



Pacific Asia Conference on Information Systems (PACIS) 2009

Online Submission Guide

Index

| | |
|---|----|
| Introduction..... | 3 |
| Creating an account..... | 4 |
| Submitting paper/doctoral consortium nomination for review..... | 9 |
| Other information | 15 |

Introduction

PACIS 2009 participants must submit the paper electronically. The research paper should not to exceed 12 pages in total (Microsoft Word document, formatted as per the template given, 11 pt font, times new roman font and 1-inch margins on all sides).

Doctoral Consortium participants must submit one Microsoft Word Document containing the Nomination letter, nomination information sheet and the short paper.

This document will guide you through the process of submitting, resubmitting an updated version and making multiple submissions for the executive summary round.

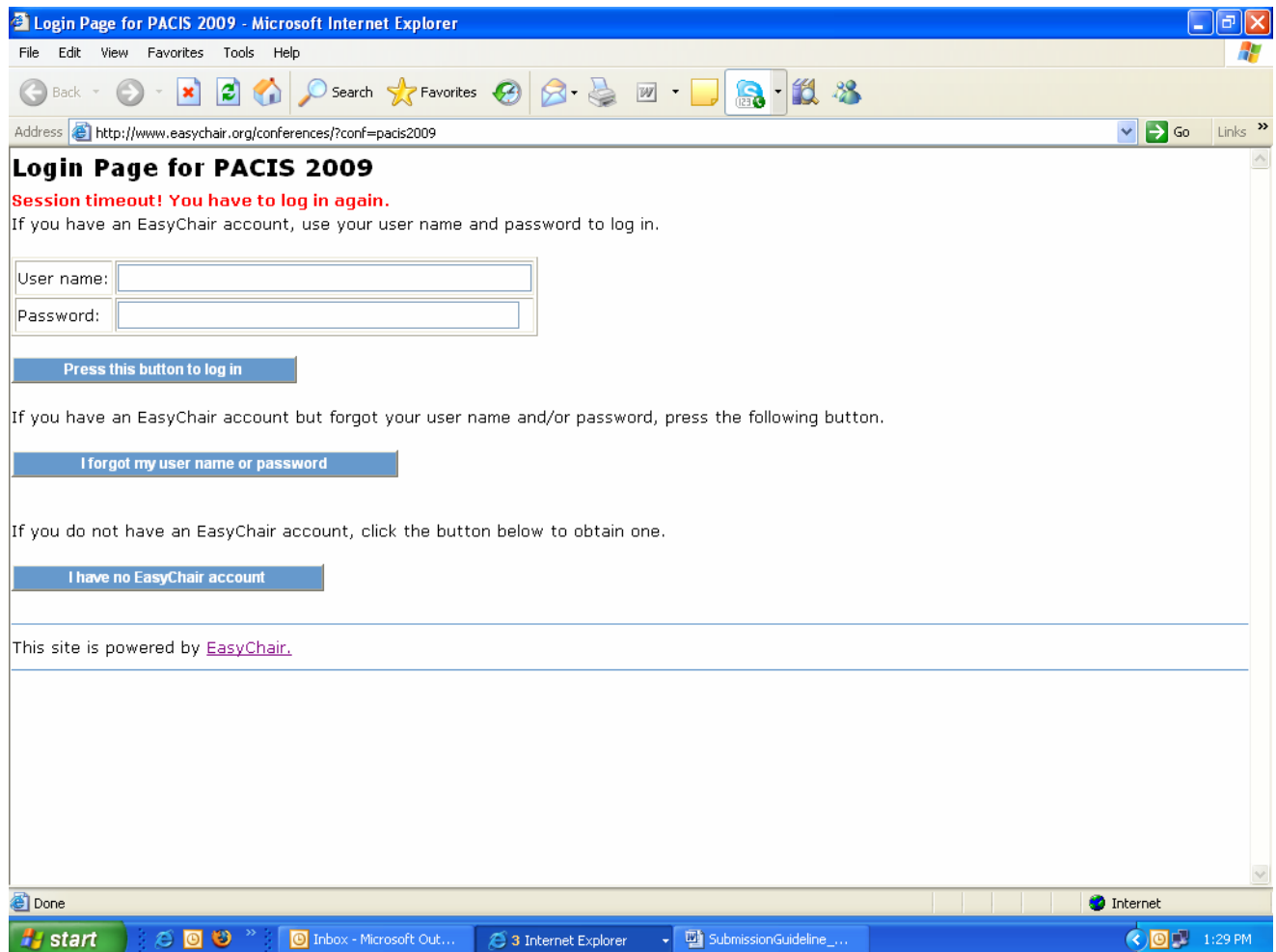
Creating an account

Step 1:

Visit the URL <http://www.easychair.org/conferences/?conf=pacis2009>

On this page, click on 'I have no EasyChair account'.

