCAPTCHA Privacy - Terms'. Below the checkbox is a red 'Continue' button.

Figure3 Create an account for EasyChair (Step1)

4. Please enter your name and e-mail address in the given fields as shown in Figure4 After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.

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.

A registration form with four input fields: 'First name*', 'Last name*', 'Email:', and 'Retype email address:'. Each field has a red asterisk indicating it is required. Below the fields is a red 'Continue' button.

Figure4 Create an account for EasyChair (Step2)

5. The confirmation e-mail will look like Figure5 Click on the link to finalize your registration to EasyChair.

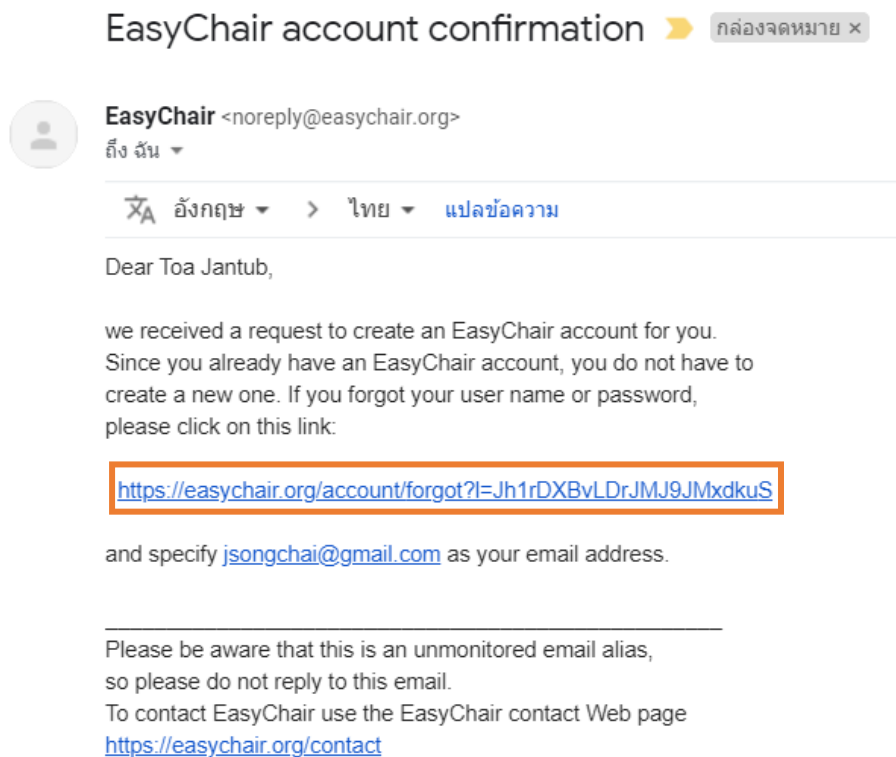


Figure5 Confirmation E-mail

6. A new web browser window will open as depicted in Figure6 Please fill out the form.
- Create an EasyChair Account: Last Step**

Hello Chen Wei Hui! 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.

User names are case-insensitive

User name:

First name*:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

* 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.

Figure6 Create an account for EasyChair (Final Step)

7. After clicking on Create my account, you will access the “Account Created” Now you can proceed to the IAMBEST2022 submission page by clicking the provided link or <https://easychair.org/conferences/?conf=iambest2022>.

Account Created

Your EasyChair account has been created.

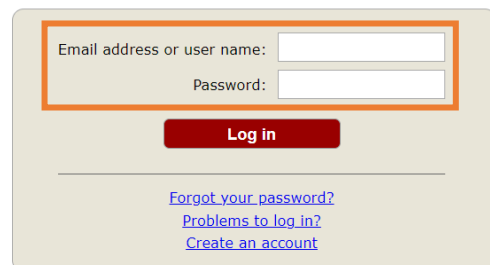
To log in for [click here](#).

Figure7 Account Created

8. Login to use the Easychair system.



Log in to EasyChair for IAMBEST2022

A login form with a light beige background. It contains two input fields: 'Email address or user name:' and 'Password:'. Below the fields is a red 'Log in' button. At the bottom, there are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

Submission of new papers for IAMBEST2022 is open.

