ICAN VI

How to upload an abstract

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Step 1: create an account

1. Go to https://easychair.org/conferences/?conf=ican6.

2. Click on: **create an account**.

3. Check 'I'm not a robot'. An additional question or test could be asked (e.g. to mark all the pieces on which a traffic sign is partially shown, as the picture above shows). Click on 'verify' and continue.

4. Fill in your first name, last name and twice your e-mail address. Once you've done that, click on 'Continue'.

5. When you have continued, you should get a notification that the 'account application' has been received (see below). Subsequently, please check your e-mail.

6. You should have received an e-mail as is shown below. Click on the link in the e-mail.

7. Fill in the mandatory fields. In the field '**Organization**', enter the name of your educational institution. For address, feel free to fill in a work address.

Choose an username and password and confirm your chosen password. Click on 'Create my account' to confirm and to finish the creation of your account.

EasyChair
The world for scientists

Create an EasyChair Account: Last Step

Hello [redacted]! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service (view terms), (download terms).

☐ I agree to EasyChair Terms of Service

Enter your personal data.

First name†:	[redacted]
Last name (*):	[redacted]
Organization (*):	
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 (*):	
Password (*):	
Retype the password (*):	

Create my account

† 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.

STEP 2: upload the abstract

Abstracts can only be submitted in pdf format. Please do not mention your name in either the abstract or the pdf title.

1. Go to https://easychair.org/conferences/?conf=ican6

2. Use your username and password (see step 1: create an account) to login

3. Click on 'enter as an author', and then on 'make a new submission'.

5. Fill in the details as required.

5. The section below is used to upload the abstract. The following fields have to be filled in:

- **Title:** Since the abstract has to be anonymous, please enter only the title of your abstract as title.
- **Keywords** are required by EasyChair but don't have any purpose for our conference. Please type in:
    - o **ICAN**
    - o **Ancient**
    - o **Novels**
    - **(or surprise us…)**
- Choose a topic.
- **Files:** Click on browse and choose the pdf of the abstract which you want to upload

Click on **submit**.

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: *

Files

The following part of the submission form was added by ICAN6. It has neither been checked nor endorsed by EasyChair

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

[Bestand kiezen] Geen bestand gekozen

Ready?

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

[Submit]

You will receive an email with confirmation.

If you wish to make any alterations to your submission, this is still possible. Just sign into EasyChair, click on 'author', and go to 'reviews' to update your review.

If you have any questions, don't hesitate to email icanvi@ugent.be.