

EasyChair instructions for Authors

EasyChair, an online conference paper management system, will be used to handle paper submission and review for [FUTURE-BME 2024](#).

The submission process consists of three phases:

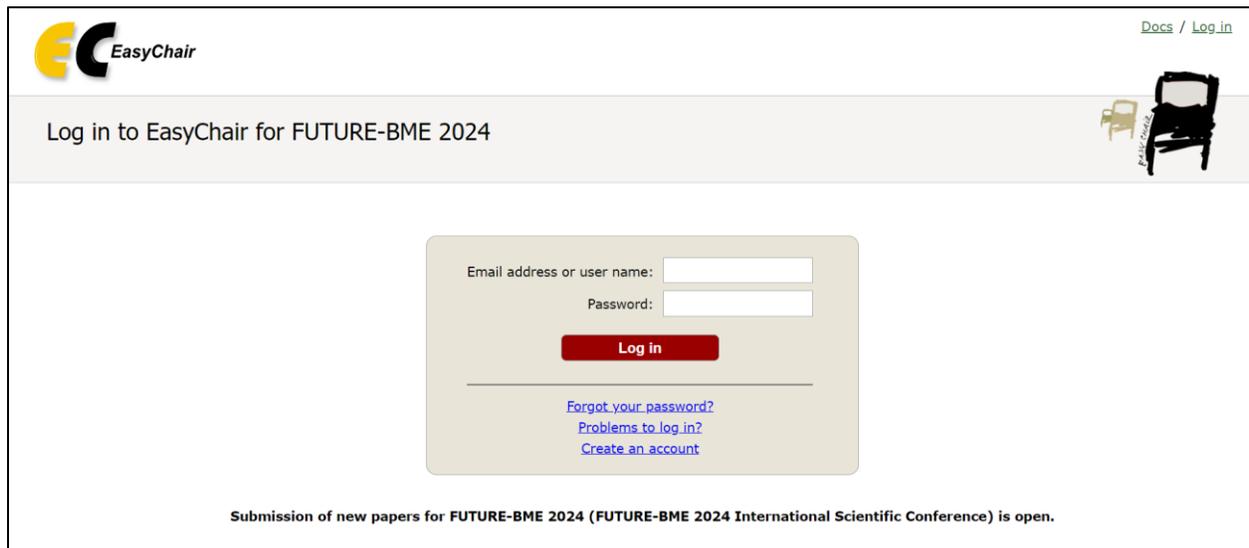
1. Abstract submission
2. Draft paper submission
3. Full paper submission

We kindly ask the authors to follow the next steps to ensure that they have completed all stages of the submission correctly.

1. Abstract submission

Submission is made through [this page](#).

In order to get to the abstract submission page, you need to log in to your EasyChair account. If you don't have an account, create one first (by clicking on *create an account* button shown in the next image).



The screenshot shows the EasyChair login page for FUTURE-BME 2024. At the top left is the EasyChair logo. At the top right are links for 'Docs' and 'Log in'. Below the logo is the text 'Log in to EasyChair for FUTURE-BME 2024'. In the center is a login form with two input fields: 'Email address or user name:' and 'Password:'. Below the 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 FUTURE-BME 2024 (FUTURE-BME 2024 International Scientific Conference) is open.'

Figure 1 - Login page

After logging in to the EasyChair account for FUTURE-BME 2024, you should find a “New Submission” button located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 2).

