

Getting Started with EasyChair

Setting Up Your Account

First of all, you'll need to register an account with EasyChair. Go to <https://easychair.org/conferences/?conf=phmap2023>



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



Log in to EasyChair for PHMAP2023

Email address or user name:

Password:

[Log in](#)

[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

Submission of new papers for PHMAP2023 (Asia Pacific Conference of the Prognostics and Health Management Society 2023) is open.

Underneath the “User name” and “Password” fields, there should be a line that says, “If you have no EasyChair account, create an account.” Click the link there. It should bring you to a page that will confirm that you are a human:

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.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image next to the text.

BIRCH CALL

Type the text

[Privacy & Terms](#)

[Continue](#)

Type in the phrases shown in the image, and click “Continue.”

Next, it will ask for your name and email address. Provide them as requested and click “Continue.”

You will receive an email shortly soon afterward. Open the email and follow the instructions, clicking the link to create your account. Congratulations! You’ve registered an EasyChair account.

Submitting a Paper

Once again, go to <https://easychair.org/conferences/?conf=phmap2023> — this time, now that you have an EasyChair account, you can log in using the user name and password you just registered.

After logging in, you will be taken to a page with a menu across the top that should look like this:

Click “New Submission” (on the far left) to submit a paper. This will take you to the New Submission page:

New Submission for PHMAP2023

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

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](#)) ([click here to add an associate](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

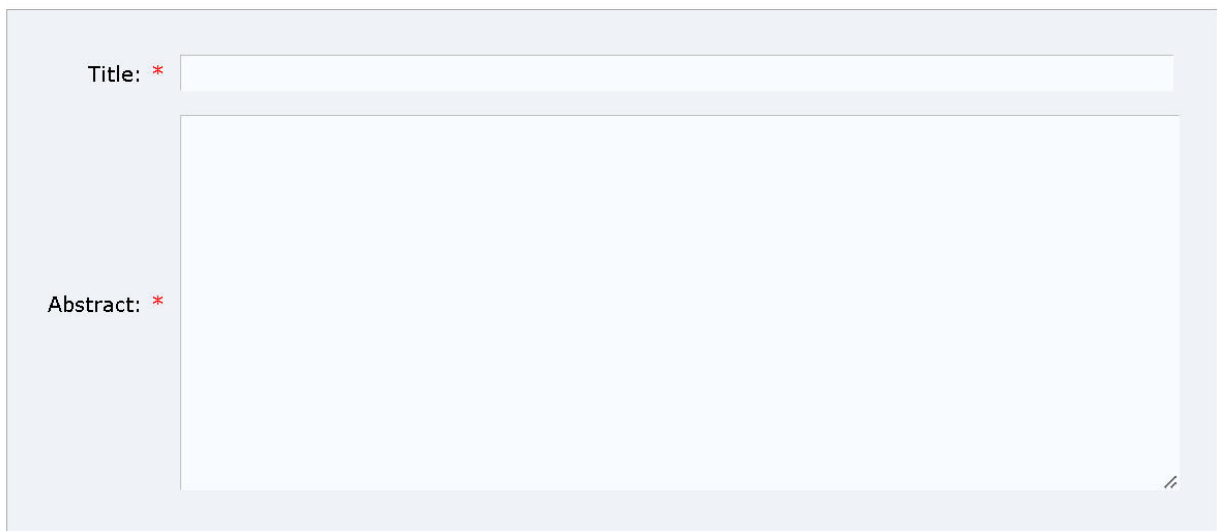
Affiliation: *

Fill out the Author Information section as the page requests. If you have more than three authors, click the “Click here to add more authors” link under the third author listing.

Scroll down and fill out the Title and Abstract and Keywords sections:

