

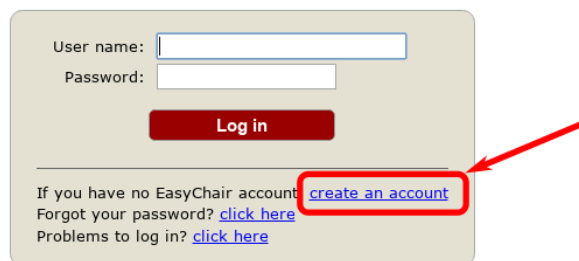
Registration and abstract submission tutorial for KNOWCON 2019

1. Log in to the conference system

- Go to the KNOWCON 2019 conference submission system webpage (EasyChair):
<https://easychair.org/conferences/?conf=knowcon2019>
- If you already have an EasyChair account then use your *User name* and *Password* to log in and continue to Section 2 on page 4. Otherwise click on *create an account* (Figure 1).

Log in to EasyChair for KNOWCON 2019

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.



User name:
Password:
Log in

If you have no EasyChair account [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

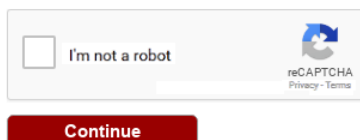
Figure 1: Creating an EasyChair account


- Handle reCAPTCHA and click on *continue* (Figure 2).

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text 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 complete the account creation.



I'm not a robot 
reCAPTCHA
Privacy - Terms

Continue

Figure 2: reCAPTCHA

- Fill in your name and email address and click on *Continue* (Figure 3) .

Create an EasyChair Account: Step 2

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

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



First name *:	John
Last name *:	Doe
Email address *:	john@doe.com
Retype email address *:	john@doe.com

Continue

Figure 3: Enter the basic information to set up an account

- You will receive a confirmation email. Click on the link provided in the e-mail to continue your registration (Figure 4).

Dear John Doe,

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

<https://easychair.org/account/create.cgi?code=xxxxxxxxxxxxxxxx>

Best regards,
EasyChair.

Please be aware that this is an unmonitored email alias, so please do not reply to this email.
To contact EasyChair use the EasyChair contact Web page <https://easychair.org/contact.cgi>

Figure 4: Confirmation email

- Complete your registration (in your browser) by providing all the required information and click on *Create my account* (Figure 5).

Create an EasyChair Account: Last Step

Hello John Doe! 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†:

Last name *

Organization: *

Country: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

Enter your account information. Note that user names are case-insensitive

User name john__doe is available!

User name: *

Password: *

Retype the password: *

Figure 5: Create your account

- Now you are successfully registered. To log in to the conference submission system EasyChair webpage use your *user name* and *password*. The link to the submission system is available through the conference webpage or here: <https://easychair.org/conferences/?conf=knowcon2019>

2. Submitting an abstract

- Go to the KNOWCON 2019 conference submission system webpage (EasyChair):
<https://easychair.org/conferences/?conf=knowcon2019>
- Click on the *enter as an author* on the Main page (Figure 6).

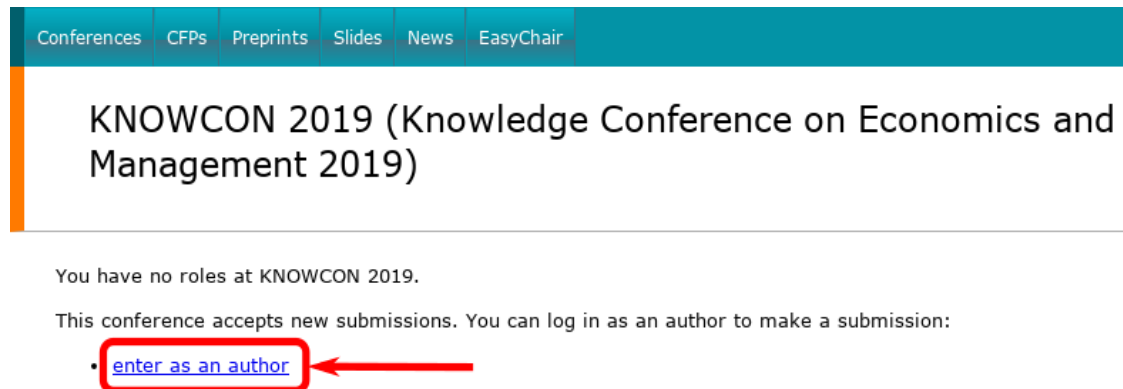


Figure 6: Registration as an author

- Now you are on the submission page. Follow the instructions and fill in requested information. At first you must fill in *Address for Correspondence* (Figure 7).

New Submission for KNOWCON 2019

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Address for Correspondence

Address, line 1: *	<input type="text" value="John Doe street 1"/>
Address, line 2:	<input type="text"/>
City: *	<input type="text" value="Olomouc"/>
Post code: *	<input type="text" value="77900"/>
State (US only) *:	<input type="text" value=""/>
Country: *	<input type="text" value="Czechia"/>

Figure 7: Address for correspondence

- In next step please fill in author information. You may speed up the process by clicking on *click here to add yourself* (Figure 8). If you are not the only author, add your co-authors by repeating the process. In the case of more than three authors, please click on *Click here to add more authors* for more forms. Keep in mind that one of the authors must be selected as a speaker (Figure 8)!

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 can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can 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.
- One of the authors should be marked as a **speaker**. If you are not sure, choose your best guess.

