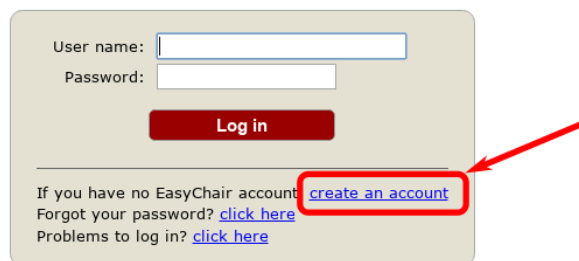# Registration and abstract submission tutorial for KNOWCON 2019

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).
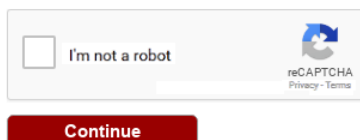
Figure 1: Creating an EasyChair account

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

Figure 2: reCAPTCHA

- Fill in your name and email address and click on C*ontinue* (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. Clink 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=xxxxxxxxxxxxxx

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 C*reate my account* (Figure 5).

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).
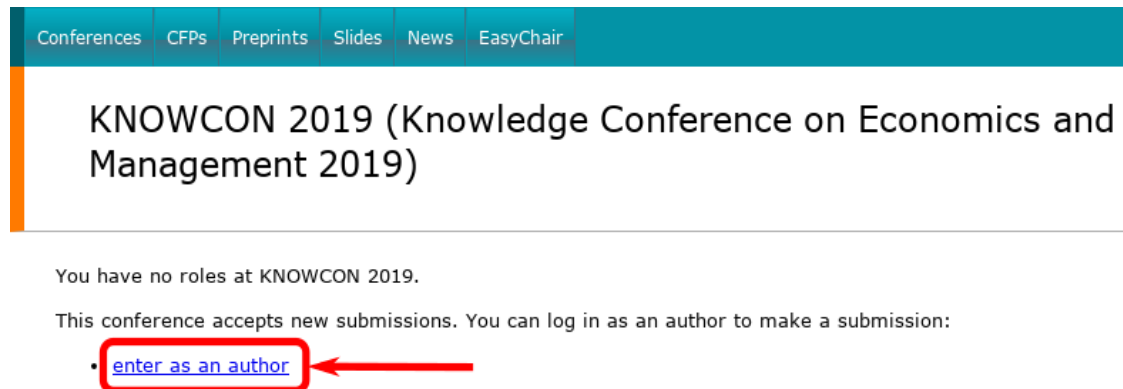

Figure 6: Registration as an author

- 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).

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)!

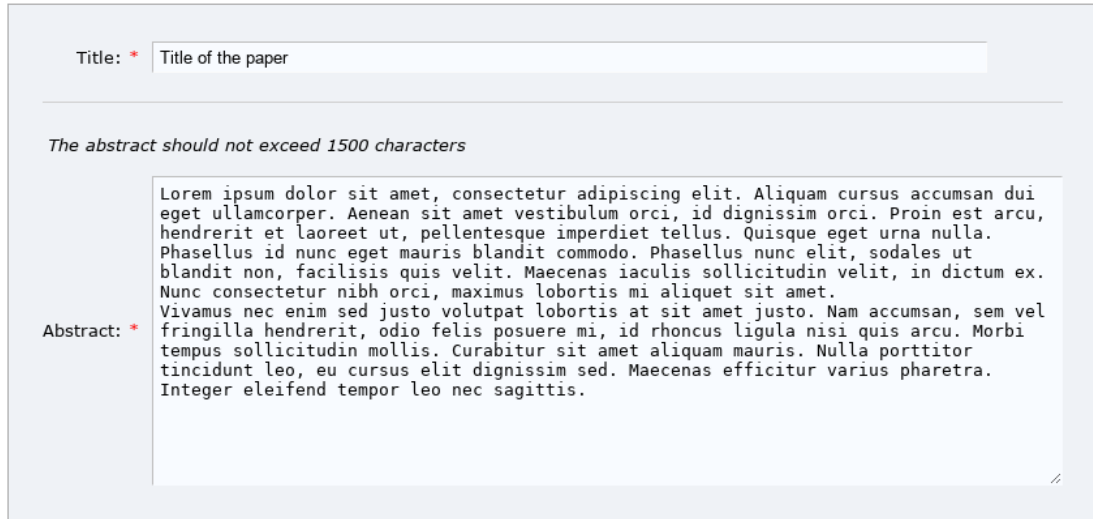**Figure 8: Author information**

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

Title and Abstract

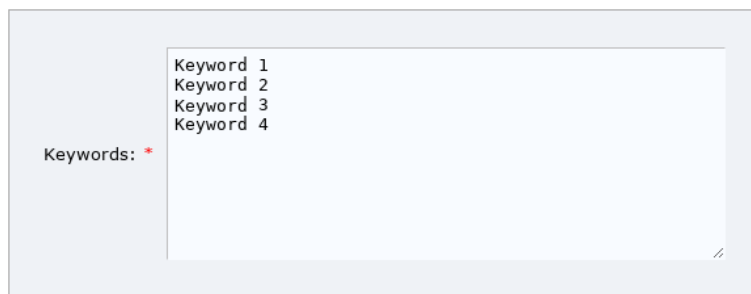The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: * `Title of the paper`

The abstract should not exceed 1500 characters

Abstract: *
```
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam cursus accumsan dui
eget ullamcorper. Aenean sit amet vestibulum orci, id dignissim orci. Proin est arcu,
hendrerit et laoreet ut, pellentesque imperdiet tellus. Quisque eget urna nulla.
Phasellus id nunc eget mauris blandit commodo. Phasellus nunc elit, sodales ut
blandit non, facilisis quis velit. Maecenas iaculis sollicitudin velit, in dictum ex.
Nunc consectetur nibh orci, maximus lobortis mi aliquet sit amet.
Vivamus nec enim sed justo volutpat lobortis at sit amet justo. Nam accumsan, sem vel
fringilla hendrerit, odio felis posuere mi, id rhoncus ligula nisi quis arcu. Morbi
tempus sollicitudin mollis. Curabitur sit amet aliquam mauris. Nulla porttitor
tincidunt leo, eu cursus elit dignissim sed. Maecenas efficitur varius pharetra.
Integer eleifend tempor leo nec sagittis.
```

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.

Keywords: *
```
Keyword 1
Keyword 2
Keyword 3
Keyword 4
```

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.

☐ Knowledge management, general management and marketing	☐ Public economy, taxes and finance
☐ Operational research	☐ Business
☐ Young economists – a section for BA, MA and PhD students of economics	☐ 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!**

Submit

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).

Figure 13: Information about submission