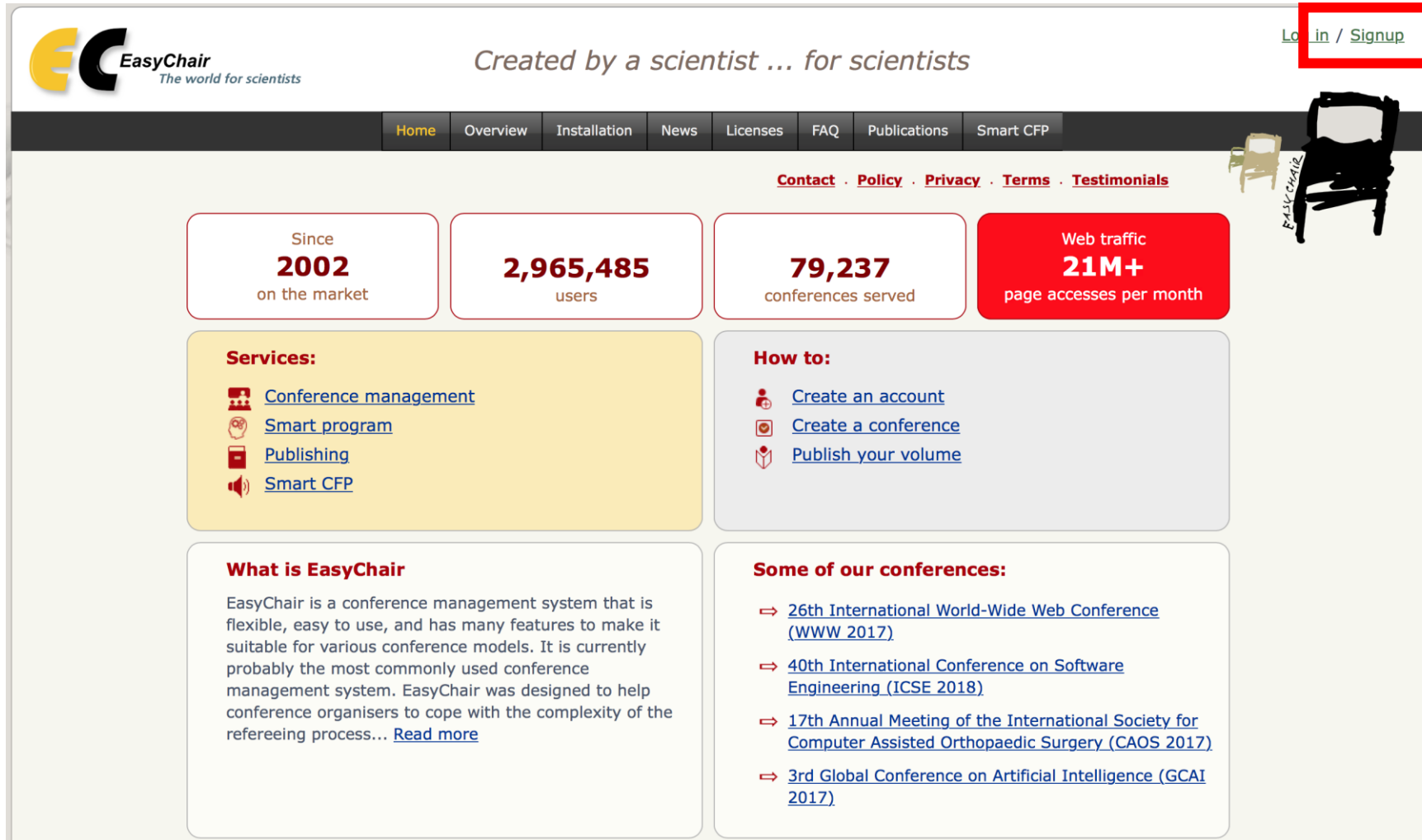


# Proces rejestracji na konferencję z wykorzystaniem EasyChair

Założenie konta na EasyChair

Prosimy wejść na stronę: <https://easychair.org>  
i w prawym górnym rogu wybrać **Signup**.



**EasyChair**  
The world for scientists

Created by a scientist ... for scientists

Home Overview Installation News Licenses FAQ Publications Smart CFP

Contact · Policy · Privacy · Terms · Testimonials

Since **2002** on the market

**2,965,485** users

**79,237** conferences served

Web traffic **21M+** page accesses per month

**Services:**

- Conference management
- Smart program
- Publishing
- Smart CFP

**How to:**

- Create an account
- Create a conference
- Publish your volume

**What is EasyChair**

EasyChair is a conference management system that is flexible, easy to use, and has many features to make it suitable for various conference models. It is currently probably the most commonly used conference management system. EasyChair was designed to help conference organisers to cope with the complexity of the refereeing process... [Read more](#)

