



## 5<sup>TH</sup> WORLD CONGRESS ON DISASTER MANAGEMENT 9<sup>th</sup> -12<sup>th</sup> December 2020, New Delhi, India

### EasyChair instructions for Authors

The submission and review of papers for **WCDM2020** will be managed through an online conference paper management system called **EasyChair**. This system gives you, the author, complete control over your submission.

The submission process consists of 2 stages:

1. Paper submission
2. Revised paper submission

Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version prepared with template for publishing.

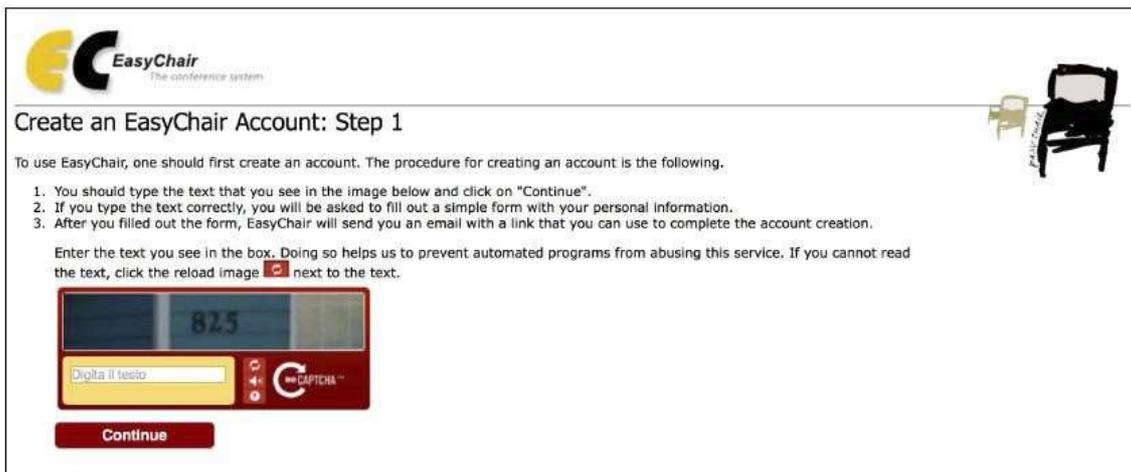
This guide is intended to support authors during the submission process. It has 3 parts:

- Setting up an account
- Draft paper submission
- Revised paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: [convenor@wcdm.co.in](mailto:convenor@wcdm.co.in)

# Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=wcdm2020> You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.



**EasyChair**  
The conference system

### 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.

825

Digita il testo

Continue

**Figure 1: Enter information to sign up**

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”



**EasyChair**  
The conference system

### 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\* (\*):

Last name (\*):

Email address (\*):

Retype email address (\*):

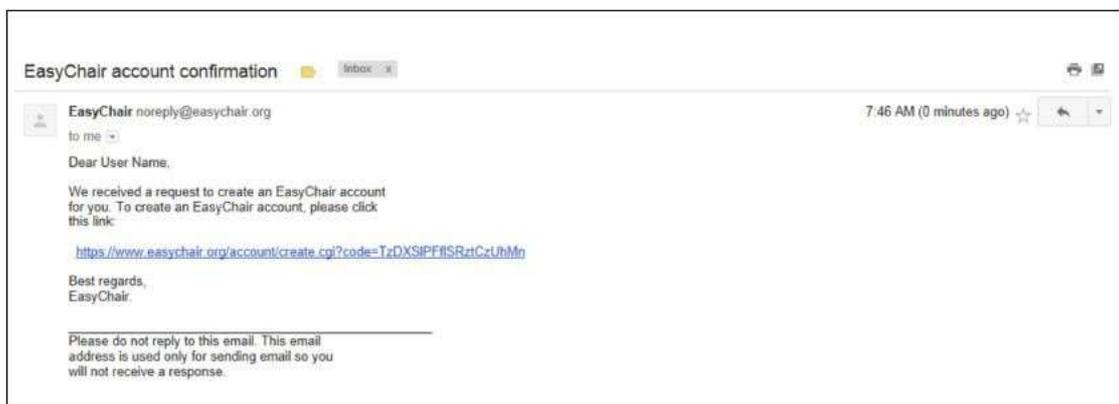
Continue

\* 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 2: Fill in the form**

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.



**Figure 3: Login email**

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The e-conference system'. At the top right is an image of a chair. The main heading is 'Create an EasyChair Account: Last Step'. Below this is a message: 'Hello Marco Vimercati! 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 itself is a light-colored box containing the following fields: '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) (\*)' (a dropdown menu), 'Country (\*)' (a dropdown menu), 'Password (\*)', and 'Retype the password (\*)'. A red 'Create my account' button is located at the bottom right of the form area.

**Figure 4: Create an account**

After the account is registered, you may log in to **WCDM2020** simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=wcdm2020>



Figure 5: Link to the login page

## Paper submission

After logging in to the EasyChair website for **WCDM2020**, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).

The screenshot shows the top navigation bar with links: "New Submission", "WCDM2020", "Conference", "News", and "EasyChair". Below the navigation bar is a header "New Submission for WCDM2020" and a sub-header "Author Information". The main content area contains instructions and a list of requirements for authors. Below the instructions is a form for "Author 1" with fields for "First name", "Last name", "Email", "Country/region", "Organization", and "Web page". There is also a checkbox for "corresponding author".

