

## EasyChair Instructions for Authors

The 18<sup>th</sup> GJ-NatConMITE 2021 shall be managed through an online conference management system called [EasyChair](#). All abstracts shall be reviewed by the conference committee and results shall be notified to the authors. The authors of accepted abstracts will be asked to submit a draft paper. The authors of accepted draft papers shall be asked to submit a revised version. The result of the revision shall be notified after the conference. Author will submit the final version of the paper after the conference. On EasyChair, an author will go through three stages:

1. Setting up an account
2. Abstract submission
3. Final paper submission

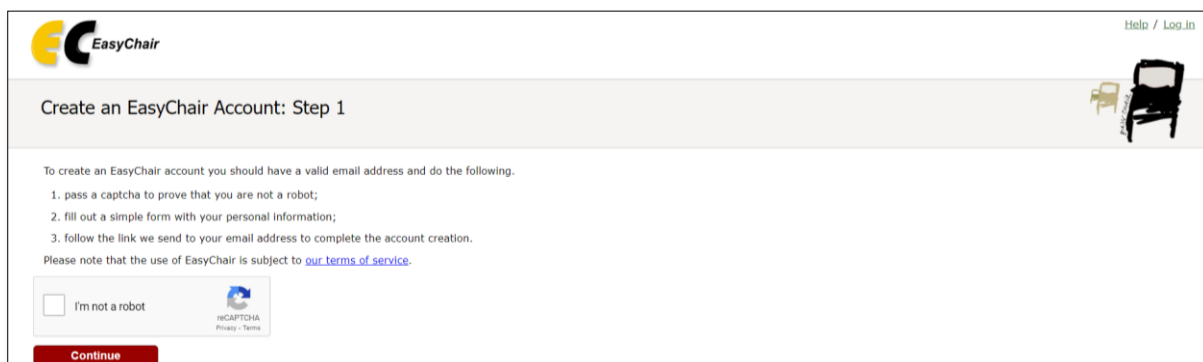
In case of any difficulty or queries, please contact the conference convener at [gjnatconmite2021@gmail.com](mailto:gjnatconmite2021@gmail.com).

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### *Step 1: Set up an Account as an Author*

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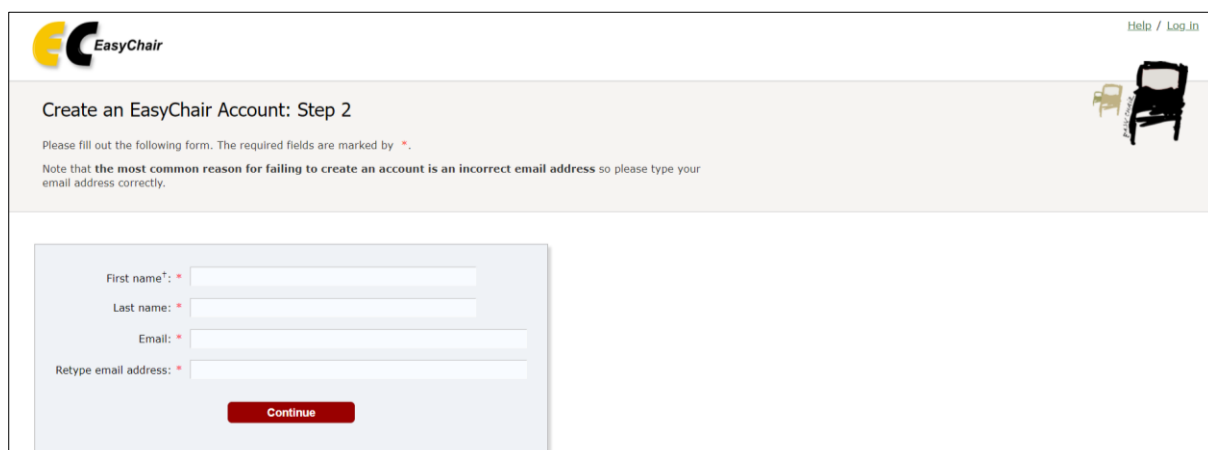
Author will first have to set up an account with [EasyChair](#). Go to <https://easychair.org/account/signup>. You will be directed to the page shown in Figure 1. Click on the checkbox next to “I’m not a robot” and click on “Continue”.



The screenshot shows the 'Create an EasyChair Account: Step 1' page. At the top left is the EasyChair logo, and at the top right are links for 'Help / Log In'. Below the header, there is 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 this is a note: 'Please note that the use of EasyChair is subject to [our terms of service](#).' At the bottom, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. A red 'Continue' button is located at the bottom center.

Figure 1: Enter information to sign up

You will be directed to Page 2 as shown in Figure 2. Complete the form in Step 2 and click on “Continue”.