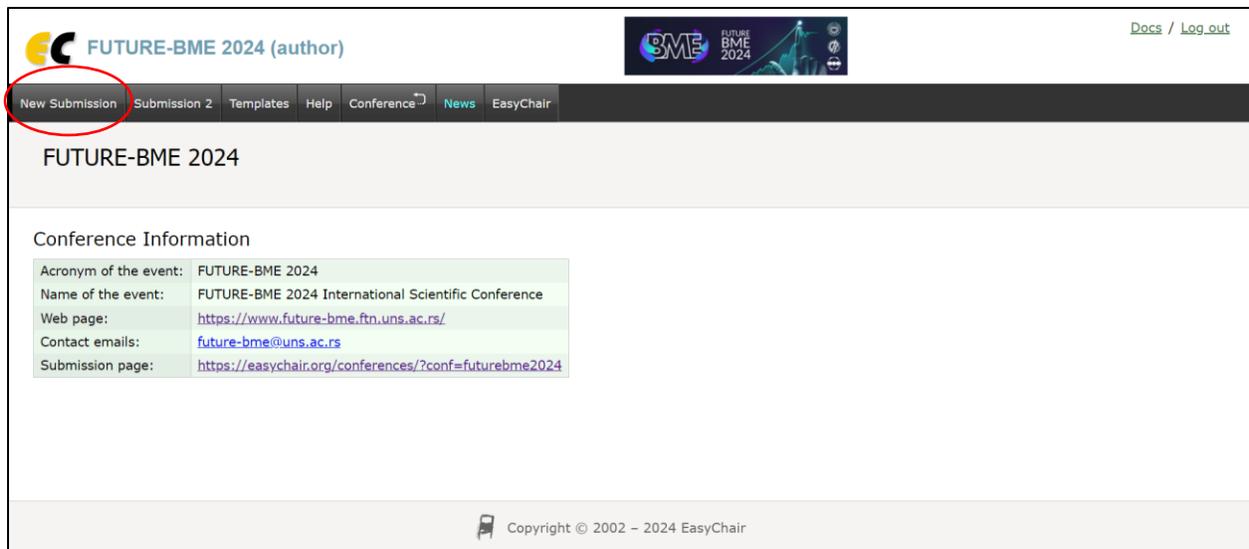


Figure 2. New Submission button

After clicking on that button, you will be redirected to the submission page (see Figure 3). Please fill in the fields in the form with the required informations about the authors. *Note:* You must use the same email address that you signed up with when creating the EasyChair account.

In case there are more than three co-authors, for each additional co-author, 20 € will be added to the overall registration fee amount.

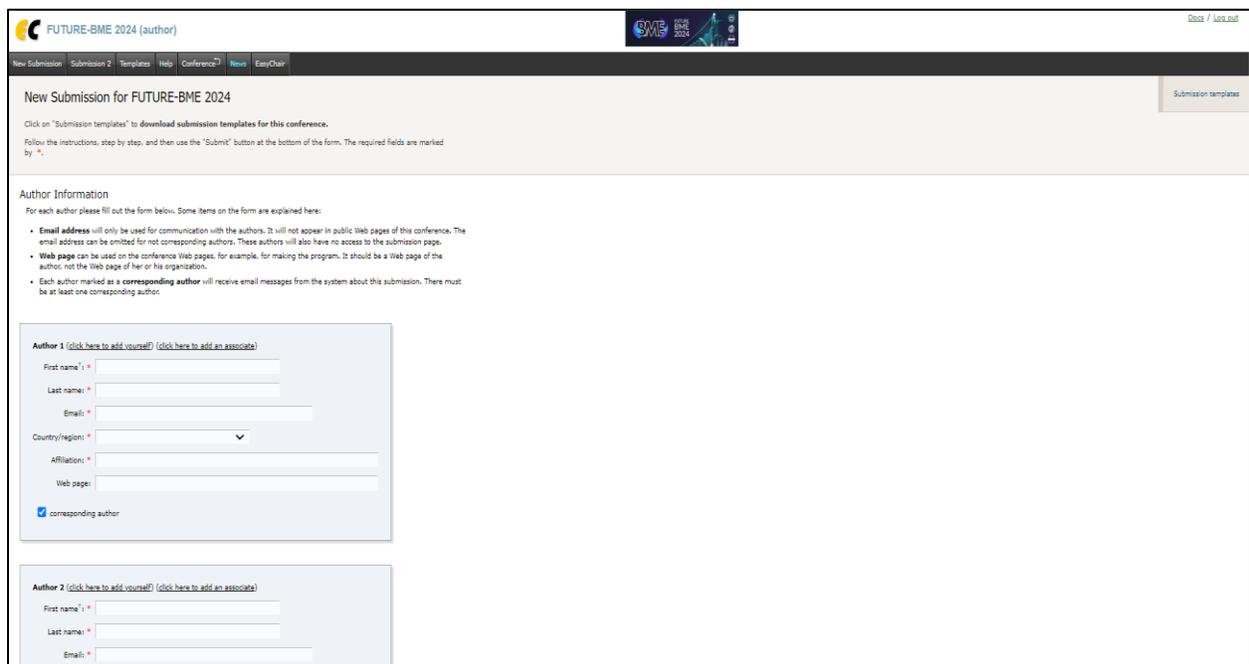


Figure 3. Submission page – authors

After entering information about all authors, you need to submit an abstract. You should submit it by filling in the fields in the form shown in the Figure 4.