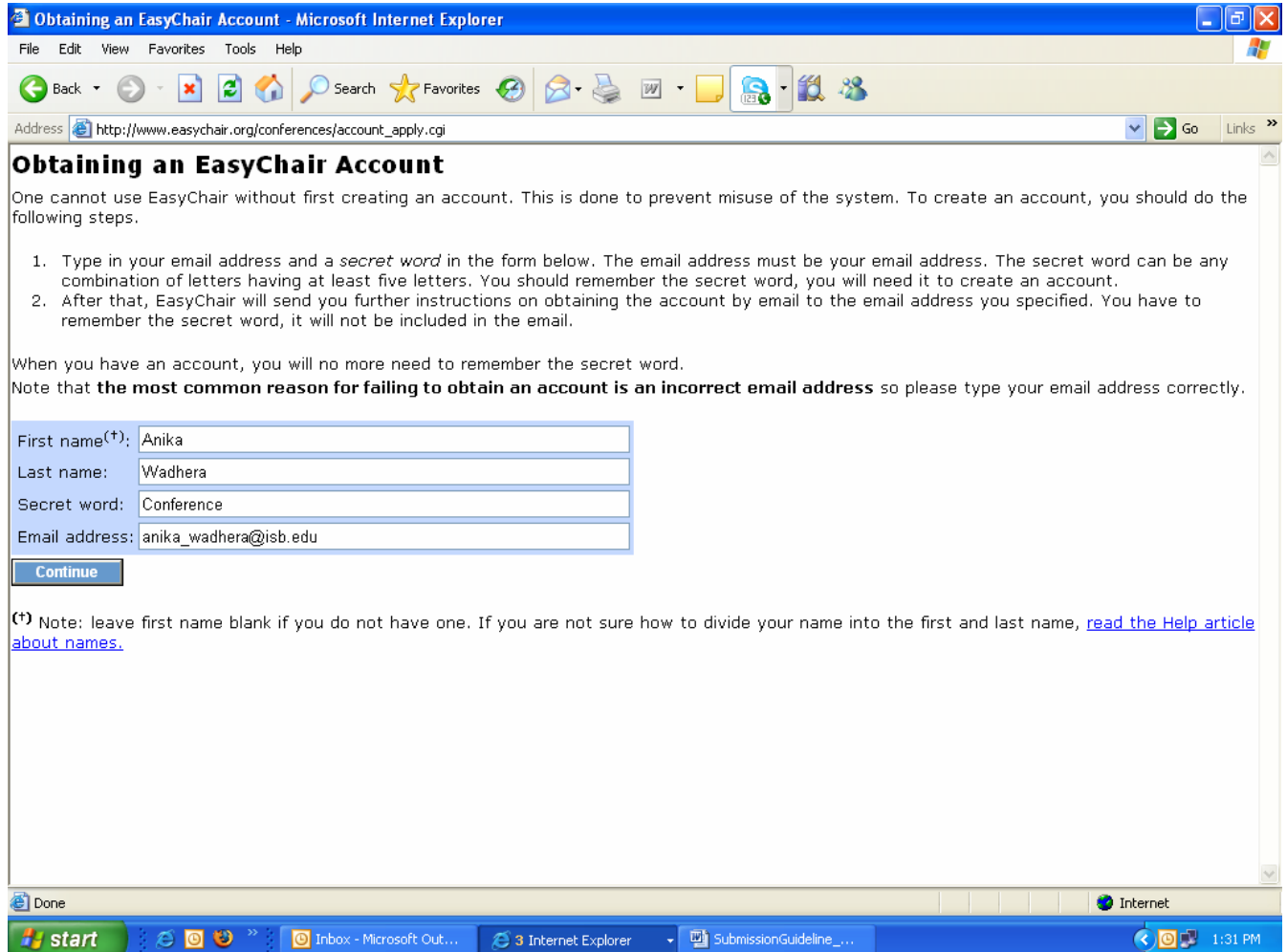
This link will take you to the page below:



Step 2:

When you click on 'I have no EasyChair account', you will see the page below.

On this page, enter your own data as per the instructions given on the screen (as exemplified above). Then click on 'Continue'.



Obtaining an EasyChair Account

One cannot use EasyChair without first creating an account. This is done to prevent misuse of the system. To create an account, you should do the following steps.

1. Type in your email address and a *secret word* in the form below. The email address must be your email address. The secret word can be any combination of letters having at least five letters. You should remember the secret word, you will need it to create an account.
2. After that, EasyChair will send you further instructions on obtaining the account by email to the email address you specified. You have to remember the secret word, it will not be included in the email.

