

# International Conference on Housing and Ageing Policies: Global and China Perspectives

## EasyChair Abstract Submission Guide

Submission link:

<https://easychair.org/conferences/?conf=ichap2021>

To make a submission through EasyChair, there are mainly 2 parts – account creation, and abstract(s) submission. This guide provides step by step instructions to guide you through the whole process.

### **Part 1: Account Creation**

#### Step 1

After clicking the submission link, you should be automatically directed to the page shown in Figure 1.

Log in using your own account and jump to Part 2 of this guide for abstract submission; Or click “Create an account” if you do not have one.

EasyChair  
The world for scientists

Help / Log in

Log in to EasyChair for ICHAP2021

User name:

Password:

Log in

[Forgot your password?](#)

[Problems to log in?](#)

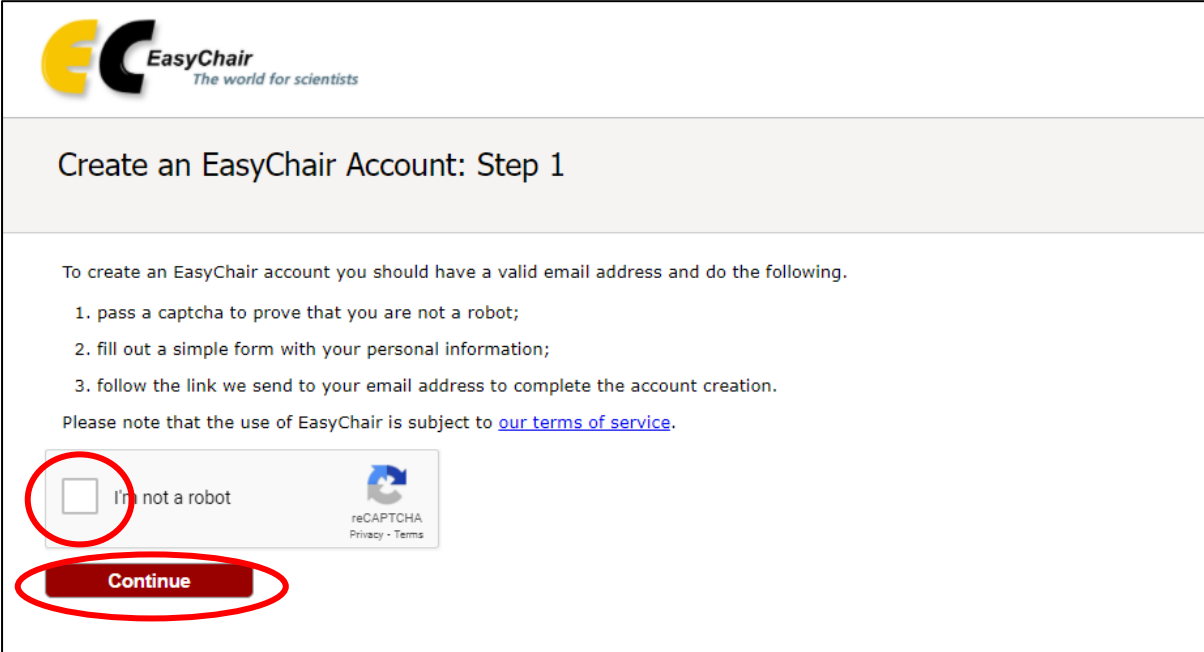
[Create an account](#)

Submission of new papers for ICHAP2021 is open.

Figure 1: Create an account

## Step 2

Tick the checkbox in front of “I’m not a robot” and follow the instructions for a CAPTCHA test. After passing the CAPTCHA, click “Continue”.



