

# EasyChair User Manual

## For Author

1. Access the online submission site at:  
<https://easychair.org/conferences?conf=iambest2025>  
or [www.pcc.kmitl.ac.th/iambest](http://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.8. If you do not have an EasyChair account, click on the “create an account” link in Figure 2.

Figure2 Login Page

- Then, follow the instructions shown on the “Create Account” Please enter your information in the given fields as shown in Figure3.

 **Account Creation Pages**

Home Log in

## Create Account

To use EasyChair, you must agree to our [Terms of Service](#).


You may also be interested about [our policy for using personal information](#).

To create an EasyChair account, you should fill out the following form.

We will email you a code that you will have to enter to activate your account.

The code will be valid for 120 minutes.

You have to make sure that your mailer does not reject emails from the domain easychair.org.

☐ I am human  [Privacy](#) - [Terms](#)

First name<sup>?</sup>: \*

Last name: \*

Email: \*

Affiliation: \*

Country/region: \* ▼

Password: \*

Retype password: \*

☐ I agree to the EasyChair Terms of Service

Continue

Figure3 Create account

4. After pressing continue, you will be directed to a web screen that says “Verification code sent”. Continue to wait for the confirmation e-mail. It will arrive within minutes.



[Home](#) [Log in](#)

## Verification Code Sent

We sent you an email with the verification code. Enter the code in the form below.

Note that the code expires in 120 minutes.

Verification code: ✖

Create Account

If you did not receive the code, [click here to resend it](#).

The old code will become invalid and we will send you a new code to [akkharat.ja@kmitl.ac.th](mailto:akkharat.ja@kmitl.ac.th).

Figure4 Create account (Verification code)