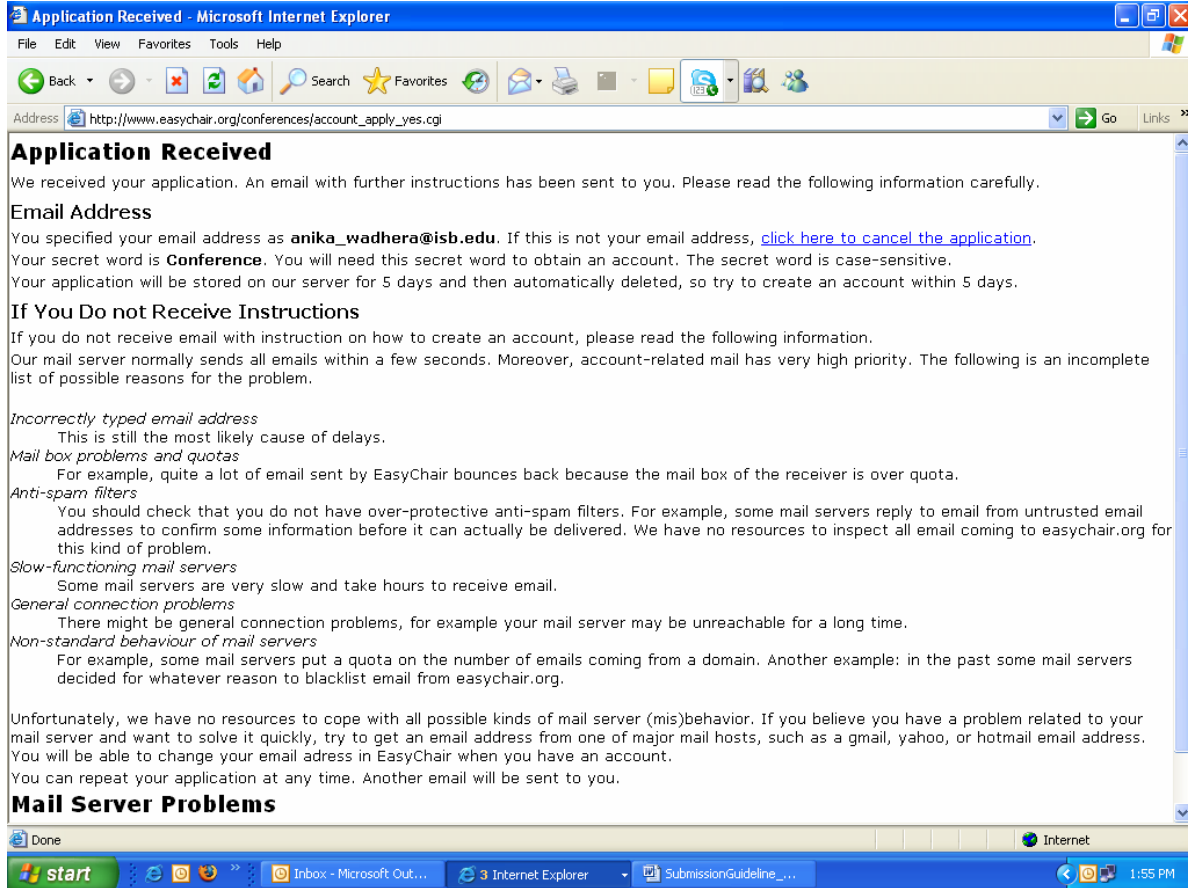
When you have an account, you will no more need to remember the secret word.
Note that **the most common reason for failing to obtain an account is an incorrect email address** so please type your email address correctly.

First name^(*):
Last name:
Secret word:
Email address:

^(*) 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.](#)

Step 3:

When you click on 'continue', you will see the page below and will be informed that an email has been sent to your email account.



The email sent to your account will look like this:

Dear Anika Wadhera,

We received a request to create an EasyChair account for you. To create an account, please visit the Web page

http://www.easychair.org/conferences/account_create.cgi?iid=6299;code=zHv556FPnY0dNIxBTWwB

You will have to use the secret word you typed in when you made the application. Your application will be stored on our server for 5 days and then deleted, so if you do not create your account within 5 days, you will have to apply again.

The request came from the IP address 203.197.247.136. If you have not applied for an EasyChair account, we kindly ask you to visit:

http://www.easychair.org/conferences/account_create.cgi?iid=6299;cancel=LJaeSpiq

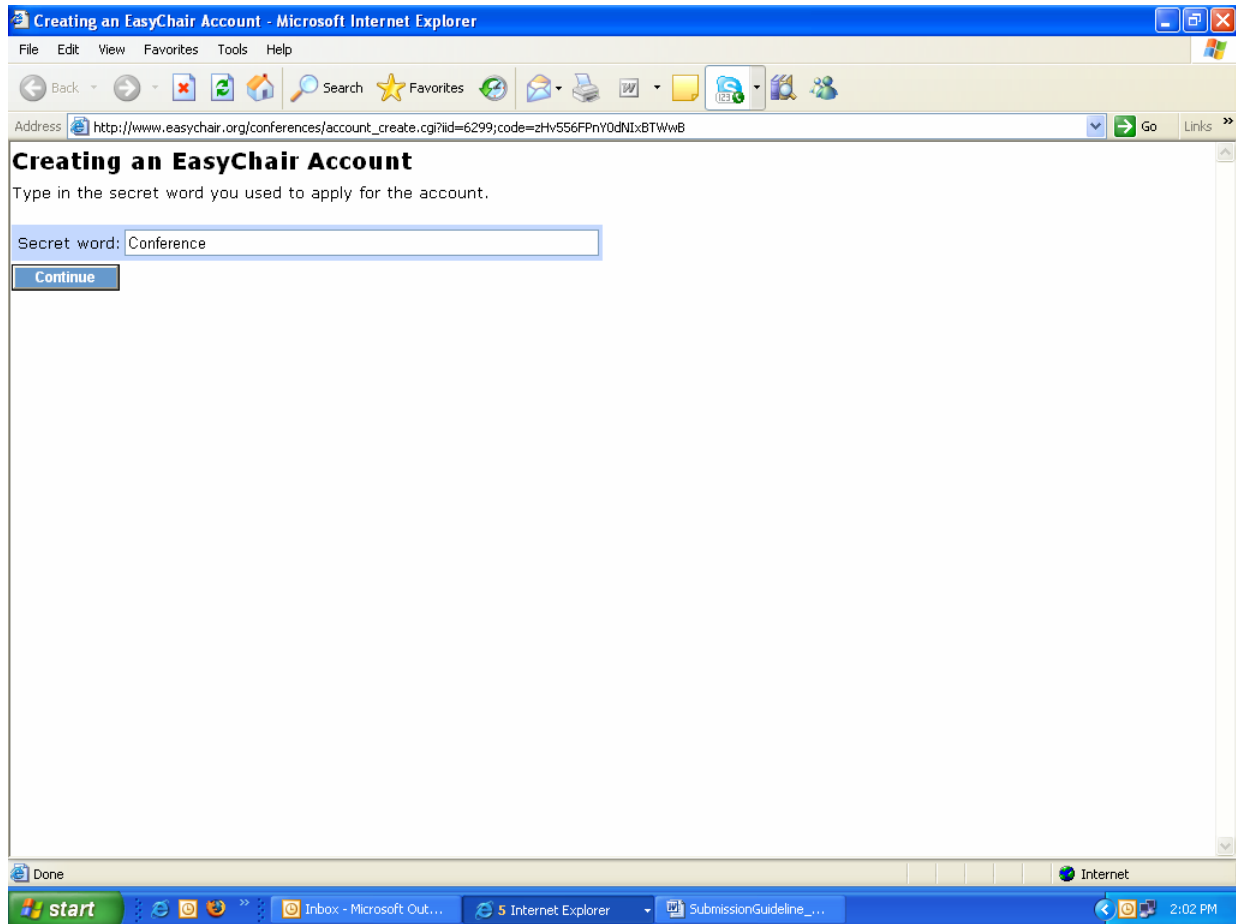
instead: we are logging IP addresses from which fake applications have been made.

