

## EasyChair を使った大会の発表申請と論文の投稿方法について

第15 回IEEE 広島支部学生シンポジウム (HISS) では、アブストラクトによる大会の発表申請にEasyChairを利用しています。以下、当学会でのEasyChairの使い方をご説明致します。

### 1. EasyChair アカウントの取得

EasyChair を利用するには、まず、アカウントを取得する必要があります。他の学会などで EasyChair を利用された方は、その時のアカウントをそのまま利用できますので、**2. EasyChair による発表申請**に進んで下さい。新規にアカウントを取得される方は、以下の手順に従って下さい。

1) <https://www.easychair.org/conferences/?conf=hiss15th> にアクセスし、sign up for an account をクリックします。

#### EasyChair Login Page for GISA 2012



Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

If you have problems to sign in [then click this link](#)



<b>The Turing Centenary Conference</b> <a href="http://www.turing100.manchester.ac.uk">www.turing100.manchester.ac.uk</a> 10 Turing Award winners and Garry Kasparov as invited speakers. Manchester, June 22-25, 2012
<b>Manchester Centre for Doctoral Training</b> <a href="http://cdt.cs.manchester.ac.uk">cdt.cs.manchester.ac.uk</a> Fully funded studentships available for PhD study in Computer Science at the University of Manchester. Apply now for entry in September 2012.

2) 以下の画面が表示されますので、画面上の 2 つの文字列を入力します。


#### Signing up for EasyChair: Step 1

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To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the two words that you see in the image below and click on "Continue".
2. If you type the words correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to create an account.

\*\*\*\*\*

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.



baalloons, 

Type the two words:

no CAPTCHA™ stop spam. read books.

3) 以下の画面では、First name (名)、Last name (姓)、E-mail のアドレスをそれぞれ入力して Continue ボタンを押します。名、姓は日本語も使えるようですが、ログイン後、名・姓という順で表示されることがあるようです。アカウントの管理については（大会の発表申請とは独立です）、アルファベットを用いた方が無難かと思います。

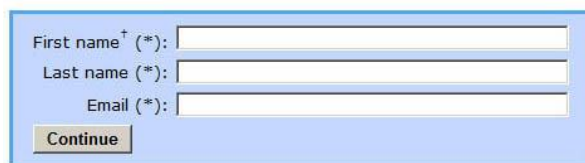
### Signing up for EasyChair: Step 2

\*\*\*\*\*

Please fill out the following form. The required fields are marked by (\*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

\*\*\*\*\*



† 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](#).

4) 以下の画面が表示され、以後の手順を指示するメールが登録した E-mail アドレスに送られます。

### Account Application Received

We received your application. A mail with further instructions has been sent to the email address yukiosadahiro@gmail.com.

#### If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

##### *Incorrectly typed email address*

This is still the most likely cause of delays.

##### *Slow mail processing*

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

##### *"Reply-me" mail protection.*

Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

##### *Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

##### *Anti-spam filters*

It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

##### *General connection problems*

There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account.

You can repeat your application at any time. Another mail will be sent to you.

5) 送られてきたメールの URL アドレスを押します。

6) 以下の画面になりますので、User name (ユーザ名, ご希望のものを, アルファベットで), First name (名), Last name (姓), Company/organization (会社名或いは組織名), Web site (お持ちの場合), Phone (局番から), Address, line 1 (字以下の住所), Address, line 2 (必要であればマンション名など), City (市区町村名), Post code (郵便番号), State (不要), Country (国名), Password (パスワード), Retype the password (確認のため, 再度同じパスワード) をそれぞれ入力します.

### Signing Up for EasyChair: Last Step

Hello Yukio Sadahiro! To complete the creation of your account please fill out the following form.

*User names are case-insensitive*

User name (\*):

First name<sup>†</sup>:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

<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, [read the Help article about names](#).

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

7) アカウントが作成されれば, 下の画面が表示されます. アカウント名が既に使われている場合には, その旨警告が出ますので, アカウント名を変更して再度入力して下さい.

### Account Created

**Your EasyChair account has been created.**

To log in for SES2011 [click this link](#).

## 2. EasyChair による発表申請

1) <https://www.easychair.org/conferences/?conf=hiss15th>

にアクセスし、EasyChair のアカウントでログインします。

Sign in to EasyChair for HISS 15th

Use your EasyChair account to sign in.

