

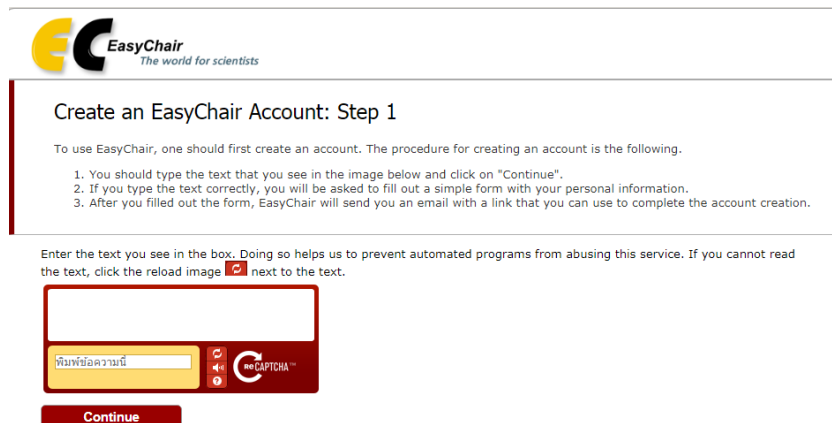
คู่มือการใช้งานระบบ Easy Chair สำหรับงานประชุมวิชาการ IAMBEST 2018

ส่วนที่ 1 สำหรับ Author

1. เข้าสู่กรใช้งานหน้าเว็บไซต์ Easy chair > create account

<https://easychair.org/account/signup.cgi>

2. ยืนยันตัวตน






EC EasyChair
The world for scientists

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

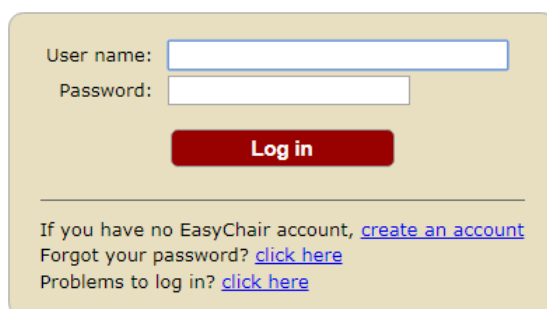
1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

พิมพ์ข้อความนี้  

Continue

3. Login เพื่อใช้งานระบบและคลิก create an account สำหรับผู้ที่ยังไม่ได้เป็นสมาชิก



User name:

Password:

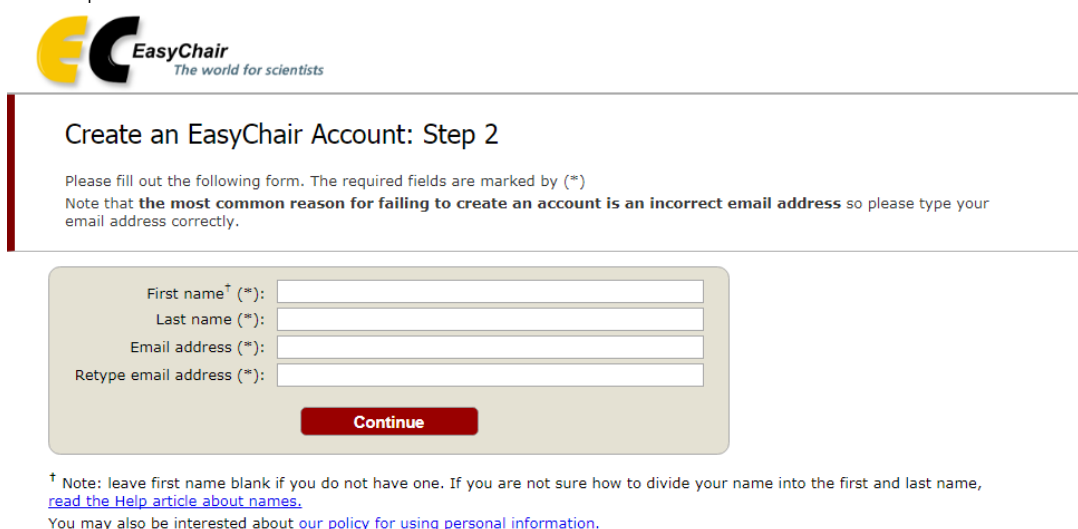
Log in

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

4. กรอกชื่อ-สกุล และ email



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The world for scientists

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[†] (*):

Last name (*):

Email address (*):


Retype email address (*):

Continue

[†] 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.](#)

5. หลังจากกด continue จะเข้าหน้าตามรูปด้านล่าง


Help / Log in

Account Application Received

We received your application. A mail with further instructions has been sent to the email address nutha072@hotmail.com.