The screenshot shows the 'Create an EasyChair Account: Step 2' page. At the top left is the EasyChair logo, and at the top right are links for 'Help / Log In'. Below the header, there is a small illustration of a chair. The main content area contains instructions: 'Please fill out the following form. The required fields are marked by \*.' followed by a note: 'Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.' Below this is a form with four input fields: 'First name:', 'Last name:', 'Email:', and 'Retype email address:'. Each field has a red asterisk to its left. A red 'Continue' button is located at the bottom center of the form area.

Figure 2: Fill in the Information

Once registered, you will receive an email as shown in Figure 3. Click on the link provided in the email to continue to the account registration process.

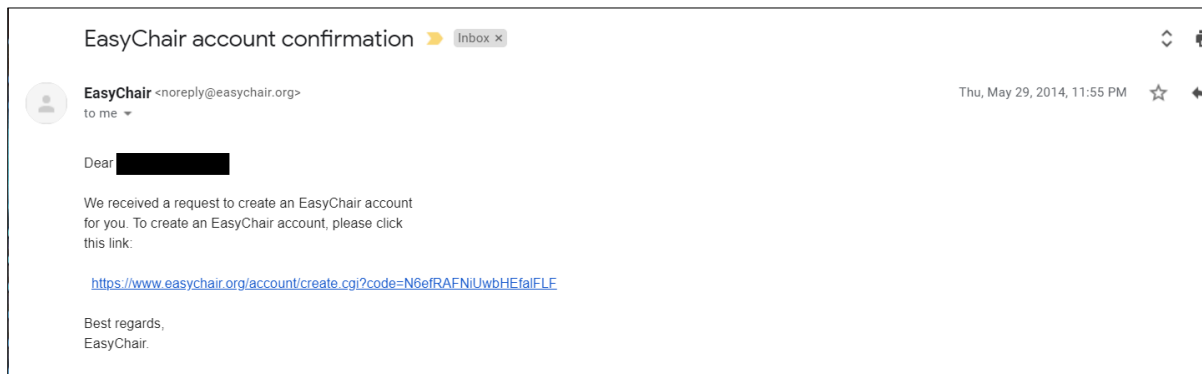


Figure 3: Account confirmation email

Fill out the information as shown in Figure 4 and click on “Create my account”.

The image shows the 'Create an EasyChair Account: Last Step' form. At the top left is the EasyChair logo with the tagline 'The conference system'. At the top right is an illustration of a chair. The form title is 'Create an EasyChair Account: Last Step'. Below the title, it says: 'Hello [redacted] To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.' The form fields are: 'User name:' (with a note 'User names are case-insensitive'), 'First name\*', 'Last name (\*)', 'Company/organization (\*)', 'Web site:', 'Phone (\*)', 'Address, line 1 (\*)', 'Address, line 2:', 'City (\*)', 'Post code (\*)', 'State (US only) (\*)' (dropdown), 'Country (\*)' (dropdown), 'Password (\*)', and 'Retype the password (\*)'. A red 'Create my account' button is at the bottom right of the form area.

Figure 4: Create an account

After the registration is complete, you may login to the 18<sup>th</sup> GJ-NatConMITE 2021 by clicking on “click this link” (as shown in Figure 5) or on the following link: <https://easychair.org/conferences/?conf=18thgjnateconmite2021>



Figure 5: Link to the 18<sup>th</sup> GJ-NatConMITE 2021

## Step 2: Submission of Abstract

After logging in to the submission website of 18<sup>th</sup> GJ-NatConMITE 2021, you may click on “make a new submission” (indicated by arrow) to submit a new abstract. (See Figure 6)

Conferences CFP VCS Preprints Slides EasyChair

### 18th GJ-NatConMITE 2021 (Navigating the New Normal: Rethinking Business in a Changing World)

You are logged in to 18th GJ-NatConMITE 2021 (Navigating the New Normal: Rethinking Business in a Changing World).  
Use the links below to access 18th GJ-NatConMITE 2021.

**Reviewer**

- [chair](#)

**Author**

- [make a new submission](#)

**CFP**

- [CFP manager](#)

**18th GJ-NatConMITE 2021: Navigating the New Normal: Rethinking Business in a Changing World**  
Online  
Mohali, India, October 13, 2021

Conference website	<a href="https://www.gjimt.ac.in/conference-2021/">https://www.gjimt.ac.in/conference-2021/</a>
Submission link	<a href="https://easychair.org/conferences/?conf=18thojnatconmite2021">https://easychair.org/conferences/?conf=18thojnatconmite2021</a>
Poster	<a href="#">download</a>
Abstract registration deadline	September 3, 2021
Submission deadline	September 23, 2021

Topics: [management](#) [information technology](#) [tourism](#) [education](#)

Figure 6: Submission website for 18<sup>th</sup> GJ-NatConMITE 2021

Fill out the information about the author(s) as shown in Figure 7. Use the same email address using which you are registered on [EasyChair](#).