**EC EasyChair**  
The world for scientists

### Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot

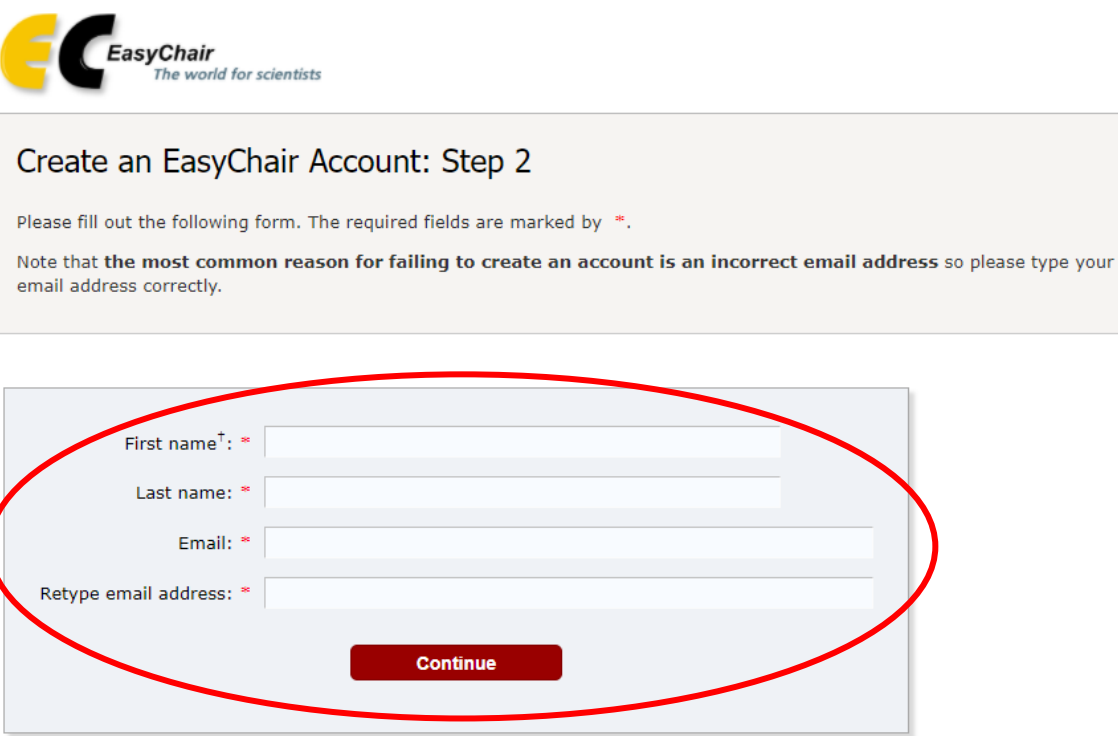
reCAPTCHA  
Privacy - Terms

**Continue**

Figure 2: Pass a CAPTCHA

### Step 3

Fill in the information required, including “First name”, “Last name”, “Email”, and “Retype email address”. Then click “Continue”.



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## Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by \*.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Retype email address: \*

**Continue**

<sup>†</sup> 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.](#)

You may also be interested about [our policy for using personal information.](#)

Figure 3: Fill in the information

## Step 4

You should receive a notification email in your registered email account. Click the link therein to proceed with the EasyChair account creation. Please note that EasyChair may take a few seconds to send the email to your registered email address.

