

# Help for EasyChair Pre-Submission

1. Please find the “**Paper Submission**” menu in the **IIBA Conference** website. Under “**Paper Submission**”, please find and click the “**Click here for EasyChair Login Page for IIBA Conference**”.

2. Please “**create an account**” or “**log in**” with your previously owned account.



## Log in to EasyChair for IIBA Conference

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** or [create an account](#)

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

3. Please click “**New Submission**”



[Help](#) [Log out](#)

**New Submission**

IIBA Conference

EasyChair

**Please click “New Submission”**  
IIBA Conference Login for

[Donate to EasyChair](#)  
[Download conference calendar](#)

welcome to EasyChair! You are logged in as author.

This session will expire after two hours of inaction.

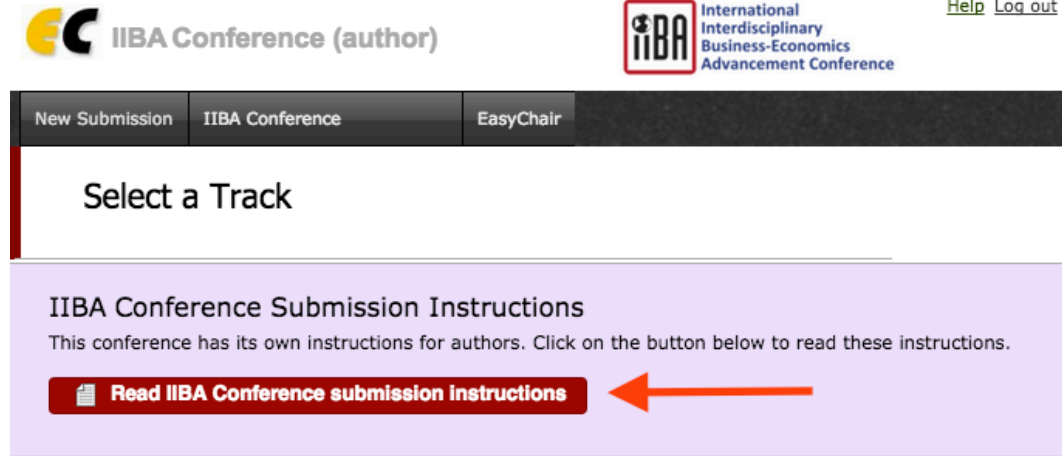
If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help page on frequently asked questions](#).

### Conference Information

Acronym of the event:	IIBA Conference
Name of the event:	International Interdisciplinary Business–Economics Advancement Conference (IIBA 2015)
Web site:	<a href="http://iibaconference.org/">http://iibaconference.org/</a>
Contact email addresses:	<a href="mailto:iiba@iibaconference.org">iiba@iibaconference.org</a>

# Help for EasyChair Pre-Submission

3. Please read the “**IIBA Conference Submission Instructions**” and check your paper. After checking your file, please select the **track relevant** for your submission and click “**Continue**”.



Please select the track relevant for your submission and click "Continue".

- Accounting
- Consumer Behavior
- Corporate Finance & Governance
- IT & E-Business
- Econometrics
- Economics
- Finance & Banking
- Hospitality & Tourism
- Human Resource Management
- Innovation & Entrepreneurship
- International Trade
- Management
- Marketing
- Social Science Studies

**Continue**

Please select the track relevant for your submission and click "Continue".

4. Please enter **your information** form below and for check the “**Corresponding author**” box.

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

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

Corresponding author:

**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web site:

Corresponding author:

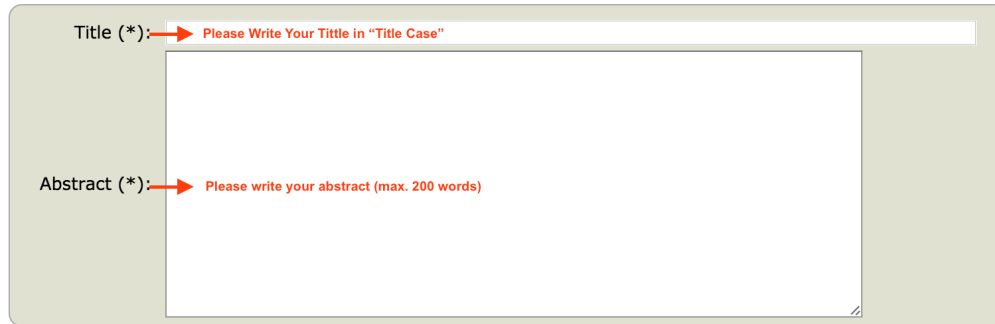
For each of the authors please fill out the form

# Help for EasyChair Pre-Submission

5. Please write your **title** in “**Title Case**” and write your **abstract (max. 200 words)**. Please write **3-6 keywords** as shown below.

