

# EasyChair Tutorial

Go to AICIEB 2020 conference submission system webpage on EASYCHAIR :

<https://easychair.org/conferences/?conf=aicieb2020>

## PART 1. Login Conference System



User name:

Password:

**Log in**

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If you have no EasyChair account, [create an account](#)  
Forgot your password? [click here](#)  
Problems to log in? [click here](#)

**1. If you already have an EasyChair account** then use your *User name* and *Password* to log in (Figure 1). If you need details on how to submit your abstract go to part 2 (Submitting an abstract) of this tutorial.

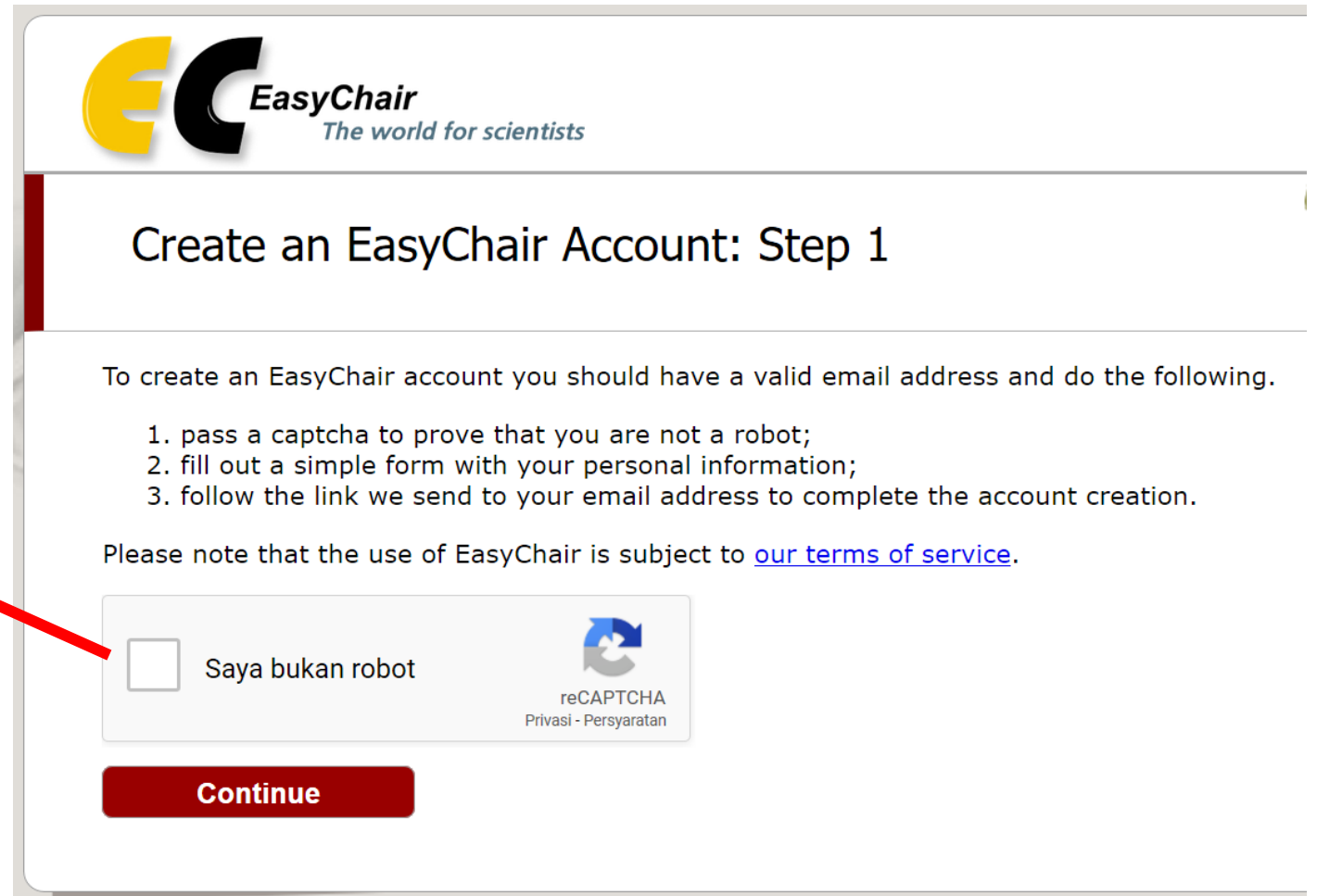
**2. If you need to create an EasyChair account** click on *create an account/sign up for an account* (see an example in Figure 1)