### New Submission for 18th GJ-NatConMITE 2021

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)**

First name\*:

Last name\*:

Email\*:

Country/region\*:

Organization\*:

Web page:

corresponding author

Figure 7: Author Information

Fill in the Title, Abstract and Keywords as shown in Figure 8. If you do not wish to submit the full paper at this stage, click on “Submit” as shown in Figure 9.

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

Title: \*

Abstract: \*

**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: \*

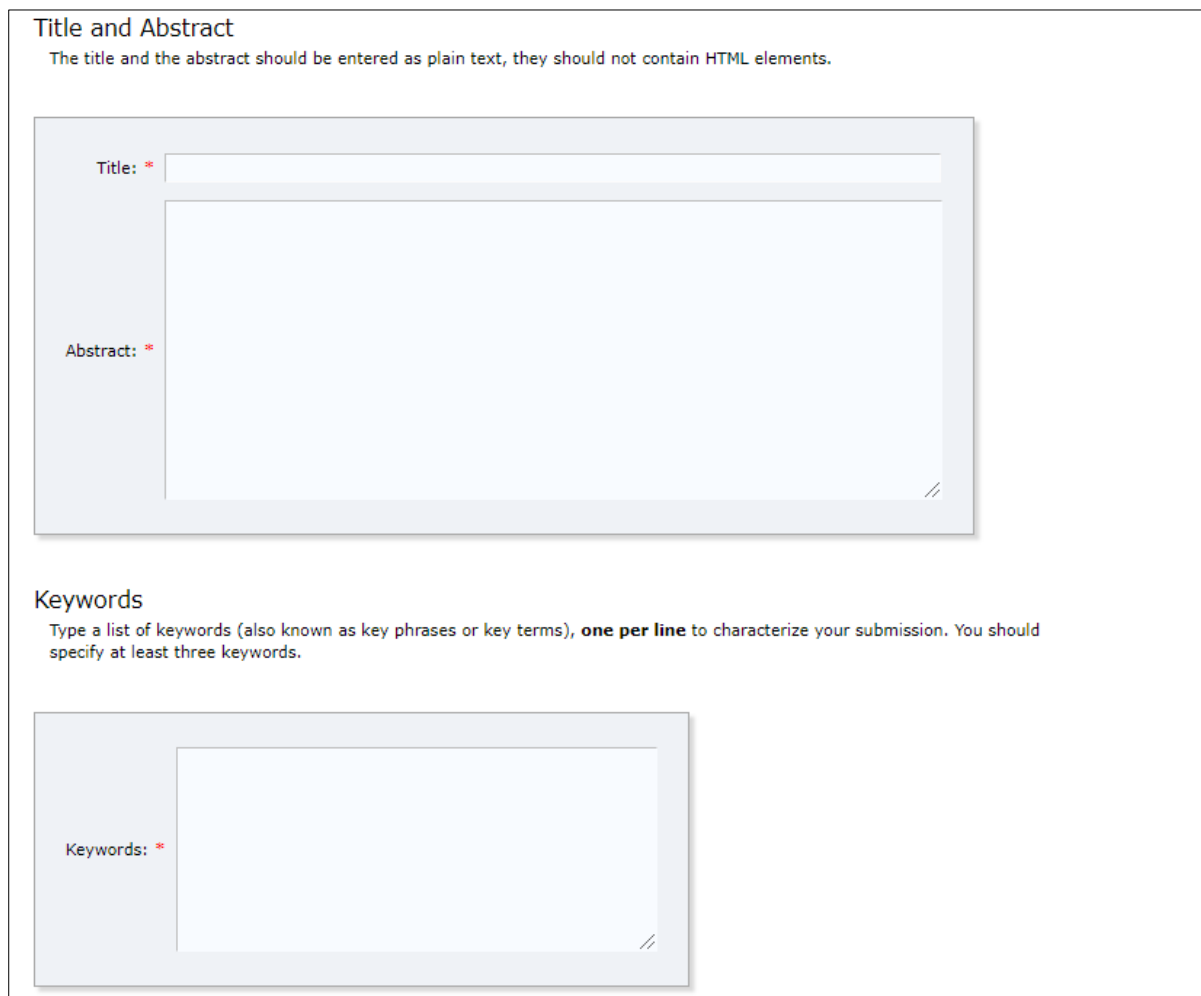
The image shows a web form for submitting an abstract. It is divided into three sections. The first section, 'Title and Abstract', contains a single-line text input for the title and a larger multi-line text area for the abstract. The second section, 'Keywords', contains a multi-line text area for entering keywords, one per line. All input fields are currently empty. The form has a light gray background and a thin border.

