

## EASYCHAIR INSTRUCTIONS FOR AUTHORS

Go to <https://easychair.org/> and follow this procedure:

- a) Start the procedure to create your account by selecting **SIGNUP** in the upper right corner of the screen.
- b) Tick the reCAPTCHA box and select **CONTINUE**.
- c) Fill out the following mandatory fields: *First name, Last name, Email, Retype email address* and select **CONTINUE**.
- d) After the opening of the *Account Application Received* page, close your internet browser.
- e) Check your email for the EasyChair account confirmation message and follow to the link you will receive as part of it.
- f) After the page for completing the account creation procedure opens, indicate your acceptance of the EasyChair [Terms of Service](#) by ticking the “I agree to EasyChair Terms of Service” box. Then fill out the following mandatory fields: *First name, Last name, Organization, Country/region*, including if you wish the optional *Your personal Web page* field, and enter your account information, i.e. user name and password. Be careful to memorise exactly how you enter the user name, since the system is case sensitive. You will be required to re-enter the password to detect and correct any password-related errors. Select **CREATE MY ACCOUNT** to complete the account creation procedure.
- g) Select **LOG IN** in the upper right corner of the screen and register by using your user name and password.
- h) Go to <https://easychair.org/conferences/?conf=hpcc18032020>.
- i) **UPLOAD** your paper by selecting the **AUTHOR** option.
- j) Check your email for the EasyChair paper upload confirmation message.