User name:

Password:

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If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

Problems to sign in? [click here](#)



2) 以下の画面になりますので、New Submission ボタンを押します。

**HISS 15th (author)** [New Submission](#) [HISS 15th](#) [EasyChair](#) [Help](#) [Sign out](#)

**HISS 15th Login for Hiss Hiss** [Donate to EasyChair](#) [Download conference calendar](#)

Hiss Hiss, welcome to EasyChair! You are logged in as author.  
This session will expire after two hours of inaction.  
If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

**Conference Information**

Acronym of the event:	HISS 15th
Name of the event:	第15回 IEEE 広島支部学生シンポジウム
Web site:	<a href="http://hiss15th.sakura.ne.jp/hiss15th/home.html">http://hiss15th.sakura.ne.jp/hiss15th/home.html</a>
Submission page:	<a href="https://www.easychair.org/conferences/?conf=hiss15th">https://www.easychair.org/conferences/?conf=hiss15th</a>

**Important Dates**

description	dates
conference	2013-11-16 - 2013-11-17

3) 以下の画面になりますので、代表者の住所と郵便番号をそれぞれ入力します。なお、初期画面では、EasyChair のアカウント情報がそのままコピーされて表示されますので、英語で住所をご自身のアカウントに登録しておられる場合には、この欄は**日本語で**ご記入下さい。

**HISS 15th (author)** [New Submission](#) [HISS 15th](#) [EasyChair](#) [Help](#) [Sign out](#)

**New Submission for HISS 15th**

\*\*\*\*\*

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (\*).  
More information about submission to HISS 15th can be found on [HISS 15th Web site](#).  
\*\*\*\*\*

**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.
- **Web site** 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 (\*):

4) 下にスクロールしますと以下の画面になりますので、著者の **First name** (名), **Last name** (姓), **E-mail** のアドレス, **Country** (国籍), **Organization** (組織名) をそれぞれ **日本語** (E-mail アドレスのみ英語) 入力します。また、共著者がいる場合には、**Author 2**, **Author 3** などにもご記入下さい。 **Corresponding author** (連絡先) 欄は、当日の発表者のみチェックし、発表者以外ではチェックしないでください (発表方法などについて連絡を取る必要が生ずることがあります)。なお、共著者については名と姓のみが必要ですが、システムの仕様上、**E-mail**, **Country**, **Organization** も入力せざるを得なくなっております。これらの情報は、学会で使用することはありませんので、適当な文字を入力していただいて結構です。

#### 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.
- **Web site** 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 <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text"/>
Organization (*):	<input type="text"/>
Web Site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

5) 3 名以上の共著の場合には、**Click here to add more authors** をクリックして下さい。

**Author 3** ([click here to add yourself](#)) ([click here to add an associate](#))

First name <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text"/>
Organization (*):	<input type="text"/>
Web Site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

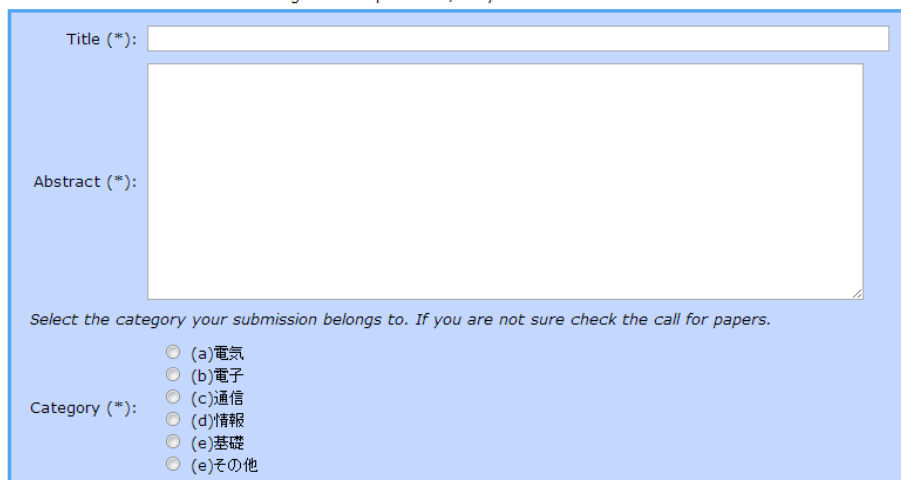
[Click here to add more authors](#)

<sup>†</sup> Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

6) 次に、**Title** (論文題目), **Abstract** (アブストラクト), **Category** (分野の選択), を入力して下さい。アブストラクトは 200 字程度でお願い致します。 **Title** と **Abstract** は、発表言語 (日本語もしくは英語) に合わせてください。 **Title** と **Abstract** はそのままプログラム集や論文集に掲載されます。

### Title, Abstract and Other Information

The title and the abstract should be given as a plain text, they should not contain HTML elements.



This form is used for submitting the title, abstract, and category of a submission. It includes a text input for the title, a large text area for the abstract, and a radio button selection for the category.

Title (\*):

Abstract (\*):

Select the category your submission belongs to. If you are not sure check the call for papers.