If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information. Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
This is still the most likely cause of delays.

Slow mail processing
Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

"Reply-me" mail protection.
Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

Mail box problems and quotas
Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

Anti-spam filters
It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

General connection problems
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

6. เมื่อท่านเข้าไปเปิดเมลก็จะได้รับข้อความและ กด link เพื่อกรอกข้อมูลส่วนตัว

EasyChair account confirmation
noreply@easychair.org [noreply@easychair.org]

ส่ง: วันอังคารที่ 12 ธันวาคม 2017 6:29
ถึง: nutha072@hotmail.com

Dear Nathaporn Suwanpayak,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://easychair.org/account/create.cgi?code=nJlDbRsHovq6Tex46NE6>

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

7. กรอกข้อมูลส่วนตัวตามฟอร์มในรูปจากนั้นกด create my account

Create an EasyChair Account: Last Step

Hello Nathaporn Suwanpayak! 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:

Last name (*):

Organization (*):

Your personal Web page:

Enter your address.

Phone:

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

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

User name (*):

Password (*):

Retype the password (*):

[Create my account](#)

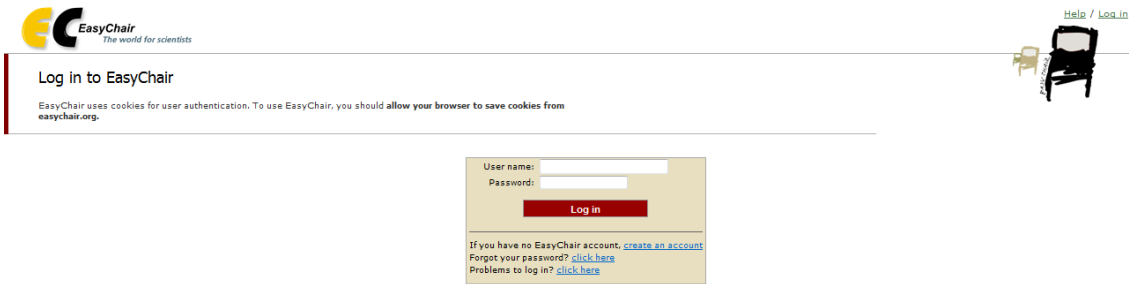
* Note: Leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).
You may also be interested about [our policy for using personal information](#).

8. จะเข้าหน้า Account Created



The screenshot shows the EasyChair website header with the logo and tagline 'The world for scientists'. On the right, there are links for 'Help / Log in' and a chair icon. The main content area is titled 'Account Created' and contains a red-bordered box with the message: 'Your EasyChair account has been created.' Below this, there is a small paragraph of text: 'If you want to submit to a conference hosted by EasyChair, you should find the conference Web page and follow the link to the submission page of that conference. For a general log in to EasyChair [click this link](#).'

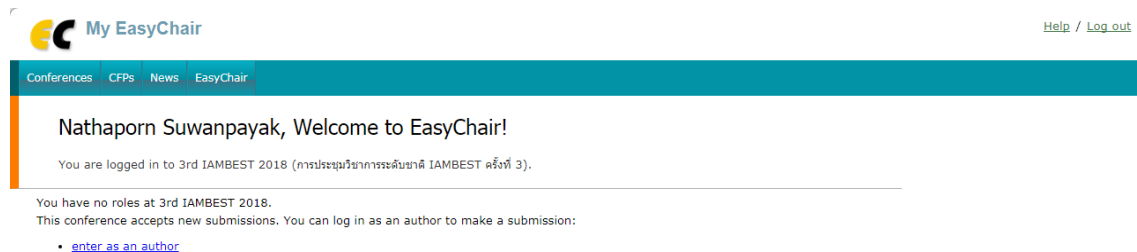
9. คลิก this link จะเข้าไปให้ login เพื่อใช้งานระบบ easy chair



The screenshot shows the EasyChair website header. The main content area is titled 'Log in to EasyChair' and includes a note: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' Below this is a login form with fields for 'User name:' and 'Password:', and a red 'Log in' button. At the bottom of the form, there are links: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.