**Some of our conferences:**

- ⇒ [26th International World-Wide Web Conference \(WWW 2017\)](#)
- ⇒ [40th International Conference on Software Engineering \(ICSE 2018\)](#)
- ⇒ [17th Annual Meeting of the International Society for Computer Assisted Orthopaedic Surgery \(CAOS 2017\)](#)
- ⇒ [3rd Global Conference on Artificial Intelligence \(GCAI 2017\)](#)

Login / Signup

W kolejnym kroku należy wybrać „Create an account” (stwórz konto).

create an account', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'. The 'create an account' link is highlighted with a red rectangular box." data-bbox="176 264 811 895"/>

**EC** EasyChair  
The world for scientists

Help / Log in

## Log in to EasyChair

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

User name:

Password:

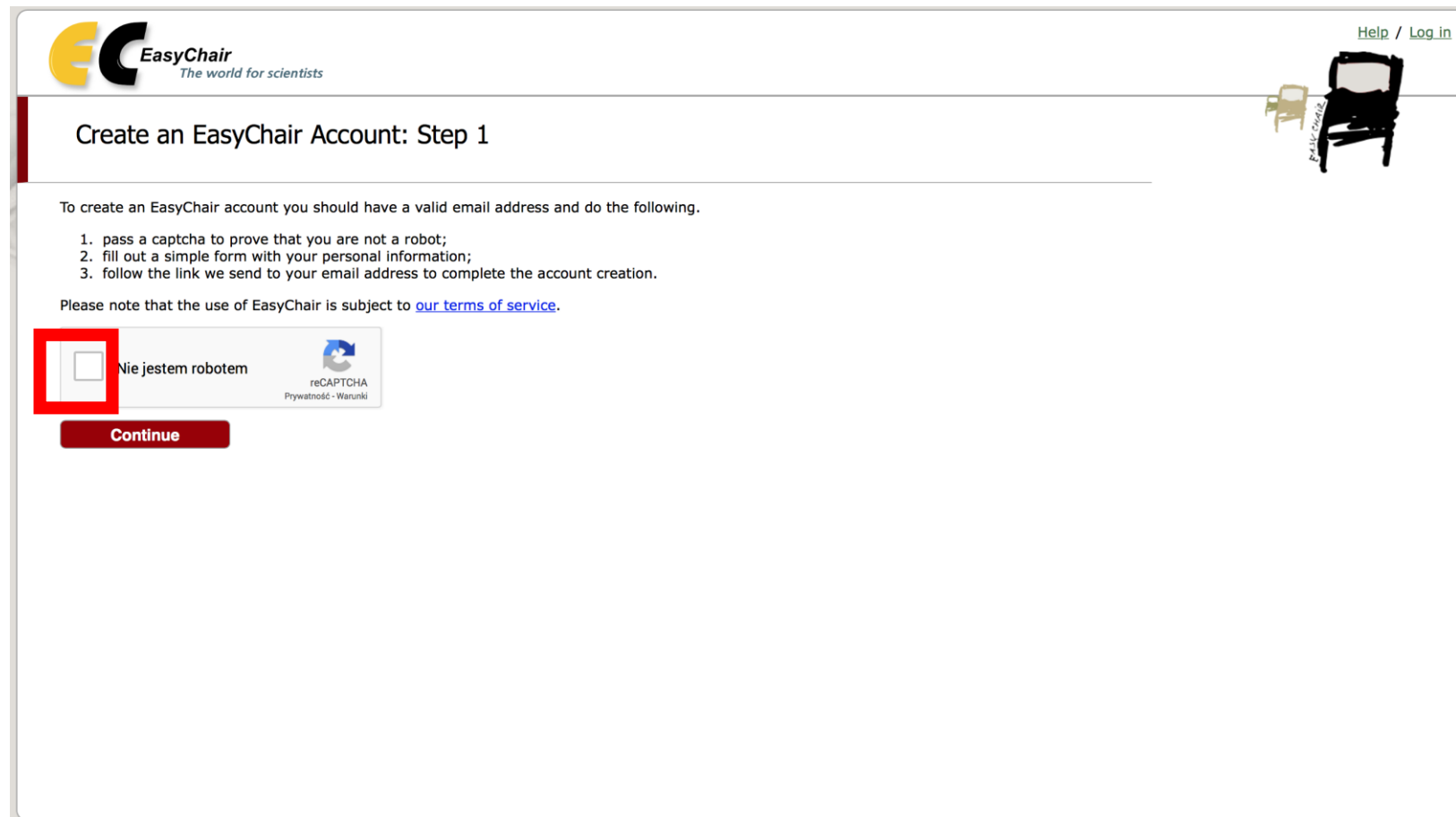
**Log in**


If you have no EasyChair account? [create an account](#)

Forgot your password? [click here](#)

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

Następnie należy potwierdzić „Nie jestem robotem” poprzez zaznaczenie odpowiedniego pola i kliknięcie przycisku „Continue”.