Figure 1: Log in or create an account into EasyChair for AICIEB 2019

# Create Account

## STEP. 1

1. Write down the captcha code and click on *continue* (Figure 2)



**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](#).

Saya bukan robot

reCAPTCHA  
Privasi - Persyaratan

**Continue**

Figure 2: Captcha Code

# Create Account



## 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: \*

## STEP. 2

Fill in your name and email address and click on *continue* (Figure 3)

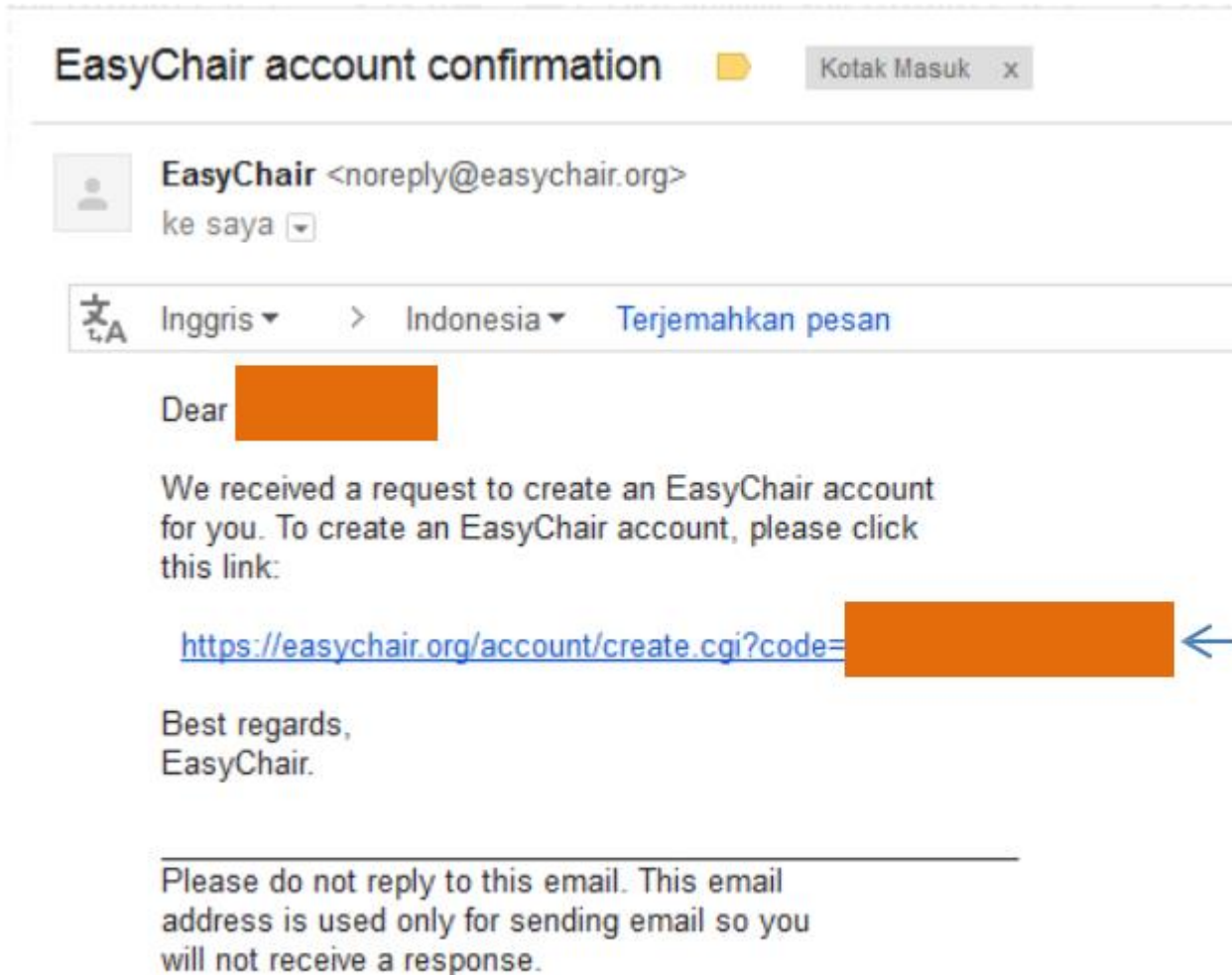
\*) *Please Input your active email*

Figure 3: Enter basic information to set up an account

<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.](#)

# Create Account



## STEP. 3

Open your e-mail and you will receive a confirmation email. Click on the link provided in the e-mail to continue your registration (see an example in Figure 4)