Best regards,
EasyChair Messenger.

This email has been sent automatically. Please DO NOT reply to this email.

Step 4:

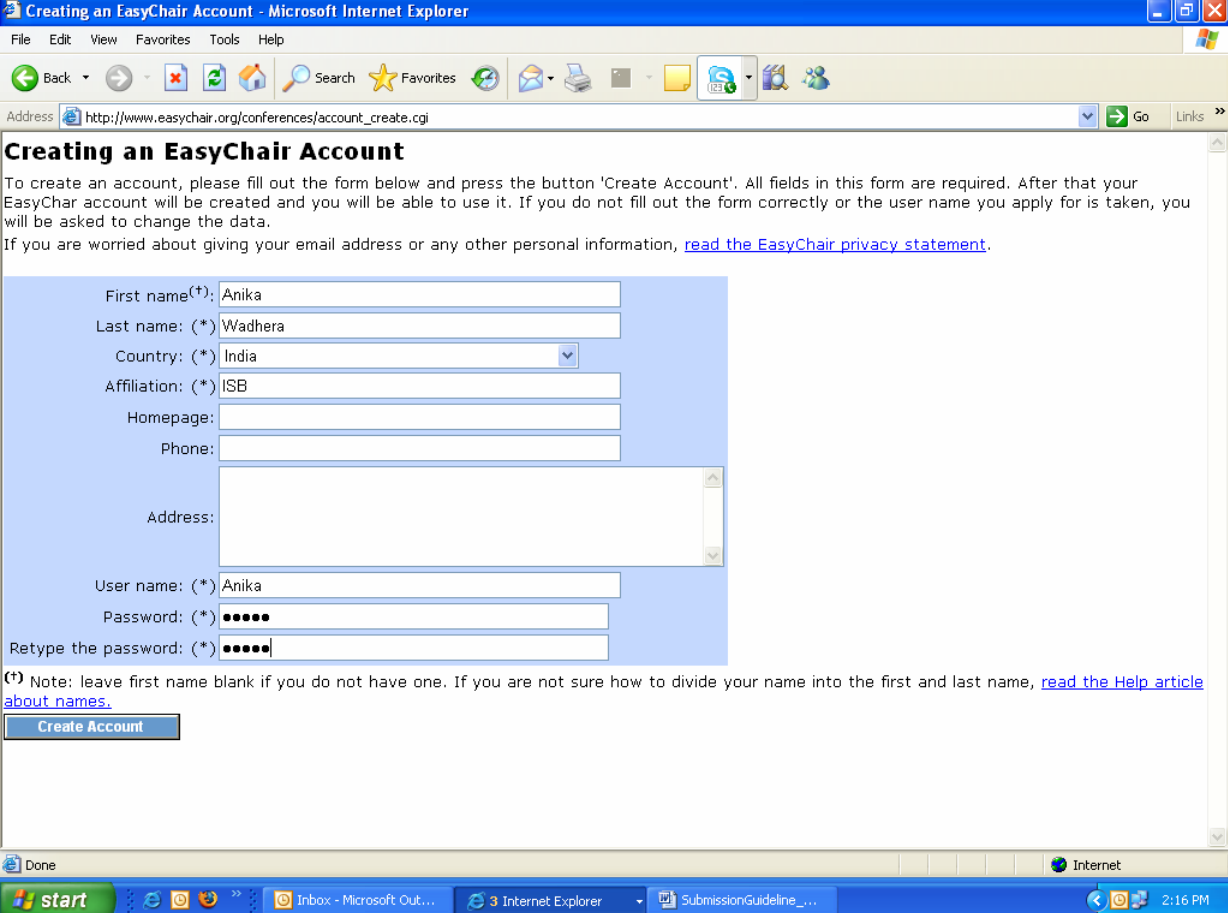
When you click on the link provided in the email (refer to Step 3), you will be directed to the page below. Enter your 'Secret Word' (refer to Step 2) in the space provided and click on 'Continue.'