Title and Abstract

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



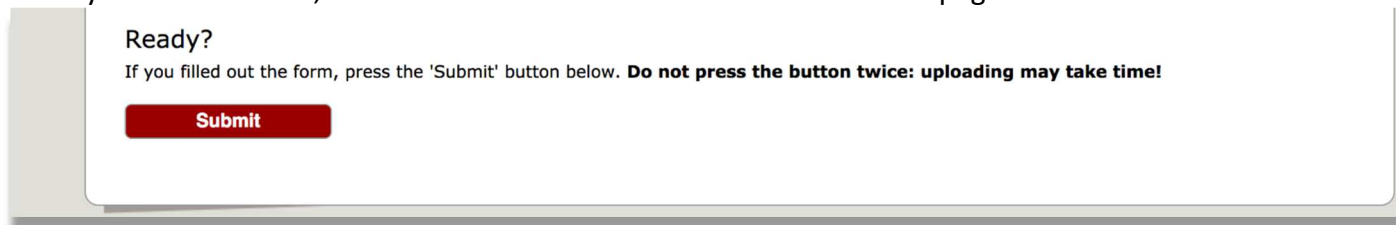
Title: *

Abstract: *

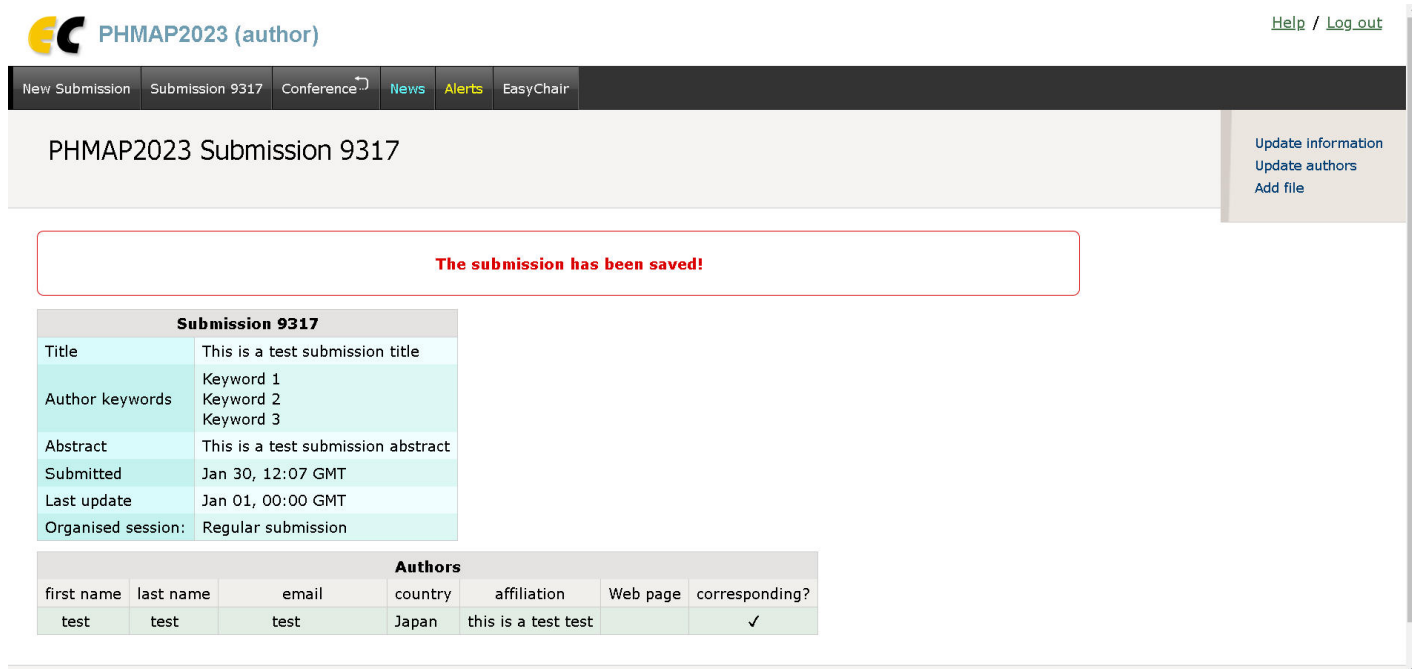
Fill out (or copy and paste into) the Title, Abstract, and Keywords fields as the page requests. Remember to put each keyword on its own line.

Next, select the organised session name for your paper to be submitted to, and upload your paper. If you are not sure about which session name is relevant for your submission, please select 'Regular submission'. To upload your paper, click the “Browse...” button in the Uploads section and select your paper to upload it. **Your paper must be in PDF format.**

When you have finished, click the “Submit” button at the bottom of the page:



If something is wrong with your submission, a message will appear to tell you what to fix. If everything went correctly, you’ll see a screen that looks a lot like this:



As the red text suggests, this means that your submission has been successfully saved on EasyChair.

Modifying or Withdrawing a Submission

What if you want to modify some part of your submission once it’s been uploaded and saved? Let’s take another look at the bar at the top of the EasyChair web page:



Next to “New Submission,” there should be a button labeled “Submission [number]” (or, if you have multiple submissions, it will be labeled “My Submissions” and have a drop-down list of your submissions to choose from when you hover the mouse cursor over the button). Click the button to open the submission information page (it should look essentially identical to the “successful submission” page):

PHMAP2023 Submission 9317

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

- [Update information](#)
- [Update authors](#)
- [Add file](#)

- [Withdraw](#)

Submission 9317	
Title	This is a test submission title
Author keywords	Keyword 1 Keyword 2 Keyword 3
Abstract	This is a test submission abstract
Submitted	Jan 30, 12:07 GMT
Last update	Jan 01, 00:00 GMT
Organised session:	Regular submission

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
John	Doe	john.doe@example.com	USA	Abstract test test		✓

To modify part of your submission, use the links in the top right corner.