Figure 4: Confirmation E-mail

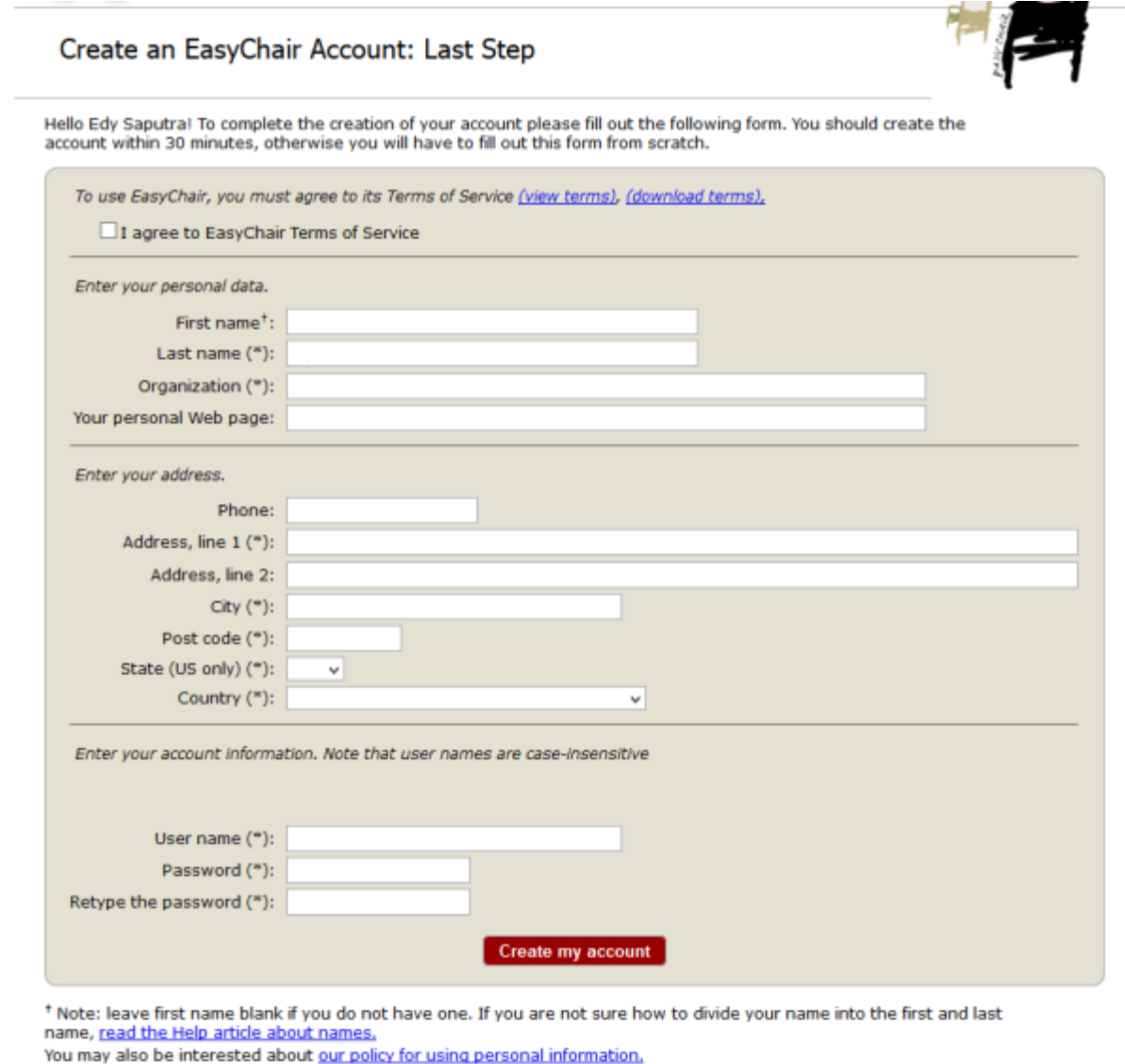
# Create Account

## LAST STEP

Complete your registration (in your browser) by providing all the required information and click on *create my account* (Figure 5).

Now you are successfully registered. To log in to the conference submission system EasyChair webpage use your *User name* and *Password*. The link to the submission system is available through the conference webpage or here:

<https://easychair.org/conferences/?conf=aicieb2020>



The screenshot shows the 'Create an EasyChair Account: Last Step' form. At the top right, there is a small logo of a chair. The form title is 'Create an EasyChair Account: Last Step'. Below the title, a message reads: 'Hello Edy Saputra! 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.' Below this, there is a checkbox for 'I agree to EasyChair Terms of Service' with links for 'view terms' and 'download terms'. The form is divided into three sections: 'Enter your personal data.' with fields for 'First name†', 'Last name (\*)', 'Organization (\*)', and 'Your personal Web page'; 'Enter your address.' with fields for 'Phone:', 'Address, line 1 (\*)', 'Address, line 2:', 'City (\*)', 'Post code (\*)', 'State (US only) (\*)' (a dropdown menu), and 'Country (\*)' (a dropdown menu); and 'Enter your account information. Note that user names are case-insensitive' with fields for 'User name (\*)', 'Password (\*)', and 'Retype the password (\*)'. A red button labeled 'Create my account' is at the bottom right. A footnote at the bottom states: '† 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 5: Form personal data