Step 5:

When you click on 'Continue', you will be directed to the page below. Enter all the necessary information (for 'affiliation', key in 'author') in the spaces provided and then click on 'Create Account'.

You have created an account. You can log in at any time before the deadline and submit your paper.



The screenshot shows a Microsoft Internet Explorer browser window titled "Creating an EasyChair Account - Microsoft Internet Explorer". The address bar shows the URL "http://www.easychair.org/conferences/account_create.cgi". The page content is titled "Creating an EasyChair Account" and includes the following text:

To create an account, please fill out the form below and press the button 'Create Account'. All fields in this form are required. After that your EasyChair account will be created and you will be able to use it. If you do not fill out the form correctly or the user name you apply for is taken, you will be asked to change the data.

If you are worried about giving your email address or any other personal information, [read the EasyChair privacy statement](#).

The form fields are as follows:

- First name(*): Anika
- Last name: (*) Wadhwa
- Country: (*) India (dropdown menu)
- Affiliation: (*) ISB
- Homepage:
- Phone:
- Address:
- User name: (*) Anika
- Password: (*) [masked with dots]
- Retype the password: (*) [masked with dots]

Below the form, there is a note: (*) 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](#).

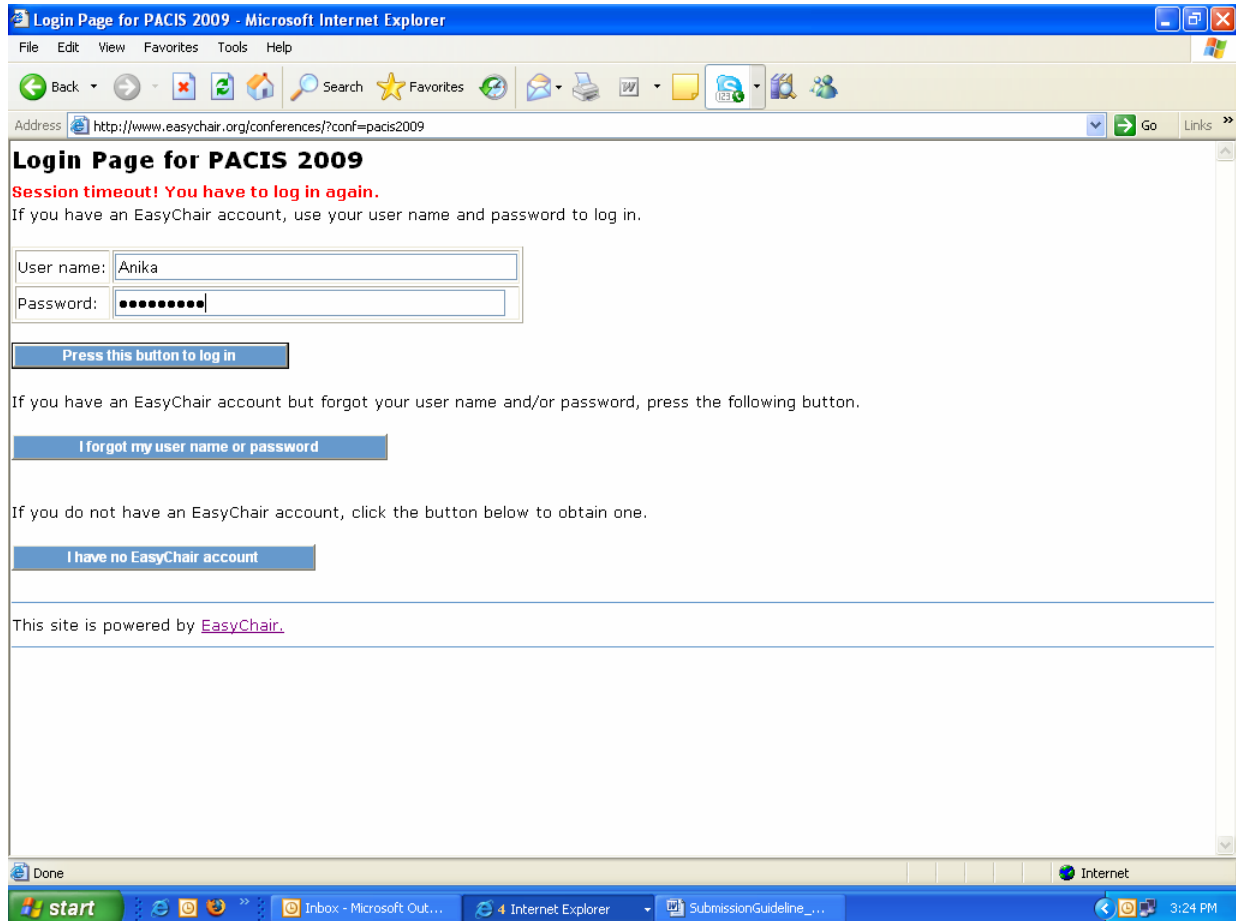
A "Create Account" button is located below the form.