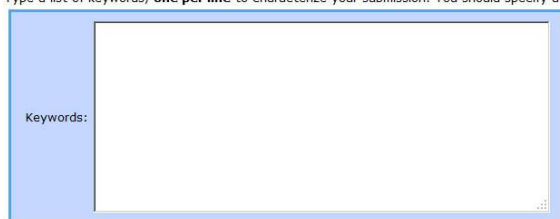
Category (\*):

- ☐ (a)電気
- ☐ (b)電子
- ☐ (c)通信
- ☐ (d)情報
- ☐ (e)基礎
- ☐ (e)その他

7) 次に, Keywords (キーワード) を 日本語で 入力します. 1 行に 1 つずつ, 最低 5 つ程度 キーワードを入力して下さい.

### Keywords

Type a list of keywords, **one per line** to characterize your submission. You should specify at least three keywords.



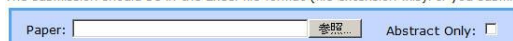
This form is used for entering keywords. It consists of a text area labeled "Keywords:" where users can enter a list of keywords, one per line.

Keywords:

8) Upload Paper の欄では, Paper: 参照という箇所をクリックし投稿する PDF ファイルを選択してください.

### Upload Paper

The submission should be in the Excel file format (file extension .xls). If you submit only an abstract, then tick the Abstract Only box, else upload the submission.



This form is used for uploading a paper. It includes a text input for the paper name, a button labeled "参照" (Reference), and a checkbox labeled "Abstract Only:".

Paper:   Abstract Only: ☐

9) 全て入力が終わったら, Submit (発表申請) ボタンを押して下さい.

### Ready?

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

以上で発表申請は終了です. 画面右上の **Sign out** を押して, ログアウトしてください. 正しく申請が終了しますと, 確認のメールが届きます. なお, メール中では, 名前, 苗字の順序で登録されますが, 発表時には苗字, 名前の順序で掲載されます.

アブストラクトの審査後, 認められた発表については, 再度, メールによる通知が行われます.



### 3. EasyChair における発表の修正・取消

発表申し込み期間中であれば、申請の修正・取消を行うことができます。なお、期間終了後は修正はできませんが、取消のみ、 [hiss-15th@ike.tottori-u.ac.jp](mailto:hiss-15th@ike.tottori-u.ac.jp) または [s092011@ike.tottori-u.ac.jp](mailto:s092011@ike.tottori-u.ac.jp) 宛て、直接メールをお送りください。

1) <https://www.easychair.org/conferences/?conf=hiss15th> にアクセスし、EasyChair のアカウントでログインします。

2) 以下の画面になりますので、Paper 番号（下図では Paper 2）を押します。



3) 論文の題名や種類などを修正する場合には右上の Update information ボタンを、著者情報の変更や追加の場合には Update authors ボタンを、申請を取り消す場合には Withdraw ボタンを押してください。

Authors						
first name	last name	email	country	organization	Web site	corr
Tottori	Tarou	s092011@ike.tottori-u.ac.jp	Japan	tottori		✓

4) 論文の題名や種類などの修正を終えたら、画面下の Change information ボタンを押してください。

Select the category your paper belongs to. If you are not sure check the call for papers.

Category (\*):

☐ (a)電気  
☐ (b)電子  
☐ (c)通信  
☐ (d)情報  
☐ (e)基礎  
☒ (e)その他

Type keywords, one per line, to characterize your submission. You must specify at least three keywords.

Keywords (\*):

test  
test2  
test3  
test4  
test5

Change Information

5) 著者情報の変更は、以下の画面で直接、編集を行ってください。

**HISS 15th (author)** [New Submission](#) [Paper 2](#) [HISS 15th](#) [EasyChair](#) [Help](#) [Sign out](#)

[Add new author](#) [Update submission information](#)

**Author Information for HISS 15th Submission 2**

\*\*\*\*\*

Using this page you can update information about any author, add new authors or delete an existing author. The required fields are marked by "(\*)". The use of some fields on the form is explained below.

- **Email** addresses below will only be used for communication, with the authors. They will not appear in public Web pages of this conference.
- **Web site** can be used in the conference Web pages, for example, for producing the program.
- Every author marked as a **corresponding author** will receive email messages from the system. There must be at least one corresponding author.

To **update** any information about an author click on the table cell containing this information.

\*\*\*\*\*

first name	last name	email	country	organization	web site	corresponding
Tottori	Tarou	s092011@ike.tottori-u.ac.jp	Japan	tottori		yes

6) 著者を追加するには、上記画面で右上の **Add new author** をクリックしてください。すると下記のような画面になりますので、必要情報を記入（詳細は前期 3.をご参照ください）の上、**Add Author** ボタンを押してください。

**HISS 15th (author)** [New Submission](#) [Paper 2](#) [HISS 15th](#) [EasyChair](#) [Help](#) [Sign out](#)

**Add Author**

\*\*\*\*\*

To add an author for paper 2 ([test](#)) please fill out the following form. You can also add your previous associate.

\*\*\*\*\*

First name\* (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web Site:

Corresponding author: ☐

[Add Author](#)

† Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

7) 必要な修正が終わったら、画面右上の **Sign out** を押して、ログアウトしてください。