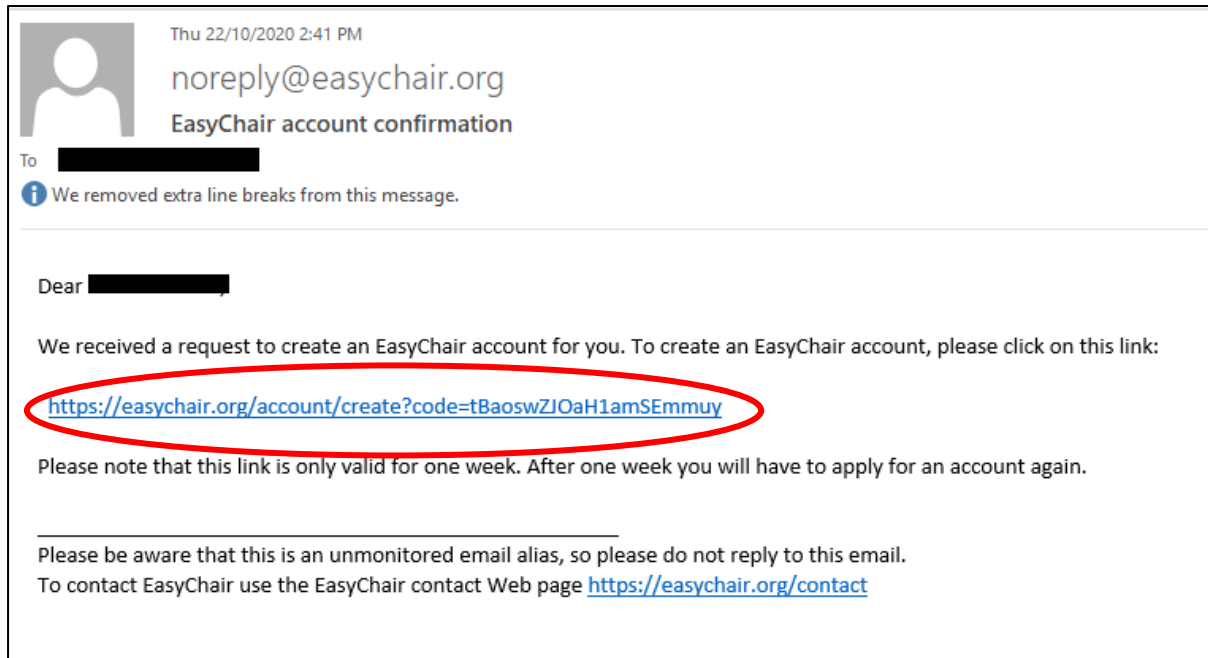


Figure 4: Click the account creation link

## Step 5

You should be directed to the page similar to Figure 5. Now, fill in the necessary information and click “Create my account” in the bottom of the page.

### Create an EasyChair Account: Last Step

Hello Shiu Yin Kwan! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

---

Enter your personal data.

First name<sup>†</sup>: \*

Last name: \*

Organization: \*

Country/region: \*

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.*

Your personal Web page

---

Enter your account information. Note that user names are case-insensitive

User name: \*

Password: \*

Retype the password: \*

**Create my account**

Figure 5: Fill in necessary information to create your account

## Step 6

Your account should be successfully created after step 5 and will be directed to page shown in Figure 6. End of Part 1.

