

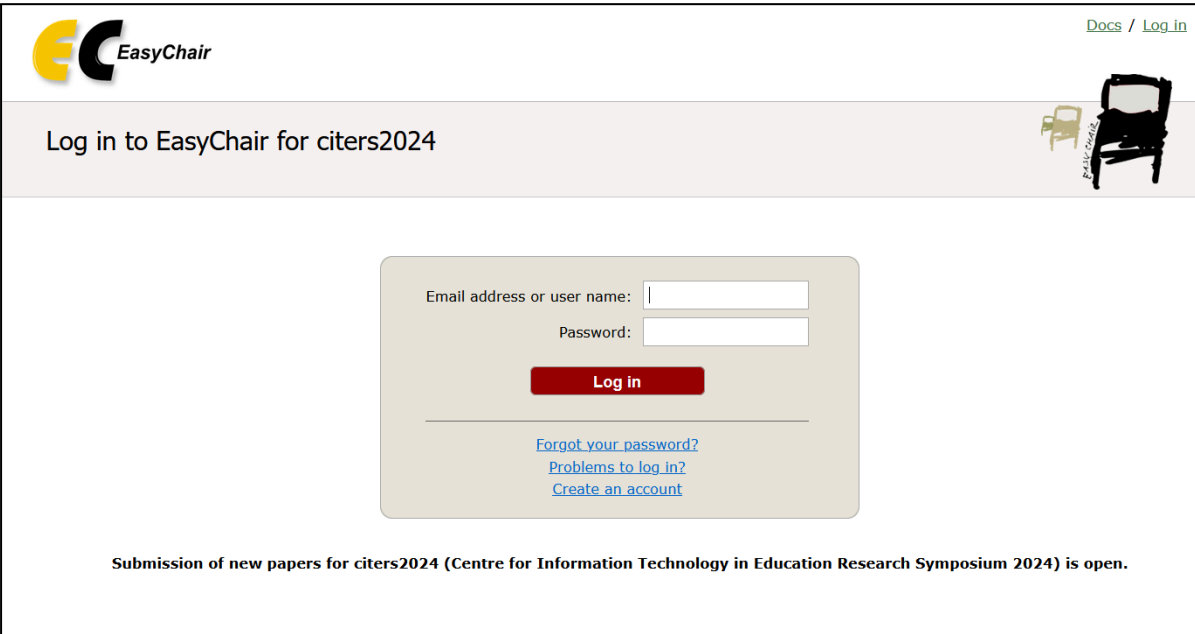
CITE Research Symposium 2024

Instruction for proposal submission through EasyChair

The submission and review of proposals will be made through the EasyChair online platform. Authors will be able to input the abstract, attach files and check the status of the submission.

To send the proposal through the EasyChair Platform, you must enter the following link:
<https://easychair.org/conferences/?conf=citers2024>.

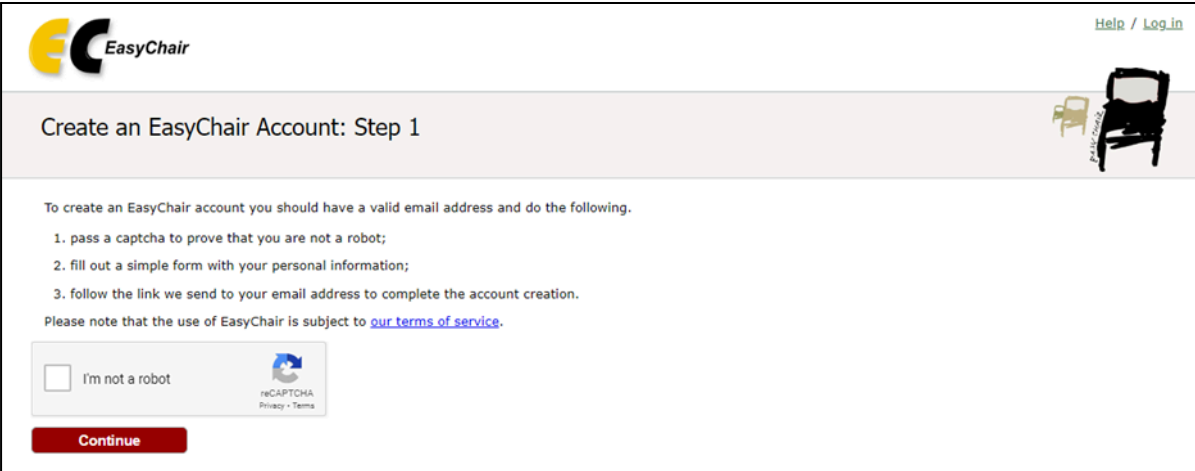
To submit proposals, you must create an account with EasyChair. If you do not already have one, click on the “Create an account” link and follow the steps (see Figure 1, 2 and 3).



The screenshot shows the EasyChair login page for the 'citers2024' conference. At the top left is the EasyChair logo. At the top right are links for 'Docs / Log in'. Below the logo is a header area with the text 'Log in to EasyChair for citers2024' and a small illustration of a chair. The main content area features a login form with two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log in' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'. At the bottom of the page, a message states: 'Submission of new papers for citers2024 (Centre for Information Technology in Education Research Symposium 2024) is open.'