Updating Submission Information

Click the “Update information” link in the top right corner of the submission information page. The Update Information page will be shown:

Update PHMAP2023 Submission 9317

[Add file](#)

To update information about the submission, fill out the following form and press the "Update Information" button.

Title: *

Abstract: *

This is a test submission abstract

Here, you can change the title, abstract, or keywords for your submission. You can also change the session you are submitting to. When you’re finished, click the “Update Information” button at the bottom.

Updating Authors

Click the “Update authors” link in the top right corner of the submission information page. The Author Information page will be shown:

The screenshot shows the 'Author Information for PHMAP2023 Submission 9317' page. At the top, there is a navigation bar with links for 'New Submission', 'Submission 9317', 'Premium', 'Conference', 'News', 'Alerts', and 'EasyChair'. In the top right corner, there are links for 'Help / Log out'. Below the navigation bar, the page title is 'Author Information for PHMAP2023 Submission 9317'. On the right side, there are two buttons: 'Add new author' and 'Update submission information'. The main content area contains a paragraph explaining the page's purpose and a list of three bullet points: 'Email addresses below will only be used for communication...', 'Web page can be used in the conference Web pages...', and 'Every author marked as a corresponding author will receive email messages...'. Below this, a note states: 'To update any information click on the table cell containing this information.' A table follows with columns: 'First name', 'Last name', 'Email', 'Country', 'Affiliation', 'Web page', and 'corresponding'. The first row contains the values: 'test', 'test', 'test', 'Japan', 'this is a test test', and 'yes'.

PHMAP2023 (author) Help / Log out

New Submission Submission 9317 Premium Conference News Alerts EasyChair

Author Information for PHMAP2023 Submission 9317

Using this page you can update information about any author, add new authors or delete an existing author. The use of some fields 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 page** can be used in the conference Web pages, for example, for producing the program using the EasyChair Smart 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 click on the table cell containing this information.

First name	Last name	Email	Country	Affiliation	Web page	corresponding
test	test	test	Japan	this is a test test		yes

Click the information that you want to change (for example, someone’s email address), then make the modification and click the “Save” button. If you’d like to add an additional author, click “Add new author” in the top right. You can also go directly to the page to update your submission information by clicking “Update submission information” in the top right (see above for details on updating submission information).

Withdrawing a Submission

Click the “Withdraw” link in the top right corner of the submission information page. The Submission Withdrawal page will be shown:

The screenshot shows the 'Submission Withdrawal' page. At the top, there is a navigation bar with links for 'New Submission', 'Submission 9317', 'Premium', 'Conference', 'News', 'Alerts', and 'EasyChair'. In the top right corner, there are links for 'Help / Log out'. Below the navigation bar, the page title is 'Submission Withdrawal'. The main content area contains a paragraph explaining the withdrawal process: 'Please confirm that you are going to withdraw PHMAP2023 submission 9317 (This is a test submission title). You can also send email to chairs by using the form below. All corresponding authors will receive a copy of this message too. You will be shown as the sender of this email.' Below this, there is a form with a 'Subject' field containing 'PHMAP2023 submission 9317 withdrawn' and a large 'Message' text area. At the bottom of the form, there are two buttons: 'Withdraw and Send Email' and 'Withdraw without Sending Email'.

PHMAP2023 (author) Help / Log out

New Submission Submission 9317 Premium Conference News Alerts EasyChair

Submission Withdrawal

Please confirm that you are going to withdraw PHMAP2023 submission 9317 (This is a test submission title). You can also send email to chairs by using the form below. All corresponding authors will receive a copy of this message too. You will be shown as the sender of this email.

Subject: PHMAP2023 submission 9317 withdrawn

Message:

Withdraw and Send Email

Withdraw without Sending Email

You have the option of either sending a message to the chairs along with your withdrawal, or simply withdrawing without sending a message to the chairs. If you want to send a message, type the desired subject line of the message in the "Subject:" field and the message itself in the "Message:" field. When you are finished typing your message, click the "Withdraw and Send the Message" button. **Your submission will immediately be withdrawn when you click this button.** You will be taken to a page with the message "Submission [number] has been withdrawn and your message has been sent to the chairs."

If you do not want to send a message, click the "Withdraw Without Sending the Message" button. **Your submission will immediately be withdrawn when you click this button.** You will be taken to a page with the message "Submission [number] has been withdrawn."