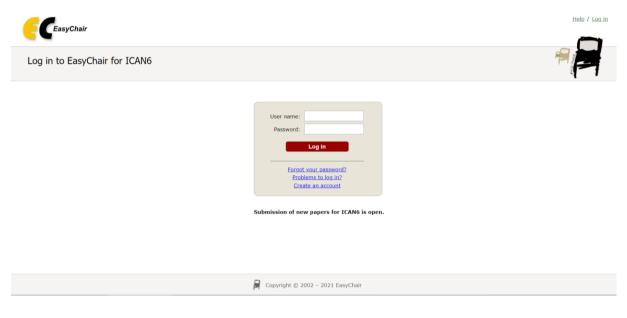
# ICAN VI

#### How to upload an abstract

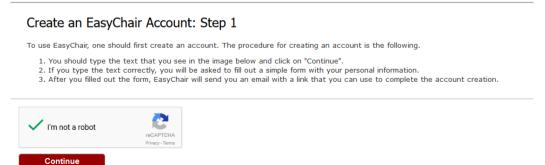
- Step 1: create an account (pages 1-4)
- Step 2: upload the abstract (pages 5-7)

### Step 1: create an account

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



2. Click on: create an account.



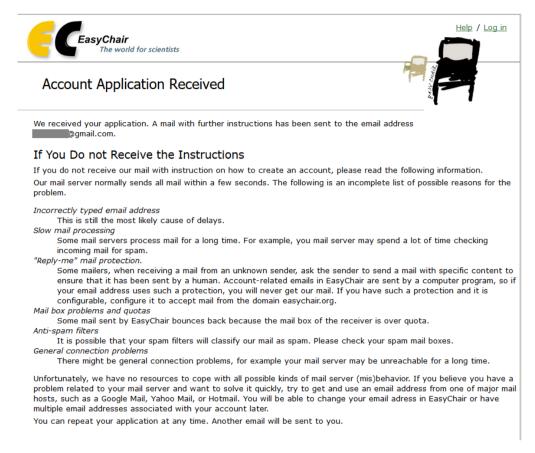


- 3. Check 'I'm not a robot'. An additional question or test could be asked (e.g. to mark all the pieces on which a traffic sign is partially shown, as the picture above shows). Click on 'verify' and continue.
- 4. Fill in your first name, last name and twice your e-mail address. Once you've done that, click on 'Continue'.

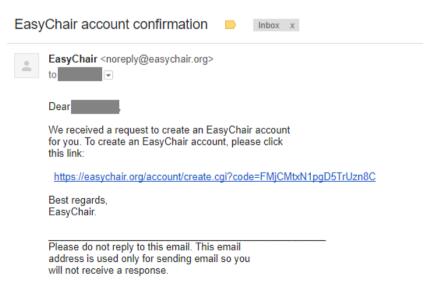
EasyChair The world for science	entists		
Create an EasyCha	ir Account: Step 2		
	rm. The required fields are marked by (*) n reason for failing to create an account is a	n inco	orrect email address so please type your
First name <sup>†</sup> (*):			
Last name (*):			
Email address (*):			
Retype email address (*):			
	Continue		

\* 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 <u>our policy for using personal information</u>.

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 email.



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.

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Create an EasyChair Account: Last Step
Hello Hello To complete the creation of your account please fill out the following form. You should create the account with 30 minutes, otherwise you will have to fill out this form from scratch.
To use EasyChair, you must agree to its Terms of Service <u>(view terms)</u> , <u>(download terms)</u> ,
Enter your personal data.
First name <sup>†</sup> :
Last name (*):
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

<sup>†</sup> 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, <u>read the Help article about names.</u>
You may also be interested about <u>our policy for using personal information.</u>

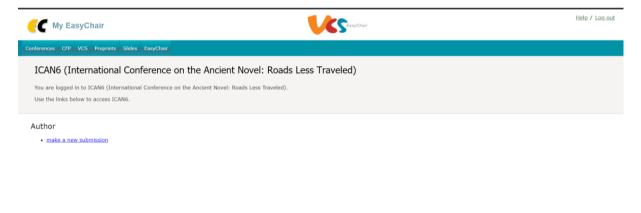
## STEP 2: upload the abstract

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 <a href="https://easychair.org/conferences/?conf=ican6">https://easychair.org/conferences/?conf=ican6</a>
- 2. Use your username and password (see step 1: create an account) to login

Log in to EasyChair for BPIPO2018						
	User name:					
	Password:					
	Log in					
	If you have no EasyChair account, <u>create an account</u>					
	Forgot your password? <u>click here</u> Problems to log in? <u>click here</u>					
	Fiblicits to log in: <u>citck fiere</u>					

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



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#### 5. Fill in the details as required.

w Submission for ICAN6				
Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.				
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 well only 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 vourself) (click here to add an associate) First name*:				
Last name : *				
Email: *				
Country/region: *				
Organization: *				
Web page:				
Corresponding author				

- 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
    - $\circ$  Ancient
    - $\circ$  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 phrase specify at least three keywords.	s or key terms), <b>one per line</b> to characterize your submissic	n. You should	
Keywords: *			
Files The following part of the submission form was checked nor endorsed by EasyChair	added by ICANG. It has neither been		
Peper, * Upload your paper. The paper must be Bestand klezen. Geen bestand gekozen	i in PDF format (file extension .pdf)		
Ready? If you filled out the form, press the 'Submit' butto Submit	" n below. Do not press the button twice: uploading may	take time!	

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*.