

Submission Guidelines through *EasyChair*

EasyChair is a conference management system that is flexible, easy to use, and has many features to make it suitable for various conference models. It is currently probably the most commonly used conference management system. For detail information you can visit the home page <http://www.easychair.org>

Instructions

In this section, the instructions as well as guidelines to submit your paper through EasyChair are given as below:

If you already have an EasyChair account from another conference, you can use that account to submit a paper to MicroCom 2016 or go to [MicroCom 2016 EasyChair page](#).

1. If you have not used EasyChair Conference System earlier, go to <http://www.easychair.org> and click "sign up" to create an account.
2. You will have to indicate your name, give a password and a valid e-mail address.
3. You will then receive a confirmation e-mail. To continue, click the embedded link.
4. Complete the sign-up process by filling out your account information and click "create my account".
5. You will then be shown a confirmation and be given a link returning you to the sign-in page (from step1).
6. Sign in with the user name and password you provided in step 2.
7. Click "**New Submission**" from menu to upload your manuscript.
8. Fill in your "**address for Correspondence**". Make sure your correspondence information is correct.
9. Next, you can add authors to your submission manually. To add co-authors with whom you have already submitted a paper via EasyChair press "**click here to add an associate**" and select them from the list. By default three author forms are shown, additional forms can be added by clicking the link "**add more authors**" at the bottom of third author form.

10. Fill in the paper “**Title**“
11. Fill in the “Abstract” field with the abstract of 100-150 words.
12. Provide the list of keywords (at least three) one per line without any special character.
13. Upload the PDF file of the Full paper by clicking on the “**choose file**” button in “**Upload Paper**” section. Complete the process by finding and selecting the proper file (in pdf). Click “**Submit Paper**” to finish.
14. You will then be taken to your paper’s main page which will have several links in the top right hand corner. Here, you have the options to update or withdraw your submission until the submission deadline.
16. To submit an updated version of your paper, click “**Submit a New Version**” and attach your updated paper (in pdf). The version that will be considered for reviewing will be the one deposited here at the time of the submission deadline.