# PART 2. Submit Abstract

- Go to the AICIEB 2020 conference submission system webpage on EASYCHAIR  
<https://easychair.org/conferences/?conf=aicieb2020>  
use your User name and Password to login(Figure 1)
- Click *enter as an author*
- From the main menu (on top) choose New Submission (Figure 6)

The screenshot displays the EasyChair website interface for the AICIEB 2020 conference. At the top, the 'My EasyChair' logo is visible on the left, and 'EasyChair  $\pi$  reprints' is on the right. A navigation menu includes 'Conferences', 'CFPs', 'Preprints', 'Slides', 'News', and 'EasyChair'. The main content area shows the conference title 'AICIEB 2020 (Annual International Conference on Islamic Economics and Business)' and a login confirmation message: 'You are logged in to AICIEB 2020 (Annual International Conference on Islamic Economics and Business)'. Below this, it states 'You can log in to AICIEB 2020 using only one role:' followed by a list containing 'author'. A secondary navigation bar at the bottom of the screenshot includes 'New Submission', 'AICIEB 2020', 'CFP', 'News', and 'EasyChair'. The main heading for this section is 'My Submissions for AICIEB 2020', with a sub-heading: 'Using the submission author environment you can view or n 2020.' and a final instruction: 'To **make a new submission** click on "New Submission".'