Figure 8: Abstract Submission

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### Step 3: Submission of Full Paper

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If you are ready to submit the full paper along with the abstract, you may scroll down and click on “Choose File” as shown in Figure 9. Alternatively, after abstract submission, you may upload the full paper at a later stage.

**Note:** Paper must be in PDF format.

Files

The following part of the submission form was added by 18th GJ-NatConMITE 2021. It has neither been checked nor endorsed by EasyChair

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

No file chosen

Ready?

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

Figure 9: Full Paper Submission

Once a submission is completed, a new menu bar “Submission #” is created as shown in Figure 10. You may click on “Submission #” to change any information about the submission.

18th GJ-NatConMITE 2021 (author) Help / Log out

New Submission Submission 1 18th GJ-NatConMITE 2 Conference News EasyChair

18th GJ-NatConMITE 2021 Submission 1

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.](#)

Submission 1	
Title:	Title
Author keywords:	KEYWORD1 KEYWORD2 KEYWORD3
Abstract:	ABSTRACT
Submitted:	Jul 05, 06:08 GMT
Last update:	Jul 05, 06:08 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
Author	Author					✓

Update Information  
Update authors  
Add file  
Withdraw

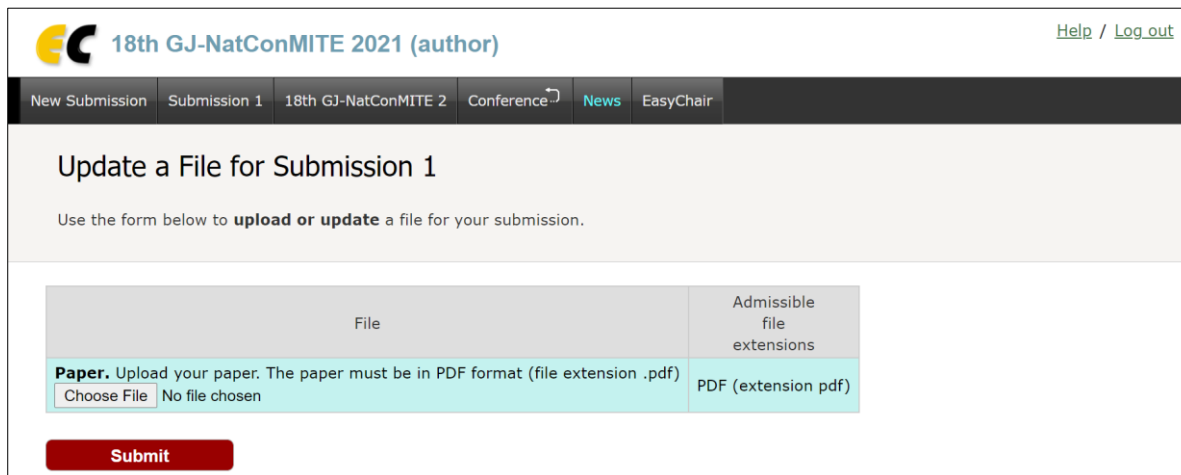
Figure 10: Submission page for Author

Using the links in the top-right corner (indicated by arrow) in Figure 10, you may:

- **Update information about the paper** (change the title, abstract, keywords)
- **Update authors** (update information about author, add new author, remove author, reorder authors)
- **Add files** (Draft paper, Final paper after revision)
- **Withdraw your paper**

After the submission process is over, you will receive an email from [18thgjnatonmte2021@easychair.org](mailto:18thgjnatonmte2021@easychair.org). After review, you will receive the acceptance/rejection notification with reviews by email.

Based on the reviews, you may be asked to revise the paper. To upload the revised paper, click on “Add file” in the top-right corner (as shown in Figure 10) and select the revised paper as shown in Figure 11.



The screenshot shows the EasyChair submission interface. At the top, there is a navigation bar with the EasyChair logo and the text "18th GJ-NatConMITE 2021 (author)". On the right side of the navigation bar, there are links for "Help" and "Log out". Below the navigation bar, there is a menu with options: "New Submission", "Submission 1", "18th GJ-NatConMITE 2", "Conference", "News", and "EasyChair". The main content area is titled "Update a File for Submission 1". Below the title, there is a instruction: "Use the form below to **upload or update** a file for your submission." The form consists of a table with two columns: "File" and "Admissible file extensions". In the "File" column, there is a text box containing the instruction: "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)". Below this text box, there is a "Choose File" button and the text "No file chosen". In the "Admissible file extensions" column, there is a text box containing "PDF (extension pdf)". Below the table, there is a red "Submit" button.

File	Admissible file extensions
<p><b>Paper.</b> Upload your paper. The paper must be in PDF format (file extension .pdf)</p> <p>Choose File No file chosen</p>	PDF (extension pdf)

**Submit**

Figure 11: Updating a File

After uploading the revised file, click on “Submit”.