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

Title: *

The abstract should not exceed 250 words

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: *

Topics
Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select one or more topics.

<input type="checkbox"/> Sustainable Business Practices	<input type="checkbox"/> Innovation and Entrepreneurship
<input type="checkbox"/> Supply Chain Management and Resilience	<input type="checkbox"/> Advanced Manufacturing and Technology
<input type="checkbox"/> Project Management and Ethics	<input type="checkbox"/> Economics and Finance
<input type="checkbox"/> Design and Marketing	<input type="checkbox"/> Engineering and Construction

Figure 4. Submission page – abstract

After entering all required data, click on the *Submit* button to submit the abstract.

IMPORTANT NOTICE: Please do **not** submit the full paper or any other files at this stage. Abstract should only be submitted by filling in fields of the form shown in the previous figure, so although a *choose file* button exists, submission of a file containing only the title and abstract is not required at this stage!

After the abstract has been successfully submitted, you can find the *Submission <number>* in the menu (see the red rectangle in the Figure 5), and by clicking on that button, the page with the details of the submission opens (as shown in next figure).

FUTURE-BME 2024 (author) Docs / Log out

New Submission **Submission 2** templates Help Conference News EasyChair

FUTURE-BME 2024 Submission 2

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.](#)

All **reviews sent to you** can be found at the bottom of this page.

Submission 2	
Title	Example of paper title
Author keywords	first keyword second keyword third keyword
Topics	Economics and Finance, Engineering and Construction
Abstract	Abstract that you submitted will be visible here.
Submitted	Feb 26, 09:34 GMT
Last update	Feb 29, 13:47 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
Tom	Greenfield	tdg@cs.mcgill.com	Canada	ETM		

Figure 5. View of the submitted abstract

Following the submission process, you will receive an email which is confirming your submission. Once the abstract review process is completed, you will receive acceptance/rejection notification.

2. Draft paper submission

In order to be able to submit the first version of the paper, your abstract should be accepted. After that, you need to go to the page of your submission (shown in previous Figure 5) and in the upper right corner you will find few options (yellow rectangle).

First one is to update the title, abstract and keywords (*update information* button), second gives you a possibility to update the authors using the *update authors* button. Last and **most important** button in this phase is **Add file** button. Once you click on that button you'll be able to select the file that you want to upload using the *Choose File* button (see Figure 6). Papers should be submitted in **.pdf** format.

Be sure that the submitted paper is in accordance with the template (available both on the conference website and EasyChair platform). The only thing that **MUST BE LEFT OUT of the attached template**, in **THIS** step, is the list of the author and co-author names (because of the double-blind peer review process). Their names should be added in the final version of the paper (together with changes requested by the reviewers). The paper should have between 5 and 8 pages. If a paper exceeds 8 pages (A4 size), each additional page will be subject to a charge.

FUTURE-BME 2024 (author)

New Submission | Submission 2 | Templates | Help | Conference ↻ | **News** | EasyChair

Update a File for Submission 2

Use the form below to **upload or update** a file for your submission.
 To **delete** the file, use the rightmost column.
 Note that this conference uses [submission templates](#).

File	Admissible file extensions
<p>Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)</p> <input type="button" value="Choose File"/> No file chosen	PDF (extension pdf)

Figure 6. Adding a file

After the review process of the draft paper is completed, you will receive acceptance/rejection notification followed by reviews text by email.

3. Full paper submission

After correcting the paper according to the reviewers' comments, you need to go back to the page of your submission (shown in Figure 5) and in the upper right corner you will find button **Update File**. You should select final version of the paper and click on the Submit button after that.

IMPORTANT NOTICE: In addition to the changes requested by the reviewers, it is **MANDATORY** to add information about the authors to the document itself before submitting the final version of the paper!!