Figure 1: Home page to create an account on EasyChair

(Continue on page 2)



The screenshot shows the EasyChair account creation page, Step 1. At the top left is the EasyChair logo. At the top right are links for 'Help / Log in'. Below the logo is a header area with the text 'Create an EasyChair Account: Step 1' and a small illustration of a chair. The main content area contains instructions: 'To create an EasyChair account you should have a valid email address and do the following.' followed by a numbered list: 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. Below the list, it says 'Please note that the use of EasyChair is subject to [our terms of service](#).' At the bottom, there is a reCAPTCHA widget with an 'I'm not a robot' checkbox and a 'Continue' button.

Figure 2: Step 1 - Passing a captcha



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 [†] :	<input type="text"/>
Last name:	<input type="text"/>
Email:	<input type="text"/>
Retype email address:	<input type="text"/>

[†] 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](#).

Figure 3: Step 2 - Fill out the form with your information

(Continue on page 3)

Once you see the “Account Application Received” page (see Figure 4), please check your email for further instructions.

Figure 4: Account Application Received page

IMPORTANT: Please carefully check your email address when you complete the registration form. Instructions will be sent there to finish creating your EasyChair account (see Figure 5). If you enter a wrong email, you must repeat the entire process.

Figure 5: Sample instruction email from EasyChair

(Continue on page 4)

Once you have your EasyChair account, login with it and click on the “[make a new submission](#)” link under “Author” to submit your proposal (see Figure 6).



Figure 6: Submission link after login as with the author role

Make sure you read the provided submission instructions first by clicking on the read “Read instructions” button (see Figure 7). Fill in all the required fields in the submission form and submit your proposal.

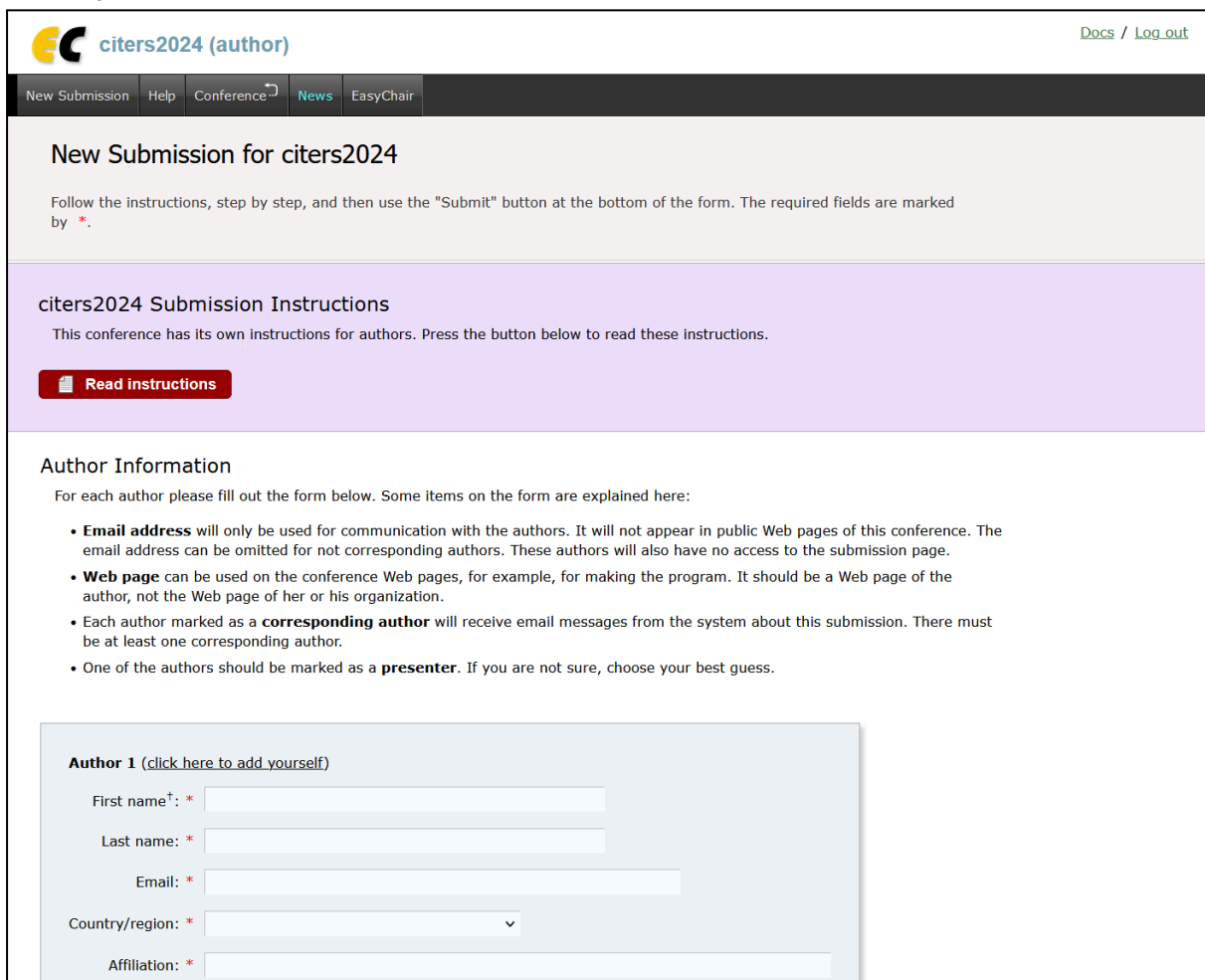


Figure 7: Proposal submission form

(Continue on page 5)

If you still have any questions about the submission process, please contact us by email: citers@cite.hku.hk. You can also visit our conference website for the most up to date information here: <https://citers2024.cite.hku.hk>.