Directions for EasyChair

To access the EasyChair website for submitting your abstract, go to this URL:

https://www.easychair.org/conferences/?conf=qcurd2014

Step 1: Make an account.

If you have never used EasyChair before, then you will need to make an account. Click on the “sign up for an account” link and follow the instructions.

You have to type some “captcha” words to prove you are a human.
Then, you will need to type your name and email address. Type your email address carefully.

The system will send you an email. There will be a link in the email. You must click it in order to activate your account.

From: EasyChair <noreply@easychair.org>
Subject: EasyChair account confirmation
Date: August 19, 2012 2:00:01 AM EDT
To: Matt Hunerfauth

Dear Matt Hunerfauth,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://www.easychair.org/account/create.cgi?ooda=d4XTlxFG67Q80Pw

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.
When you click on the link, you will be taken to a webpage where you can fill out the rest of your personal information. This will create your account.

When you are done, you can click the “Create my account” button.

Step 2: Submitting Your Abstract

Return to the EasyChair page for the QC-URC:
https://www.easychair.org/conferences/?conf=qcurd2013

Log-in with your new username and password.

At the top of the screen, click on the words “New Submission.”
Note: If you’ve used EasyChair in the past for other conferences, then you should ensure that you select QC-URD-2014 as your conference before you click “new submission.” After you click “New Submission”, you will see the official submission form.

Put your mailing address information here.

Put the information for each of the authors here.

“Corresponding” authors are people who will get emails from the EasyChair website when you successfully submit your abstract or when you are informed if your abstract has been approved. So, there must be at least one person who is a corresponding author. Carefully type the email address for this person; it is very important that it is correct.
If there are more than three authors, then click: “Click here to add more authors.”

Type your title here. You can’t use any weird characters.

Copy and paste the text of your abstract into this box. (Later, you will upload the Word document version.) If there are any weird characters, then you should fix them so that the abstract still looks good. We need both the Word document and this “plain” text version of the abstract.

Carefully read and answer each of these questions.

This is where you can request to do an oral presentation instead of a poster.

We also ask if you plan on submitting a video to YouTube. This is non-binding; you can change your mind later.

Some of the questions are just “reminders” for you.

This is where you upload your Abstract (next to the thing that says “Paper (*)”). It must be a Word document (doc or docx file).

This is where you can upload a scan or photo of your SIGNED photo/video release form. If you upload it, then you don’t need to bring one to the event on October 8. If you don’t feel like scanning it, then you can just bring a paper copy on October 8.