 **EasyChair**  
The world for scientists


[Help / Log in](#)

## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

Nie jestem robotem  reCAPTCHA  
Prywatność - Warunki

**Continue**

Kolejno należy podać imię i nazwisko, a także adres email, na który ma być zarejestrowane konto. Po podaniu tych informacji należy kliknąć „Continue”.

**EasyChair**  
The world for scientists

[Help](#) / [Log in](#)

## 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<sup>†</sup>:

Last name \*

Email: \*



Retype email address: \*

[Continue](#)

<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.](#)

Po wciśnięciu przycisku pojawi się następujący ekran dotyczący wysłanej do Państwa wiadomości w celu potwierdzenia rejestracji konta. Należy przejść do skrzynki mailowej (dla adresu podanego przy rejestracji konta).

Help / Log in

## Account Application Received

We received your application. A mail with further instructions has been sent to the email address [agatafilipowska@wp.pl](mailto:agatafilipowska@wp.pl).

### If You Do not Receive the Instructions

If you do not receive our email 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, you mail server may spend a lot of time checking incoming mail for spam.

*"Reply-me" mail protection.*

Some mailers, when receiving an email 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 receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain [easychair.org](http://easychair.org).

*Mailbox problems and quotas*

Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

*Anti-spam filters*

It is possible that your spam filters will classify our email 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, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.


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

W przypadku nieotrzymania instrukcji prosimy o sprawdzenie:

- poprawności wprowadzonego adresu email,
  - czy wiadomość nie trafiła do spamu,
  - limitu wiadomości w skrzynce pocztowej (czy nie został przekroczony, co skutkuje brakiem możliwości odebrania kolejnych wiadomości),
  - problemów z połączeniem z Internetem.
- **W każdym momencie można dokonać powtórnej rejestracji (zostanie wysłany kolejny email).**



Jeśli otrzymacie Państwo wiadomość mailową, prosimy o kliknięcie w link w niej zawarty celem dokończenia rejestracji.

 Kopia tej wiadomości znajduje się na serwerze.

Dear Anna Nowak,

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

<https://easychair.org/account/create?code=awvaYsyPN4ouNlkhjzuA>

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

---

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>

Dla dokończenia rejestracji konieczne jest podanie nazwy uczelni, kraju, a także nazwy użytkownika i hasła, z jakich chcecie Państwo korzystać na platformie EasyChair.

Create an EasyChair Account: Last Step

Hello Anna Nowak! 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<sup>†</sup>:

Last name \*

Organization: \*

Country/region: \*

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. 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: \*