5. The confirmation e-mail will look like Figure5

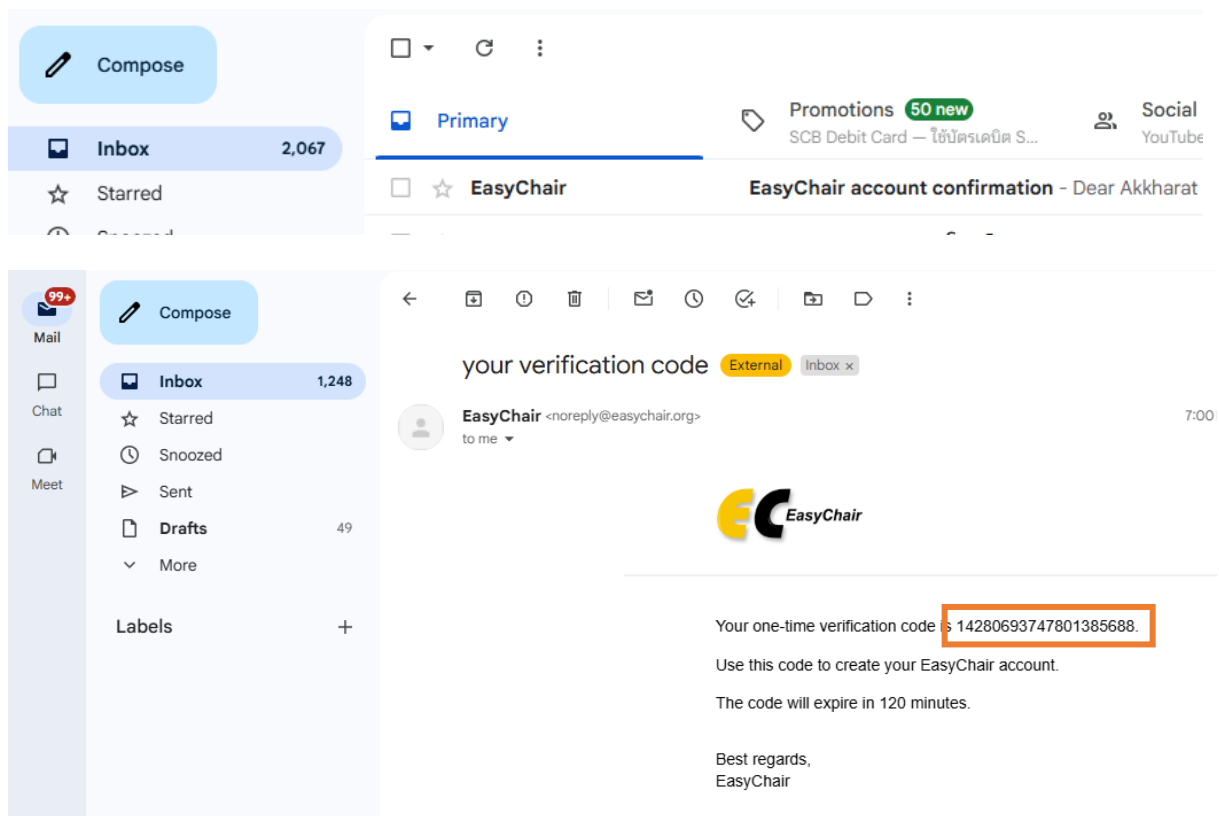


Figure5 Confirmation E-mail

6. Copy your verification code to enter activate you account. Figure6

The image shows a web page with a blue header containing 'Home' and 'Log in' links. Below the header is a light gray box with the title 'Verification Code Sent'. The text inside the box reads: 'We sent you an email with the verification code. Enter the code in the form below.' and 'Note that the code expires in 120 minutes.' Below this text is a form with a label 'Verification code: \*' and a text input field containing the code '14280693747801385688.' (the code is highlighted with an orange box). Below the input field is a red button with the text 'Create Account'.

If you did not receive the code, [click here to resend it](#).

The old code will become invalid and we will send you a new code to akkharat.ja@kmitl.ac.th.

Figure6 Confirmation verification code

7. After clicking on Create account, you will access the “Account Created” Now you can proceed to the IAMBEST2025 submission page by clicking the provided link or <https://easychair.org/conferences?conf=iambest2025>