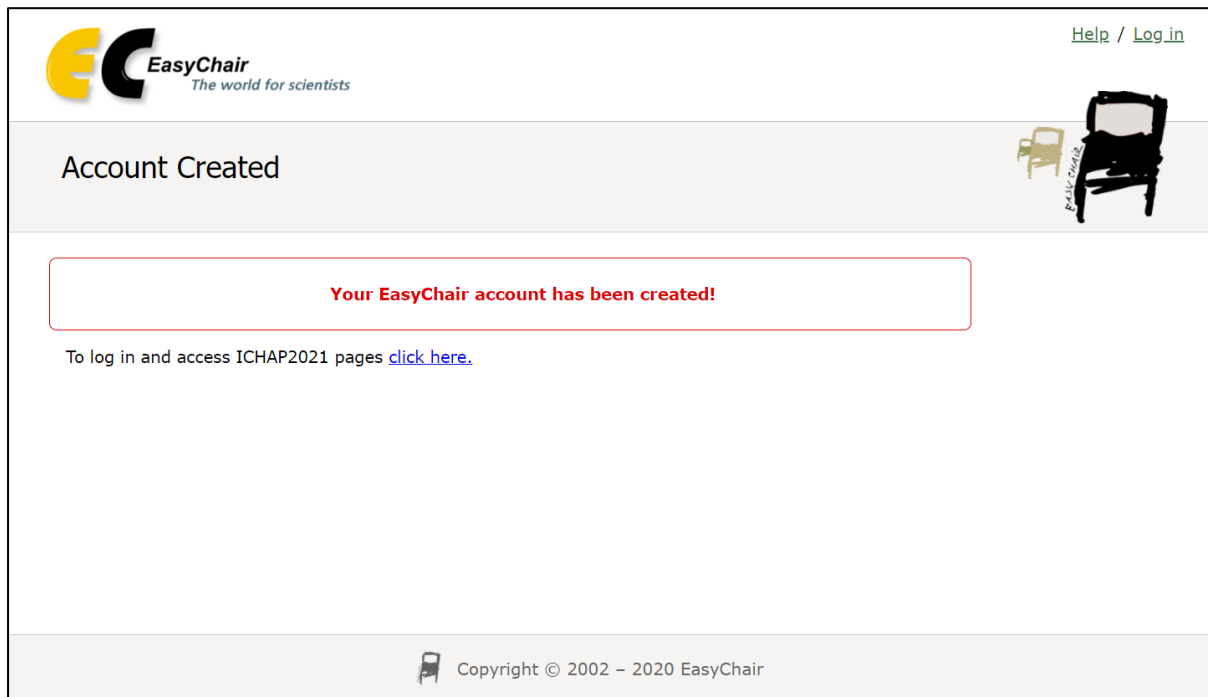


Figure 6: Your account has been created

## **Part 2: Abstract(s) Submission**

### Step 1

Log in your account by clicking the submission link <<https://easychair.org/conferences/?conf=ichap2021>> (Figure 7); or clicking “click here” on the account creation confirmation page (Figure 6).

Help / Log in

EasyChair  
The world for scientists

Log in to EasyChair for ICHAP2021

User name:

Password:

Log in

[Forgot your password?](#)

[Problems to log in?](#)


[Create an account](#)

Submission of new papers for ICHAP2021 is open.

Figure 7: Account log in

## Step 2

Click “make a new submission” under “Author”.



The screenshot displays the EasyChair website interface for the ICHAP2021 conference. At the top, there is a navigation bar with the EasyChair logo and the text "My EasyChair". To the right, there is a banner for "πreprints" with the slogan "It's easy!!!". Below the navigation bar, there is a teal header with the following menu items: Conferences, CFP, VCS, Preprints, Slides, and EasyChair. The main content area is titled "ICHAP2021 (International Conference on Housing and Ageing Policies: Global and China Perspectives)". Below the title, it states "You are logged in to ICHAP2021 (International Conference on Housing and Ageing Policies: Global and China Perspectives)." and "Use the links below to access ICHAP2021.". Under the heading "Author", there is a list of links, with "make a new submission" highlighted by a red oval. At the bottom of the page, there is a footer with a small icon and the text "Copyright © 2002 - 2020 EasyChair".

Figure 8: Make a new submission



### Step 3

Follow the instructions of the page and fill in the necessary information. After completion, click “Submit” to proceed.

You are strongly encouraged to upload an abstract in WORD format, though it is optional.

**Author Information**  
For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#))

First name\*: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

**Author 2** ([click here to add yourself](#))

First name\*: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

**Author 3** ([click here to add yourself](#))

First name\*: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

[Click here to add more authors](#)

\* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names.](#)

The email address of the corresponding author should be the one used for creation of EasyChair account.

Figure 9: Author Information

## 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 500 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: \*

Figure 10: Title and Abstract, and Keywords

Files

The following part of the submission form was added by ICHAP2021. It has neither been checked nor endorsed by EasyChair

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**Abstract.** Upload your abstract. The abstract must be in WORD format.

No file chosen

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**


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Figure 11: Upload abstract in WORD format (optional) and submit

## Step 4

A summary of your abstract will be shown upon successful submission. You should be able to see your submission by clicking the “Submission #” bar when you log in again. You can also edit your submission using the button on the top right corner.

ICHAP2021 (author) [Help / Log out](#)

New Submission **Submission 1** ICHAP2021 Conference News EasyChair

### ICHAP2021 Submission 1

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.](#)

Submission 1	
Title:	Abstract Title
Author keywords:	Keyword A Keyword B Keyword C
Abstract:	Abstract (Not exceeding 500 words)
Submitted:	Oct 22, 02:20 GMT
Last update:	Oct 23, 04:29 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?

[Update information](#)  
[Update authors](#)  
[Add file](#)  
[Withdraw](#)

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Figure 12: Edit your submission