New Submission for WCDM2020

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<sup>†</sup>:

Last name \*

Email: \*

Country/region: \*

Organization: \*

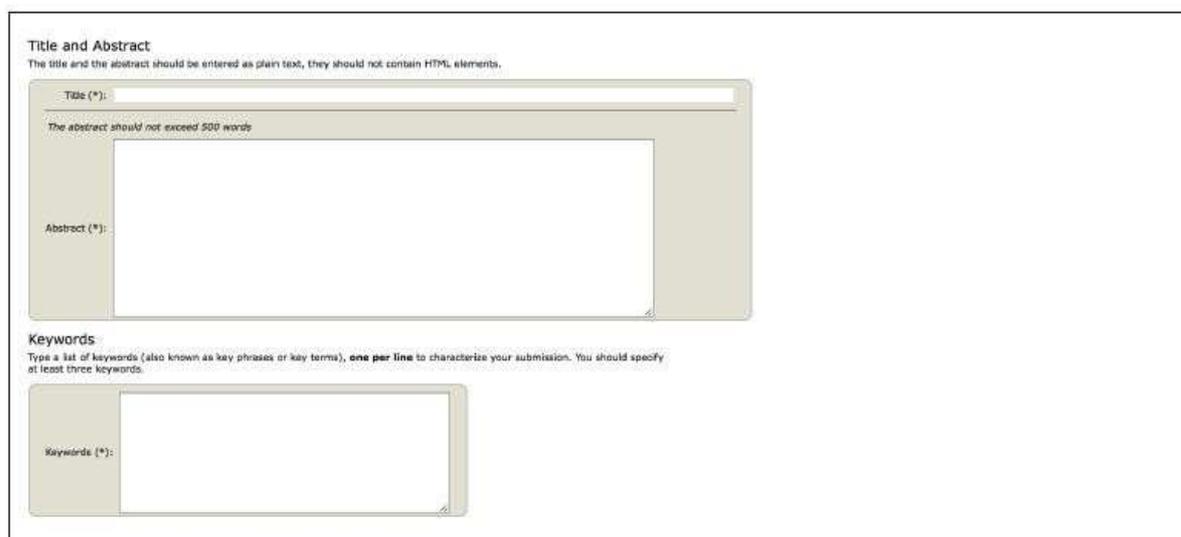
Web page:

corresponding author

Figure 6: The main page for authors

Follow the on-screen instructions and fill out all of required information about the authors.

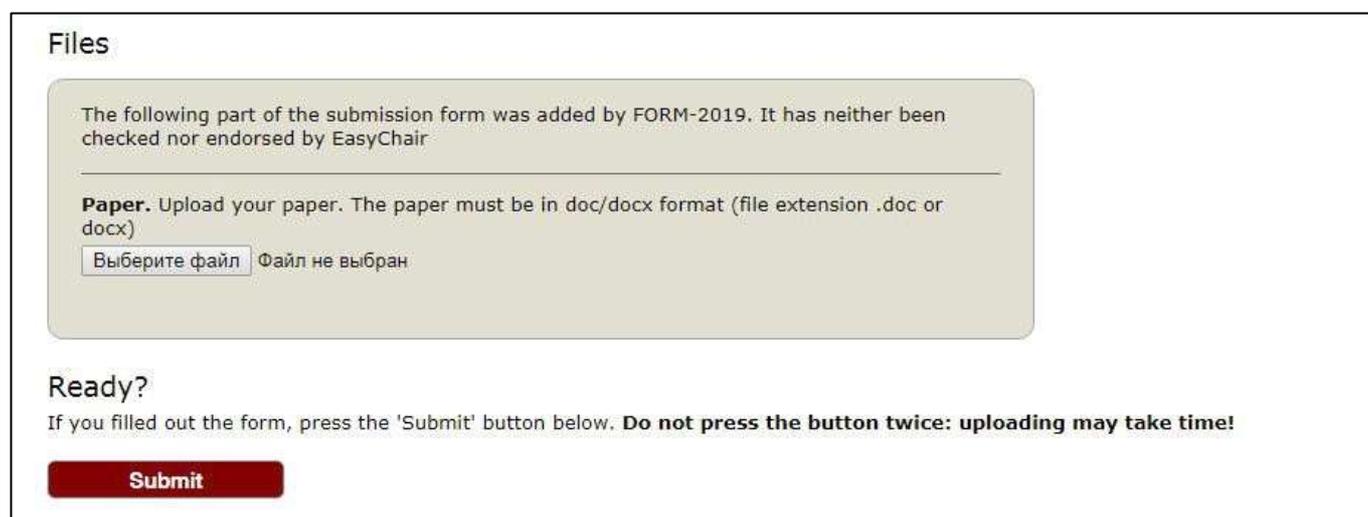
Fill out the text abstract, keywords and the related topics (as shown in Figure 7).



The screenshot shows a web form titled "Title and Abstract". Below the title, there is a text input field for the title and a larger text area for the abstract, with a note that the abstract should not exceed 500 words. Below this, there is a section for "Keywords" with a text area for entering keywords, one per line, and a note that at least three keywords should be specified.

**Figure 7: Abstract submission**

Click on the "Submit" link to upload your paper (as shown in Figure 8).



The screenshot shows a web form titled "Files". It contains a message stating that the following part of the submission form was added by FORM-2019 and has not been checked or endorsed by EasyChair. Below this, there is a section for "Paper" with instructions to upload the paper in doc/docx format. A file selection button is visible, showing the text "Выберите файл" and "Файл не выбран". Below the "Files" section, there is a "Ready?" section with instructions to press the 'Submit' button and a warning not to press it twice. A red "Submit" button is located at the bottom of the form.

**Figure 8: Paper submission**

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 9). Click on "Submission #" for changing any information about the submission.

Use the links at the top-right corner for:

- Updating information about your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- Updating author information for your submission: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- Uploading files: the “Add file” link may be used to upload files.
- Withdrawing the submission: select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

## Revised paper submission

If your paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission # and select “Update file” from the right-hand menu of the Submission screen.

After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the “Submit” button.