Author: [\(click here to add yourself\)](#)

First name[†]:

Last name *

Email: *

Country: *

Organization: *

Web page:

corresponding author

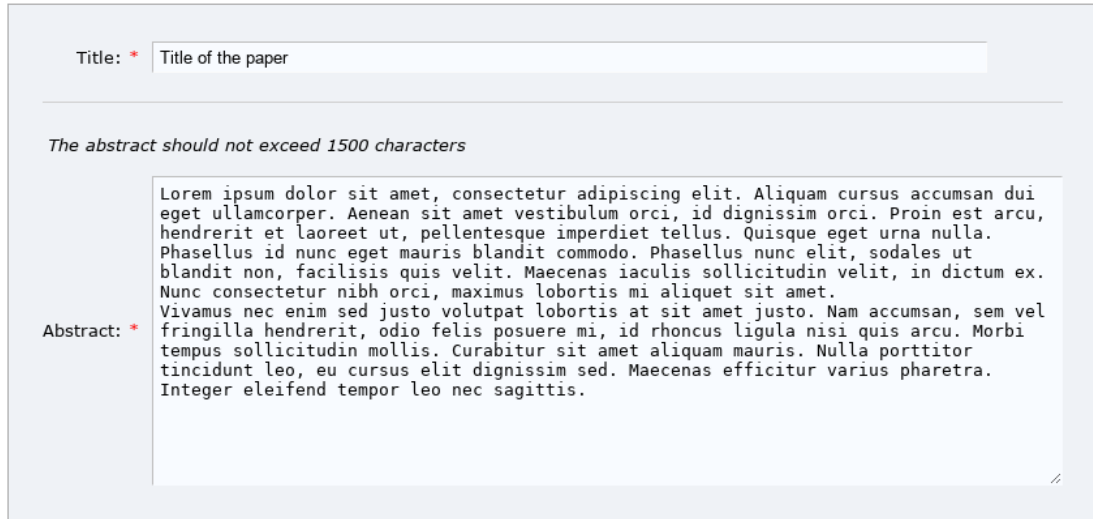
speaker

Figure 8: Author information

- Now it is necessary to fill in *Title and Abstract* (Figure 9). Please note, that the abstract should not exceed 1 500 characters.

Title and Abstract

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



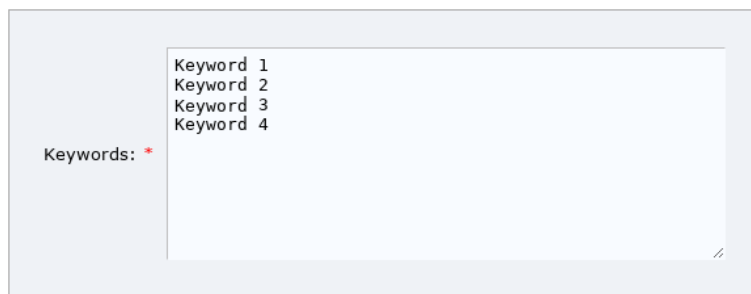
The screenshot shows a form with two main sections. The first section is labeled 'Title: *' and contains a text input field with the placeholder text 'Title of the paper'. The second section is labeled 'Abstract: *' and contains a text area with the placeholder text 'The abstract should not exceed 1500 characters'. Below this, there is a large text area containing a block of Lorem Ipsum text. The text area has a small cursor icon at the bottom right.

Figure 9: Title and abstract

- At this step provide a list of keywords that describe your paper. You must specify at least three keywords, one per line (Figure 10).

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.



The screenshot shows a form with a label 'Keywords: *' and a text area. The text area contains four lines of placeholder text: 'Keyword 1', 'Keyword 2', 'Keyword 3', and 'Keyword 4'. The text area has a small cursor icon at the bottom right.

Figure 10: Keywords

- After keywords selection it is necessary to choose the topic of your paper. It is possible to choose more than one topic. (Figure 11).

Topics

Please select topics relevant to your submission from the following list.

<input type="checkbox"/> Knowledge management, general management and marketing	<input type="checkbox"/> Public economy, taxes and finance
<input type="checkbox"/> Operational research	<input type="checkbox"/> Business
<input type="checkbox"/> Young economists – a section for BA, MA and PhD students of economics	<input type="checkbox"/> Other

Figure 11: Topics selection

- In the final step, please click on the *Submit* button (Figure 12).

Ready?

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

Figure 12: Submit your abstract

- Now you will see the basic information about your submission. You can get back to the page with your submission details anytime by clicking on *Submission #* (where # denotes the number of your submission) in the *main menu*. If you need to make any changes to your submission (update information or update authors), use the links on the right side (Figure 13).

KNOWCON 2019 (author) Help / Log out

New Submission **Submission 1** KNOWCON 2019 Premium

KNOWCON 2019 Submission 1
[Update information](#)
[Update authors](#)
[Add file](#)

The submission has been saved!

Paper 1	
Title:	Title of the paper
Author keywords:	Keyword 1 Keyword 2 Keyword 3 Keyword 4
Topics:	Operational research
Abstract:	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur ligula sapien, pulvinar a vestibulum quis, facilisis vel sapien. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Praesent in mauris eu tortor porttitor accumsan. Aliquam id dolor. Nunc tincidunt ante vitae massa. Pellentesque ipsum. Etiam posuere lacus quis dolor. Nam sed tellus id magna elementum tincidunt. Vestibulum fermentum tortor id mi.</p> <p>Aenean vel massa quis mauris vehicula lacinia. Etiam posuere lacus quis dolor. Duis pulvinar. Integer tempor. Phasellus et lorem id felis nonummy placerat. Sed vel lectus. Donec odio tempus molestie, porttitor ut, iaculis quis, sem. Aliquam ante. Sed elit dui, pellentesque a, faucibus vel, interdum nec, diam. Suspendisse nisl. Pellentesque sapien.</p>
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Authors							
first name	last name	email	country	organization	Web page	corresponding?	speaker
John	Doe	John@doe.com	Czechia	John Doe University		✓	✓

Figure 13: Information about submission