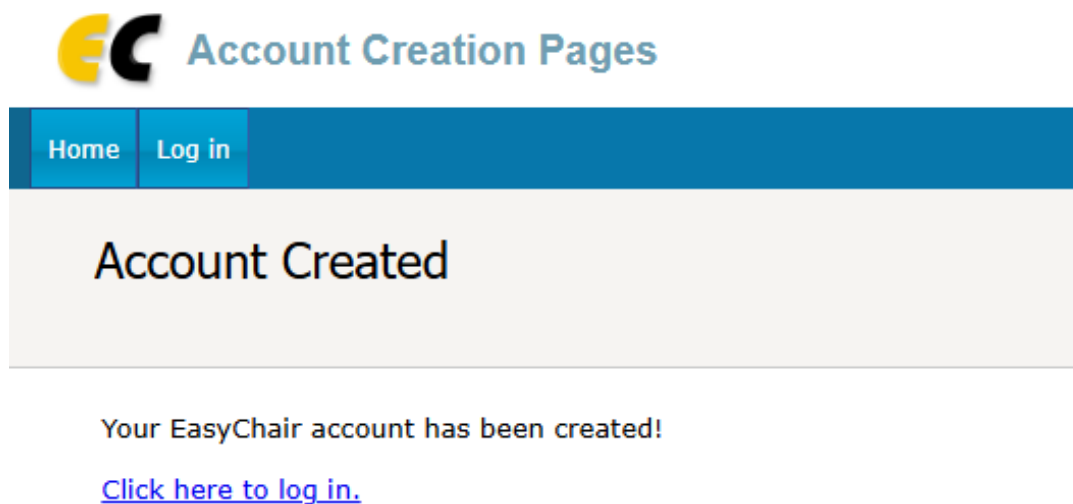


Figure7 Account Created

8. Login to use the Easychair system.

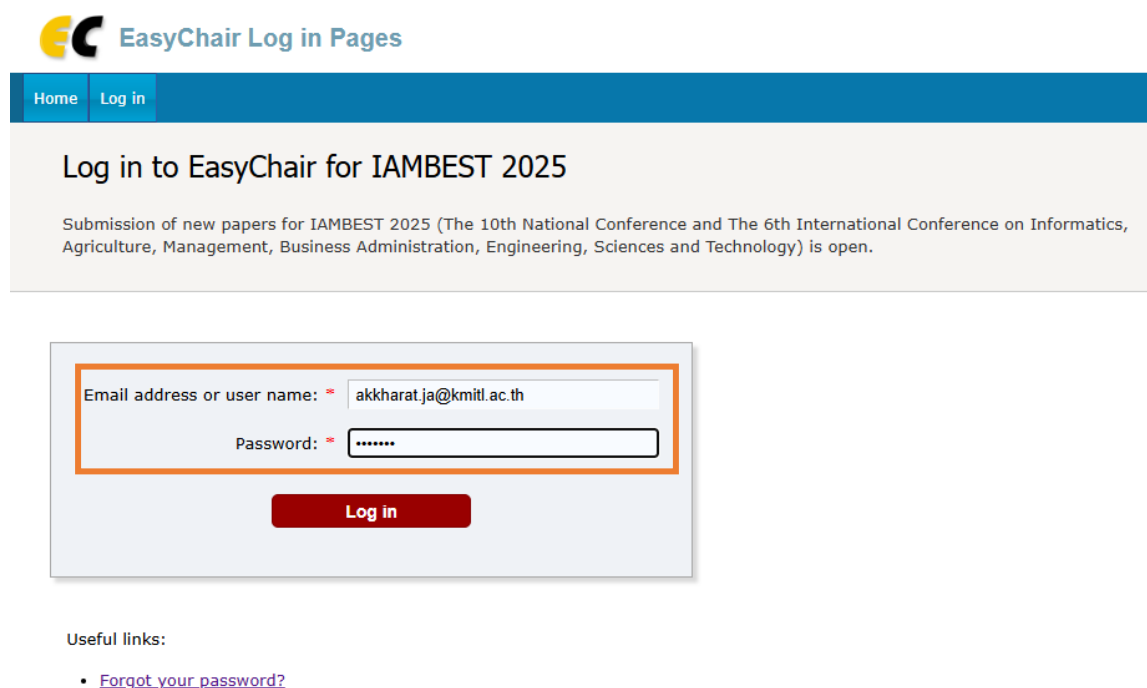


Figure8 Login Page

9. Click on “make a new submission”.



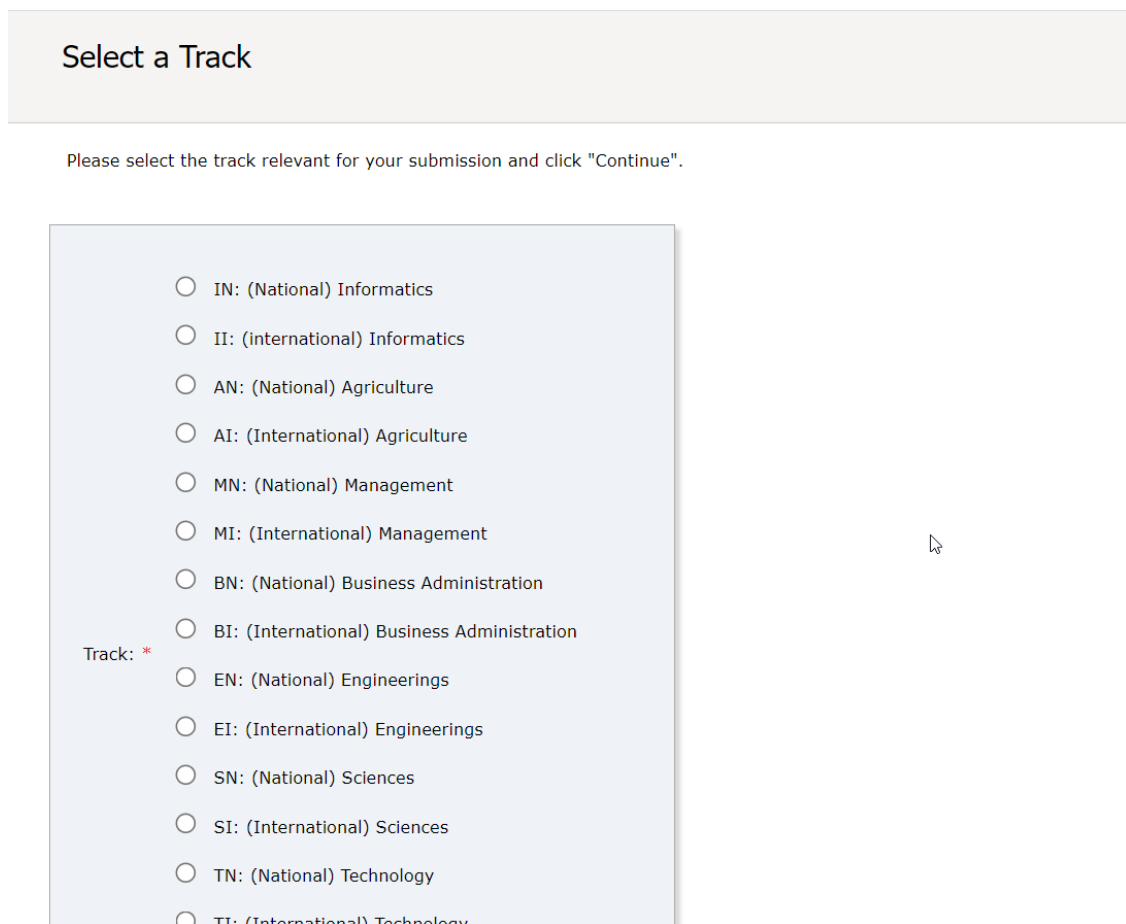
The screenshot shows the My EasyChair website. At the top, there is a navigation bar with links: Conferences, CFP, Preprints, Slides, News, and EasyChair. Below the navigation bar, the main heading reads "IAMBEST 2025 (The 10th National Conference and The 6th International Conference on Informatics, Management, Business Administration, Engineering, Sciences and Technology)". Below this heading, a message states: "You are logged in to IAMBEST 2025 (The 10th National Conference and The 6th International Conference on Informatics, Agriculture, Management, Business Administration, Engineering, Sciences and Technology). Use the links below to access IAMBEST 2025."