The browser's taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 2:16 PM.

Submitting paper/doctoral consortium nomination for review

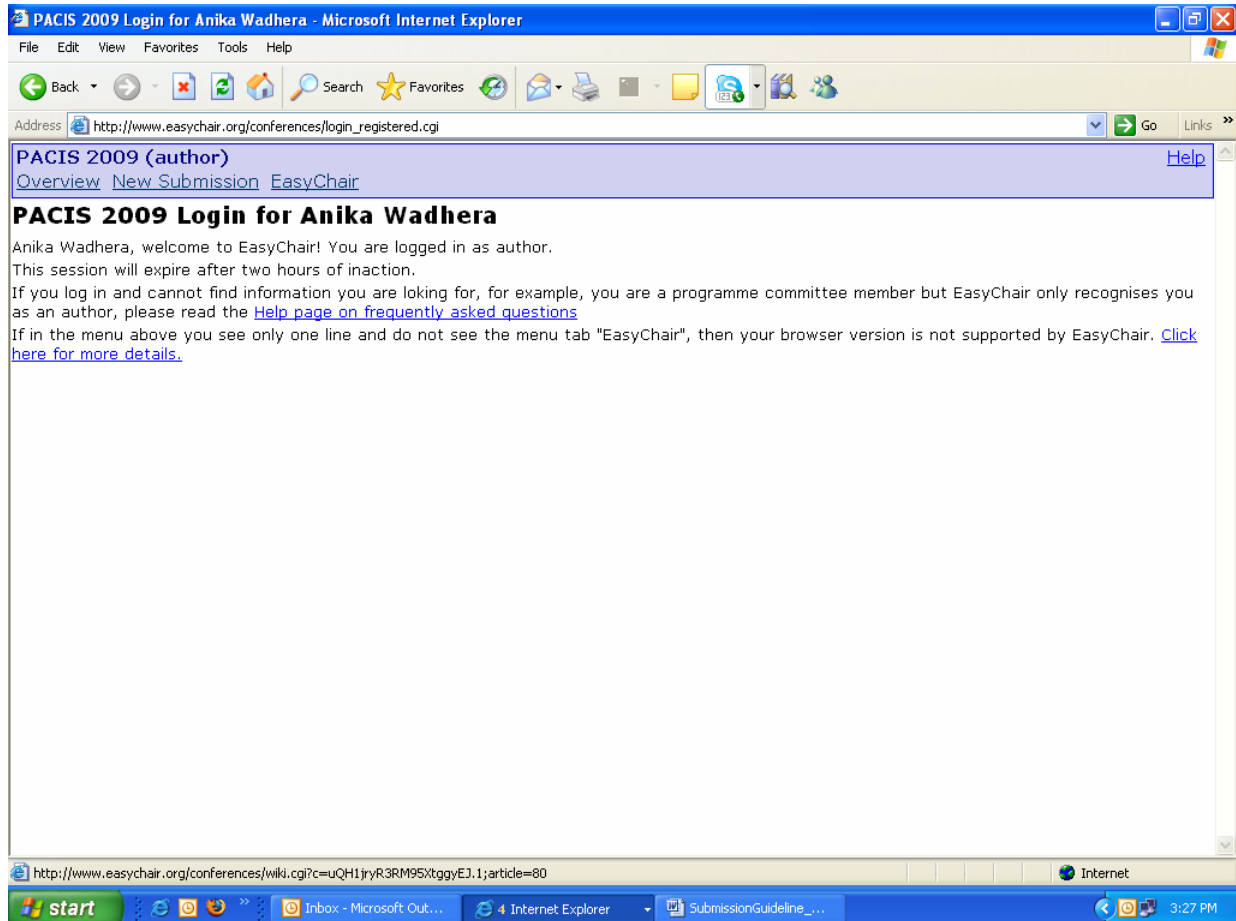
Step 1:

To log in to your account, visit <http://www.easychair.org/conferences/?conf=pacis2009>, this will take you to the page below. Enter your username and password, and then click 'Press this button to log in'.



Step 2:

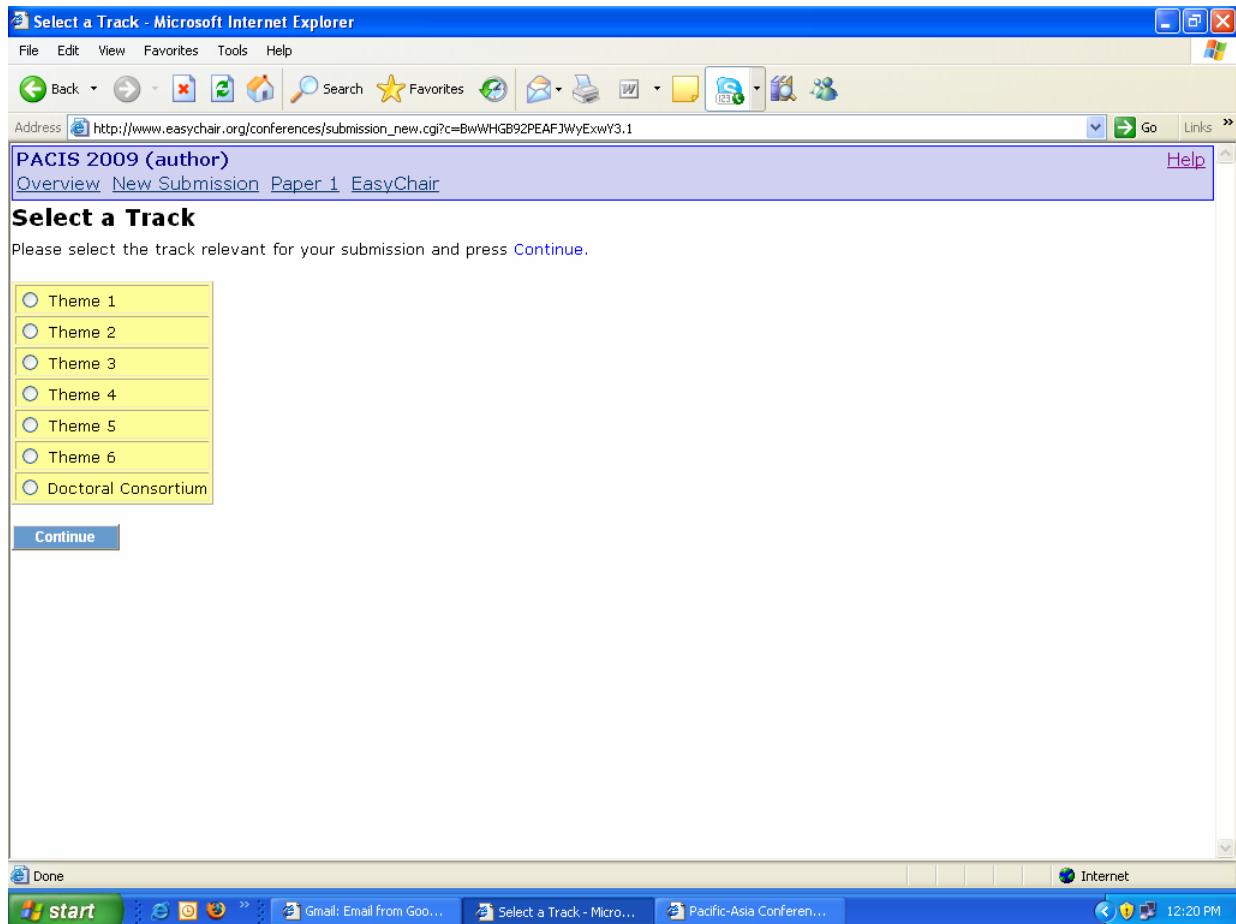
After you log in, you will see a page similar to the one below. Click on 'New Submission' to submit your PACIS 2009 entry.



Step 3:

When you click on 'New Submission', you will see the page below. You will have to select the track in which you think your paper falls. If you want to submit your nomination for the Doctoral Consortium then select the Doctoral Consortium track.

Once you have selected the appropriate track, click on 'Continue.'



Step 4:

When you click on 'Continue', you will see the page below.

Enter all the necessary information in the spaces provided, as per the given instructions. If you do not have a valid fax number, enter '00' in the space provided.

Enter information of all the authors. Emails will be sent only to authors for whom the 'Corresponding Author' box is checked.