Figure8 Login Page

9. Click on "make a new submission".



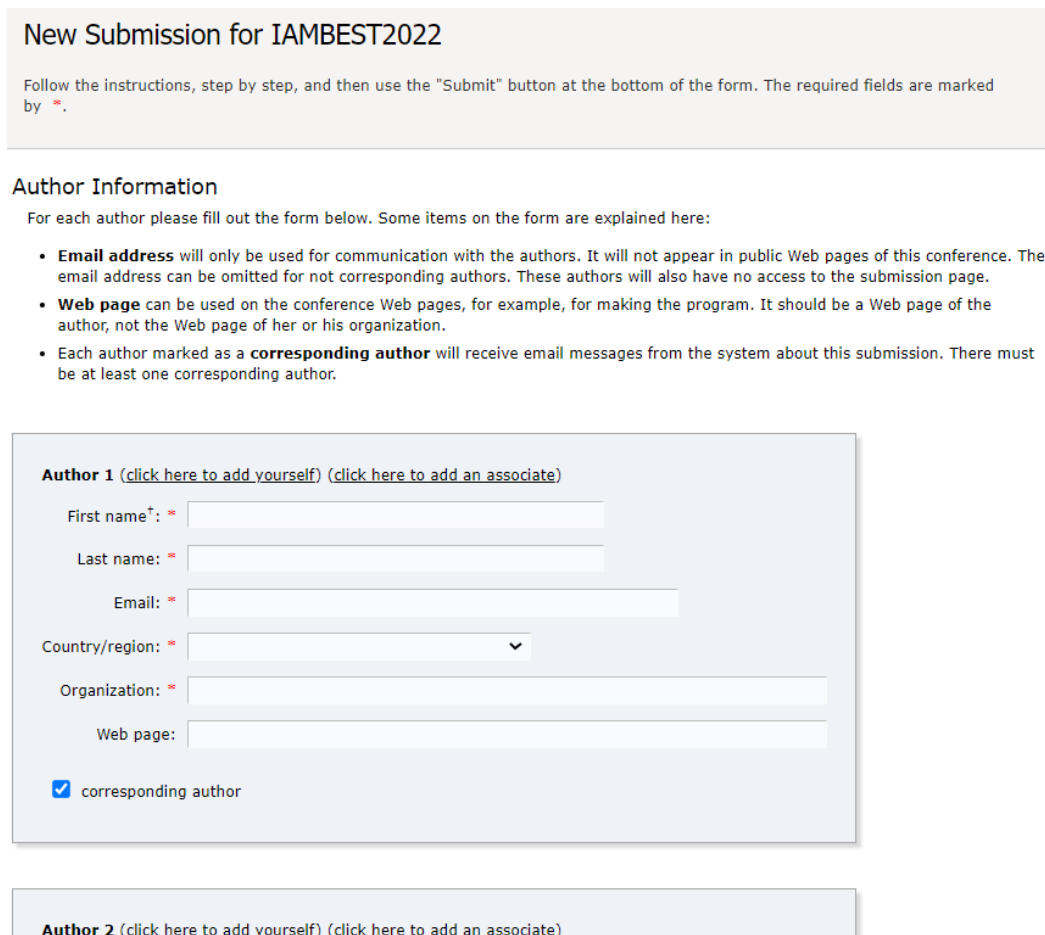
The screenshot shows the My EasyChair website. At the top is the logo and navigation menu with links: Conferences, CFP, VCS, Preprints, Slides, and EasyChair. The main heading is "IAMBEST2022 (The 7th National Conference and Administration, Engineering, Sciences and Technology)". Below this, it says "You are logged in to IAMBEST2022 (The 7th National Conference and The 3rd In Management, Business Administration, Engineering, Sciences and Technology (v" and "Use the links below to access IAMBEST2022."

Author

- [make a new submission](#)

Figure9 make a new submission Page.

10. Fill out the author information.



The screenshot shows the "New Submission for IAMBEST2022" form. It includes instructions: "Follow the instructions, step by step, and then use the 'Submit' button at the bottom of the form. The required fields are marked by *." Below this is the "Author Information" section with the instruction: "For each author please fill out the form below. Some items on the form are explained here:" followed by three bullet points explaining "Email address", "Web page", and "corresponding author". The form itself has two sections, "Author 1" and "Author 2", each with links to "click here to add yourself" and "click here to add an associate". Each section contains input fields for "First name*", "Last name*", "Email:", "Country/region:" (a dropdown menu), "Organization:", and "Web page:". At the bottom of the "Author 1" section is a checkbox labeled "corresponding author" which is checked.

Figure10 New submission Page.

11. Type a list of keywords, one per line to characterize your submission. You should specify at least three keywords.

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: *

keywords1
keywords2
keywords3

Figure11 Keywords specify.

12. Fill out all the information, Then press “Submit”.

Mailing address (ที่อยู่จัดส่งเอกสาร). If not the same as the "Address for receipt", please specify. (หากต่างจากที่อยู่สำหรับออกใบเสร็จ โปรดระบุ)

Paper.pdf. * Upload your full paper. The paper must be in PDF format (file extension .pdf)
 news_65_03_23_1.pdf

paper.docx. * Upload your full paper. The paper must be in DOCX format (file extension .docx or doc)
 631112_ba_...ยได้_พ3.doc

Student ID Card. If you are student registration Please upload student ID Card. ลงทะเบียนแบบนักศึกษา
กรุณานำเสนอสำเนาบัตรนักศึกษาด้วย
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Ready?

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

Submit

Figure12 Submit.