Figure 6: Main Page

# PART 2. Submit Abstract

In the next step please fill in author/authors information. You may speed up the process by clicking on *add yourself*

Please check *corresponding author* if you're a corresponding if your add more author then click *to add more authors*

**Author 4** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup>:

Last name: \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author  
 presenter

[Click here to add more authors](#)

<sup>†</sup> Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the fir [the Help article about names.](#)

# PART 2. Submit Abstract

## Title and Abstract

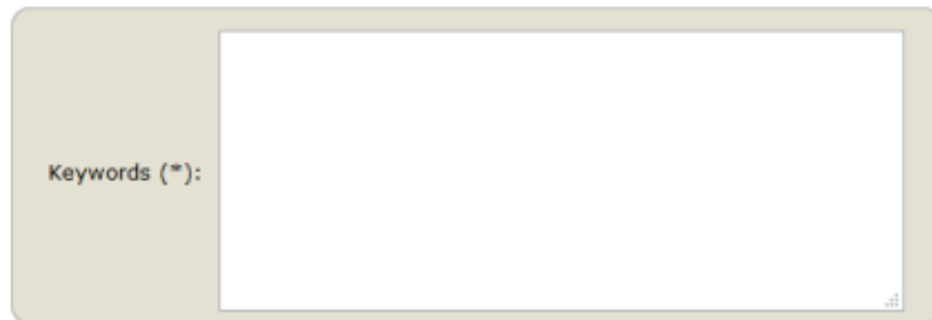
The title and the abstract should be entered as plain text, they should not contain HTML elements.



The form consists of two input fields. The first is a text box labeled "Title (\*)" with a small asterisk indicating it is required. The second is a larger text area labeled "Abstract (\*)" with a small asterisk indicating it is required. Both fields are currently empty.

## 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.



The form consists of a single text area labeled "Keywords (\*)" with a small asterisk indicating it is required. The text area is currently empty.

Figure 8: Title, Abstract, and Keyword

Now is necessary to fill in ***Title*** of the ***Abstract*** (Figure 8)

Input ***Title*** and ***Abstract***.

At this step provide a **list of keywords** that describe your paper. You must specify at least three keywords, **one per line**



# PART 2. Submit Abstract

## Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select one or more topics.

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting Zakat and Waqf                 | <input type="checkbox"/> Business Ethics                      |
| <input type="checkbox"/> Corporate Governance & Syariah Governance | <input type="checkbox"/> Economic Development                 |
| <input type="checkbox"/> Fiqh Muamalat                             | <input type="checkbox"/> Green Economics                      |
| <input type="checkbox"/> Halal Management                          | <input type="checkbox"/> Halalan Thoyyiban Industry           |
| <input type="checkbox"/> Islamic Banking and Finance               | <input type="checkbox"/> Islamic Consumer Behaviour           |
| <input type="checkbox"/> Islamic Entrepreneur                      | <input type="checkbox"/> Islamic Financial Inclusion          |
| <input type="checkbox"/> Islamic Marketing                         | <input type="checkbox"/> Islamic Monetary Policy              |
| <input type="checkbox"/> Maqoshid Syariah in Islamic Economics     | <input type="checkbox"/> Small and Medium Enterprises         |
| <input type="checkbox"/> Strategic Planning                        | <input type="checkbox"/> Sustainable Development Goals (SDGs) |
| <input type="checkbox"/> Zakat and Social Finance                  | <input type="checkbox"/> Zakat and Taxation                   |
| <input type="checkbox"/> Zakat and Waqf FinTech                    | <input type="checkbox"/> Zakat and Waqf Management            |

Now is necessary to fill in  
***Topics (Figure 9)***

**Check the *Topics*.**

# PART 2. Submit Abstract

Finally, you **MUST** submit a doc file of your abstract by using the field “**UPLOADS**” (Figure 10). Files

Figure 10: Upload

The following part of the submission form was added by GC-TALE 2019. It has neither been checked nor endorsed by EasyChair

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**Paper.** Upload your paper. The paper must be in doc format (file extension .doc or .docx)

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!**

**Click on the Submit button (Figure 10). Do not press the button twice: uploading may take time!**