#### Author

- [make a new submission](#)

Figure9 make a new submission Page.

10. Fill out the author information.



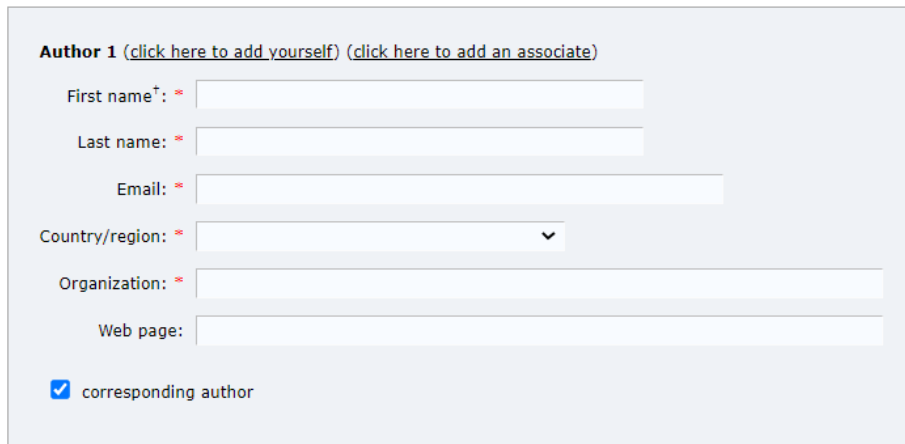
The screenshot shows a form titled "Select a Track". Below the title, a message reads: "Please select the track relevant for your submission and click 'Continue'". The form contains a list of tracks, each preceded by a radio button. The tracks are: IN: (National) Informatics, II: (International) Informatics, AN: (National) Agriculture, AI: (International) Agriculture, MN: (National) Management, MI: (International) Management, BN: (National) Business Administration, BI: (International) Business Administration, EN: (National) Engineerings, EI: (International) Engineerings, SN: (National) Sciences, SI: (International) Sciences, TN: (National) Technology, and TI: (International) Technology. The label "Track: \*" is positioned to the left of the list.

Figure10 Select a Track

## Author Information

For each author 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 not corresponding authors. 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.



**Author 1** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup>:

Last name:

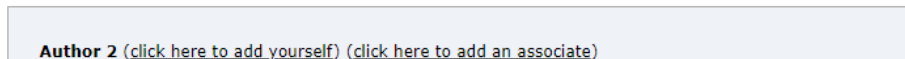
Email:

Country/region:

Organization:

Web page:

☒ corresponding author



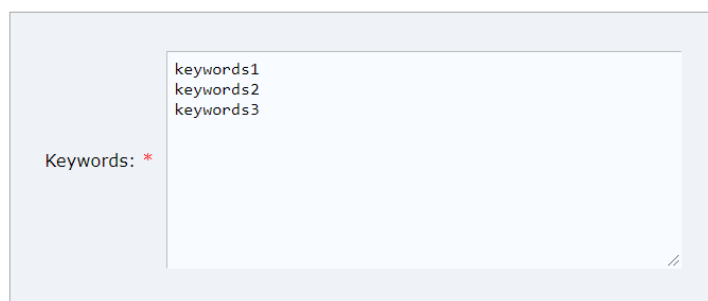
**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

Figure11 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
```

Figure12 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)

500 moo10 Saplee Pathio Chumphon 86000

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

Choose File news\_65\_03\_23\_1.pdf

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

Choose File 631112\_ba\_...ยได้\_พ3.doc

**Student ID Card.** If you are student registration Please upload student ID Card. ลงทะเบียนแบบนักศึกษา กรุณาแนบสำเนาบัตรนักศึกษาด้วย

Choose File news\_65\_01\_28\_1.png

Ready?

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

Submit

Figure13 Submit.