INSTRUCTIONS FOR ABSTRACT SUBMISSION VIA EASYCHAIR

The abstract submission for ICGH10 will be managed through a web-based conference management system ‘EasyChair’. The authors can submit, update and withdraw their abstracts through this system before the prescribed deadline for abstract submission. This document is intended to assist authors for their abstract submission.

Contact Information

ICGH10 Conference Website: https://www.icgh10.com

For any enquiries, please contact the ICGH10 Conference Secretariat,
Email: secretariat@icgh10.com

Major Steps for Abstract Submission

1. Sign up for an ‘Easychair’ account
2. Proceed to the abstract submission page
3. Fill out the submission form and submit
4. Update the submission if necessary

General overview
1. Create an ‘EasyChair’ account

If you already have an ‘EasyChair’ account from previous conferences, you can use that account for this submission as well. So please skip this step and proceed to Step 2.

If you have never used ‘EasyChair’ before, please create an ‘EasyChair’ account in the following link: https://easychair.org/account/signup

Follow the onscreen instructions and click on ‘continue’

Fill out a simple form with your personal information and click ‘continue’. Note: ‘Last name’ is also referred to as surname or family name. ‘First name’ is also referred to as given name. If you have a middle name, you can add it after the first/given name with a space in between. As shown in the following example, ‘NIRANJAN’ is the first name, ‘KUMAR’ is the middle name, and ‘LOGANATHAN’ is the last name.
Following this, an email will be sent to your registered email address. Follow the link provided in the email and complete your registration by filling out the required information and provide a username and password. Click ‘Create my account’ to finalize the account registration process.

Click the following link (https://easychair.org/help/account_creation ) to access the help page if you encounter any problems during this process.
2. Proceed to the abstract submission page

Proceed to the abstract submission link: https://easychair.org/conferences/?conf=icgh10

Login with your ‘EasyChair’ account.

After successfully logging in, you will see your profile addressed with your full name.

Now enter as an author.
3. Fill out the submission form and submit

Click on the ‘New Submission’ tab.

Now you will be directed to the page where you need to fill in the details of your abstract.

Keenly fill out the details, specify the corresponding authors and the speaker.

Note: ‘Last name’ is also referred to as surname or family name. ‘First name’ is also referred to as given name. If you have a middle name, you can add it after the first/given name with a space in between. As shown in the following example, ‘NIRANJAN’ is the first name, ‘KUMAR’ is the middle name, and ‘LOGANATHAN’ is the last name.

By default all authors will be selected as a corresponding author, so please uncheck the box for those who are not the corresponding author.
Fill in the title and your abstract as plain text into the following windows.

The form also includes a number of other fields such as the topics and your presentation preference. Properly fill out these sections and upload the PDF file of your abstract. Click on the ‘Submit’ button and your abstract will be submitted to ICGH10.
After successful submission, all authors (with correct email addresses specified) will receive an email notification as an acknowledgement for your submission. If you do not receive any email, please check the spam folder. You can also login to your ‘EasyChair’ account to check the status of your submission.
4. Update the submission if necessary

Once you made a submission, you can update the information about your submission before the deadline of abstract submission. Such updates include updating title, author information, or uploading new versions of submission files. To update your submission, you should access your submission in ‘EasyChair’ as an author. You will see various update links on the right corner of the submission information page, including ‘update information’ or ‘update authors’.

You can also withdraw your submission by using the ‘Withdraw’ option. This facility will be disabled after the closure of abstract submission, so you must contact the Conference Secretariat to delete your paper.

For further assistance, please feel free to contact us. We look forward to meet you in the conference.