## Title and Abstract

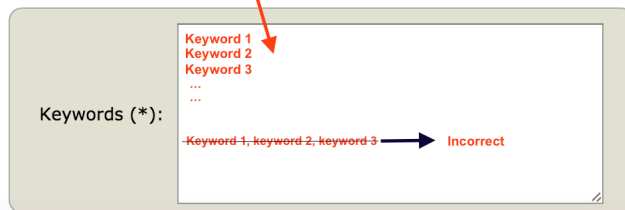
The title and the abstract should be entered as plain text, they should not contain HTML elements.



The screenshot shows a form with two main input areas. The top area is labeled "Title (\*)" and contains a text input field with a red arrow pointing to it and the instruction "Please Write Your Title in 'Title Case'". Below this is a large text area for the abstract, labeled "Abstract (\*)" with a red arrow pointing to it and the instruction "Please write your abstract (max. 200 words)".

## Keywords

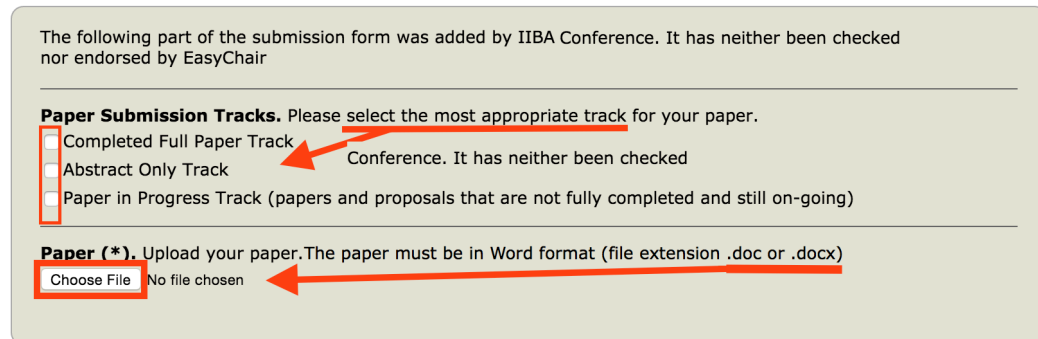
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



The screenshot shows the "Keywords (\*)" field. It contains a list of keywords: "Keyword 1", "Keyword 2", "Keyword 3", and two lines of "...". A red arrow points from the instruction "one per line" to the list. Below the list, the text "Keyword 1, keyword 2, keyword 3" is shown with a blue arrow pointing to it and the word "Incorrect" in red, indicating that commas are not allowed.

6. Please select **the most appropriate track** for your paper and **upload** your word (file extension **.doc or .docx**) file to the system. Please press “**Submit**” button.

## Other Information and Uploads



The screenshot shows the "Other Information and Uploads" section. It starts with a disclaimer: "The following part of the submission form was added by IIBA Conference. It has neither been checked nor endorsed by EasyChair". Below this is the "Paper Submission Tracks" section, which asks the user to "select the most appropriate track for your paper." and lists three options: "Completed Full Paper Track", "Abstract Only Track", and "Paper in Progress Track (papers and proposals that are not fully completed and still on-going)". A red arrow points from the instruction "select the most appropriate track" to the first option. Below the tracks is the "Paper (\*)" section, which asks the user to "Upload your paper. The paper must be in Word format (file extension .doc or .docx)". It features a "Choose File" button and the text "No file chosen". A red arrow points from the instruction "upload" to the "Choose File" button.

## Ready?

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



The screenshot shows a dark red button with the word "Submit" in white text. A red arrow points from the instruction "press the 'Submit' button below" to the button.