Directions for EasyChair

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

https://www.easychair.org/conferences/?conf=qcurc2012

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.

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=qcurc2012

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-URC-2012 as your conference before you click “new submission.”
After you click “New Submission”, you will see the official submission form.

**Address for Correspondence**

The information below will only be used for communication by post, if necessary.

- **Address, line 1**: 65-30 Kissena Blvd
- **Address, line 2**: Computer Science, Queens College
- **City**: Flushing
- **Post code**: 11367
- **State (US only)**: NY
- **Country**: United States

**Authors**

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

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

**Author 1 (click here to add yourself) (click here to add an associate)**
- **First name**: 
- **Last name**: 
- **Email**: 
- **Country**: 
- **Organization**: 
- **Web Site**: 
- **Corresponding author**: 

**Author 2 (click here to add yourself) (click here to add an associate)**
- **First name**: 
- **Last name**: 
- **Email**: 
- **Country**: 
- **Organization**: 
- **Web Site**: 
- **Corresponding author**: 

“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.

Please type some keywords for your abstract. One per line.

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 16. If you don't feel like scanning it, then you can just bring a paper copy on October 16.