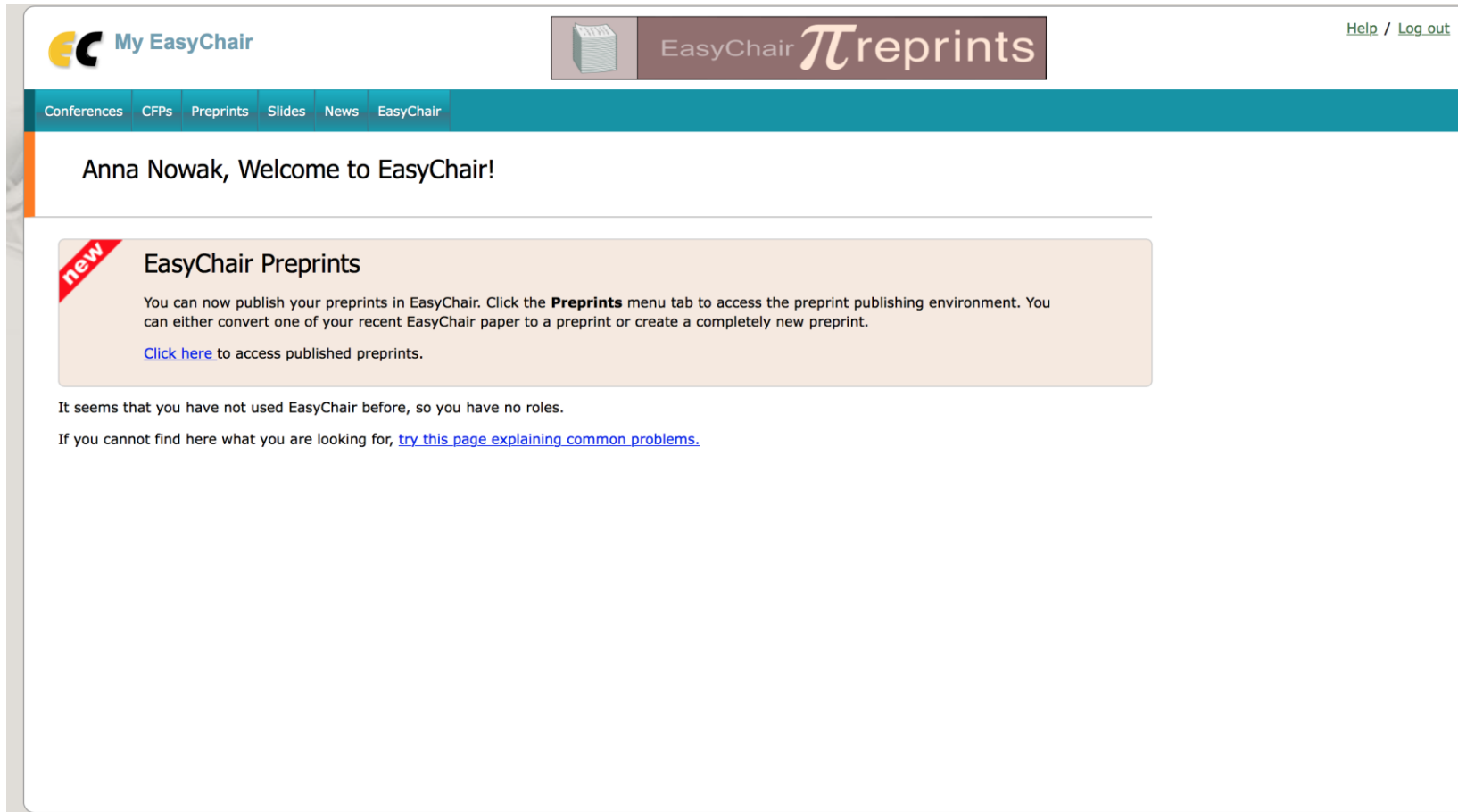
Password: \*

Retype the password: \*

[Create my account](#)

Konieczne jest także wyrażenie zgody na warunki korzystania z serwisu.

Po kliknięciu przycisku „Create my account”  
ukaze się następująca informacja:



The screenshot shows the EasyChair website interface. At the top left is the "My EasyChair" logo. In the center is a banner for "EasyChair  $\pi$ reprints" with a stack of papers icon. At the top right are links for "Help / Log out". Below the banner is a navigation menu with tabs for "Conferences", "CFPs", "Preprints", "Slides", "News", and "EasyChair". The main content area displays a welcome message: "Anna Nowak, Welcome to EasyChair!". Below this is a prominent announcement box with a red "new" ribbon. The announcement is titled "EasyChair Preprints" and contains the following text: "You can now publish your preprints in EasyChair. Click the **Preprints** menu tab to access the preprint publishing environment. You can either convert one of your recent EasyChair paper to a preprint or create a completely new preprint." It also includes a link: "[Click here](#) to access published preprints." Below the announcement, there is a note: "It seems that you have not used EasyChair before, so you have no roles." and another link: "If you cannot find here what you are looking for, [try this page explaining common problems](#)."

Rejestracja na konferencję

W celu rejestracji na konferencję po uprzednim założeniu konta prosimy o kliknięcie w link:

<https://easychair.org/my/conference?conf=skad2021>

W kolejnym kroku prosimy wybrać „Enter as an author”. W przypadku, gdy nie jesteście Państwo zalogowani platforma poprosi o zalogowanie z wykorzystaniem wcześniej stworzonego użytkownika i hasła.

Następnie prosimy o podanie nazwisk autorów artykułu lub nazwiska osoby rejestrującej się na konferencję. Osoba, na którą zarejestrowane jest konto może kliknąć na zaznaczoną opcję „Add yourself”.

### 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.

**Author 1** ([click here to add yourself](#))

First name<sup>†</sup>:

Last name \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

# W kolejnych krokach konieczne jest podanie tytułu i abstraktu wystąpienia, a także...

[Click here to add more authors](#)

† 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.](#)

## Title and Abstract

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

Title: \*

Abstract: \*

**W wypadku osób, które chcą wziąć udział w konferencji bez referatu prosimy w wymagane pola: Title, Abstract oraz Keywords wpisać „Bez referatu”.**

... uzupełnienie słów kluczowych oraz podłączenie pliku z artykułem (preferowany docx lub tex). Po kliknięciu SUBMIT otrzymacie Państwo maila o fakcie dokonania skutecznej rejestracji.

#### 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:

W wypadku osób, które chcą wziąć udział w konferencji bez referatu prosimy w wymagane pola: Title, Abstract oraz Keywords wpisać „Bez referatu”.

#### Files

**Paper.** Uprzejmie prosimy o zgłaszanie plików w formacie Word lub PDF.

#### Ready?

button below. **Do not press the button twice: uploading may take time!**



# Kontakt

- W razie problemów lub wątpliwości prosimy o kontakt mailowy: [skad2021@konf.ue.poznan.pl](mailto:skad2021@konf.ue.poznan.pl).