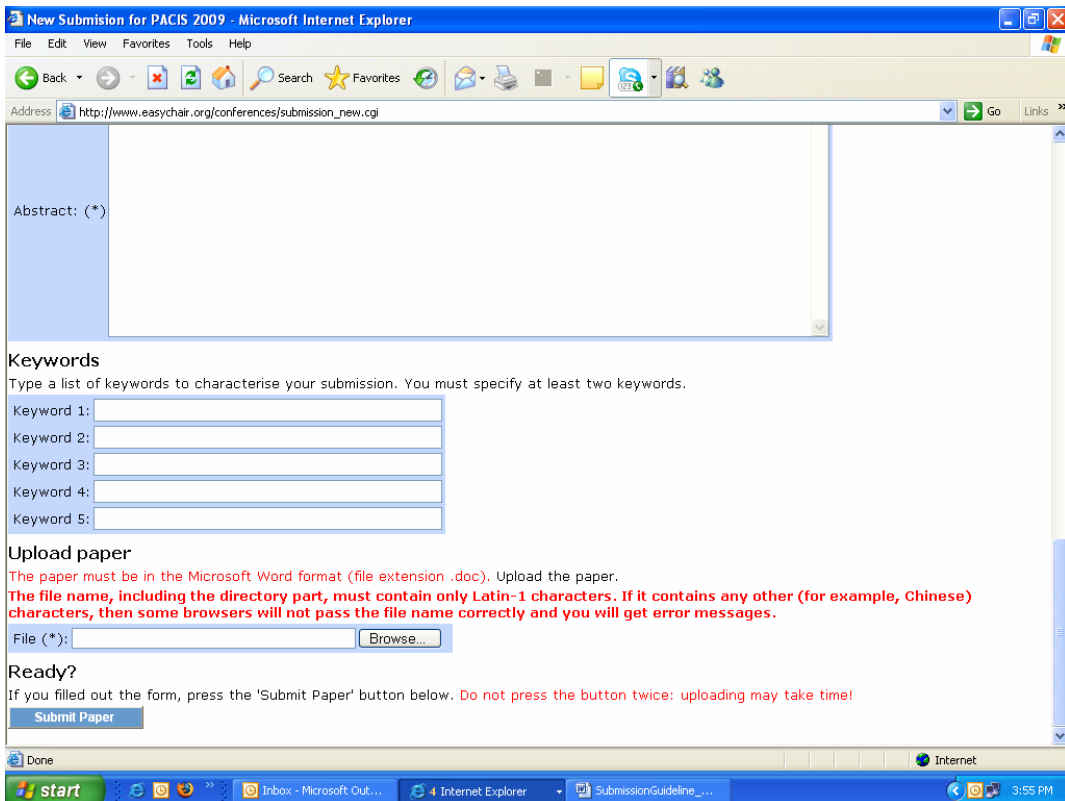
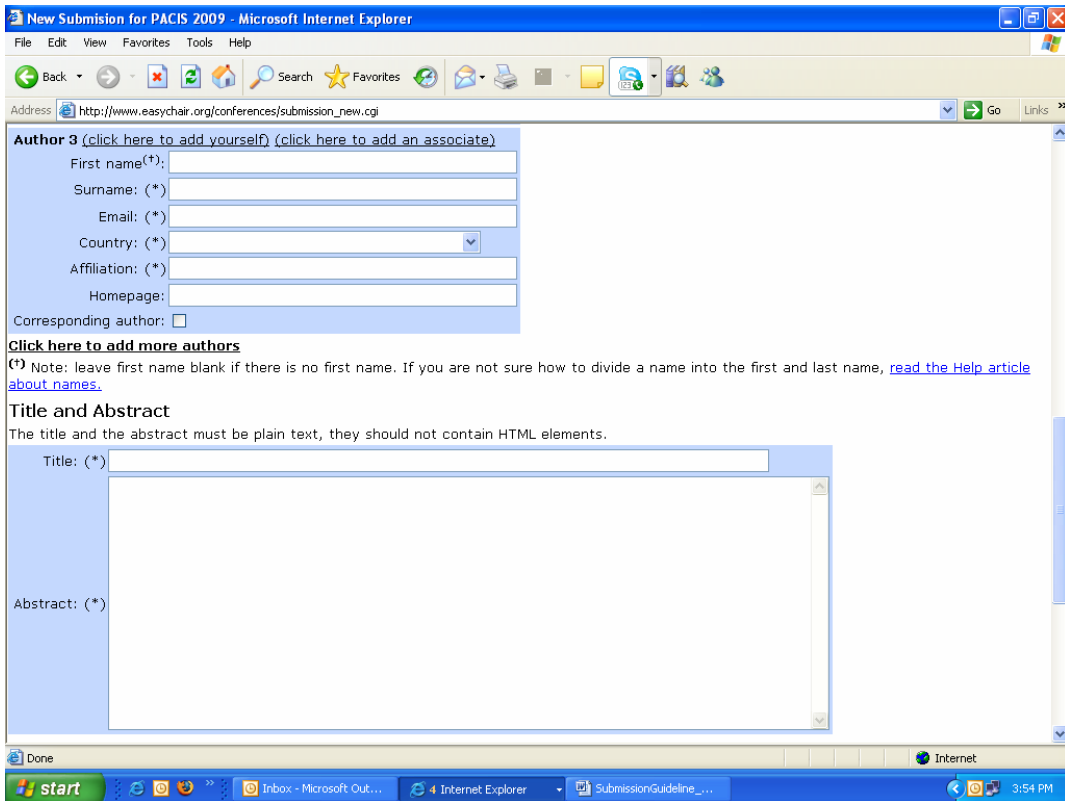
In the 'Title' box type in the main title of your paper. In the space provided for 'Abstract', key in the same text as you have included for abstract in the paper that you are submitting.

Also key in the keywords related to your research paper.

After providing all the necessary information, click on 'Submit Paper'.

The screenshot shows a web browser window titled "New Submission for PACIS 2009 - Microsoft Internet Explorer". The address bar shows the URL: http://www.easychair.org/conferences/submission_new.cgi. The page content includes:

- Navigation links: [Overview](#), [New Submission](#), [EasyChair](#), and [Help](#).
- Section header: **New Submission for PACIS 2009**
- Sub-section: **(Track PACIS 2009)**
- Instructions: "Follow the instructions, step by step, and then use the 'Submit' button at the bottom of the form. The required fields are marked by (*)." More information about submission to PACIS 2009 can be found in the [call for papers](#).
- Section: **Address for Correspondence**
The information below will only be used for communication by post, if necessary.
- Form fields:
 - Full postal Address (*):
 - Fax number (*):
- Section: **Authors**
For each of the authors please fill out the form below. Some items on the form are explained below.
 - **Email** addresses below will only be used for communication, with the authors. They will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
 - **Homepage** can be used in the conference Web pages, for example, for producing the program.
 - All authors marked as **corresponding author** will receive email messages from the system. There must be at least one corresponding author.
- Section: **Author 1** (click here to add yourself) (click here to add an associate)
 - First name(*):
 - Surname: (*)
 - Email: (*)
 - Country: (*)



More Information

Once your account has been created and you have submitted your paper after following the above steps, you can also:-

1. **Update the information** that you have entered
2. **Update authors**
3. **Submit a new version** of the paper
4. **Withdraw** the paper

using the links given on the right that can be seen once you sign in with your user name and password.