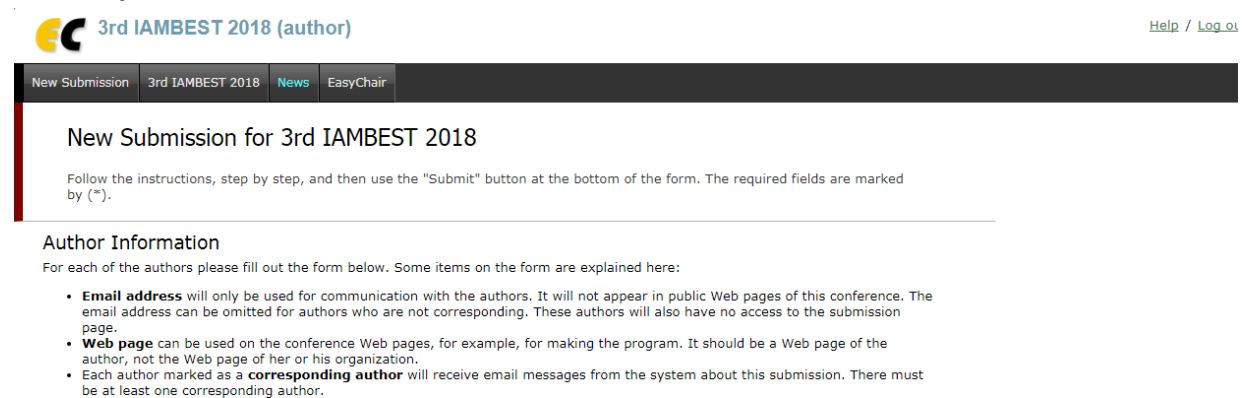
10. เข้าเว็บไซต์งานประชุมวิชาการ <http://www.pcc.kmitl.ac.th/iambest2018/about.html> จากนั้นไปที่ไอคอน paper submission และกดลิงค์ **The 3th iambest 2018** เพื่อส่งผลงานผ่านระบบ Easy chair สำหรับงานประชุมวิชาการ IAMBEST 2018

11. เมื่อเข้า page ด้านล่างให้กด enter as an author



The screenshot shows the 'My EasyChair' page for user Nathaporn Suwanpayak. The header includes 'Conferences CFPs News EasyChair'. The main content area says 'Nathaporn Suwanpayak, Welcome to EasyChair!' and 'You are logged in to 3rd IAMBEST 2018 (การประชุมวิชาการระดับชาติ IAMBEST ครั้งที่ 3)'. Below this, it states: 'You have no roles at 3rd IAMBEST 2018. This conference accepts new submissions. You can log in as an author to make a submission:' followed by a link: '• [enter as an author](#)'.

12. กรอกข้อมูลเพื่อส่งบทความ และเลือกสาขาที่ท่านจะนำเสนอผลงาน



The screenshot shows the 'New Submission for 3rd IAMBEST 2018' page. The header includes 'New Submission 3rd IAMBEST 2018 News EasyChair'. The main content area says: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).' Below this is the 'Author Information' section, which includes the instruction: 'For each of the authors please fill out the form below. Some items on the form are explained here:' followed by a list of instructions:

- **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 authors who are not corresponding. 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](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

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

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

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

First name[†] (*):

Last name (*):

Email (*):

Country (*):

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.](#)

Title and Abstract

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

Title (*):

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 (*):

Topics

Please select topics relevant to your submission from the following list.

- Informatics Agriculture
 Management Business Administration
 Engineerings Sciences
 Technology Social Sciences & Humanities

Uploads

The following part of the submission form was added by 3rd IAMBEST 2018. It has neither been checked nor endorsed by EasyChair

Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)

เลือกไฟล์ | โอนไฟล์เลือกไฟล์ใด

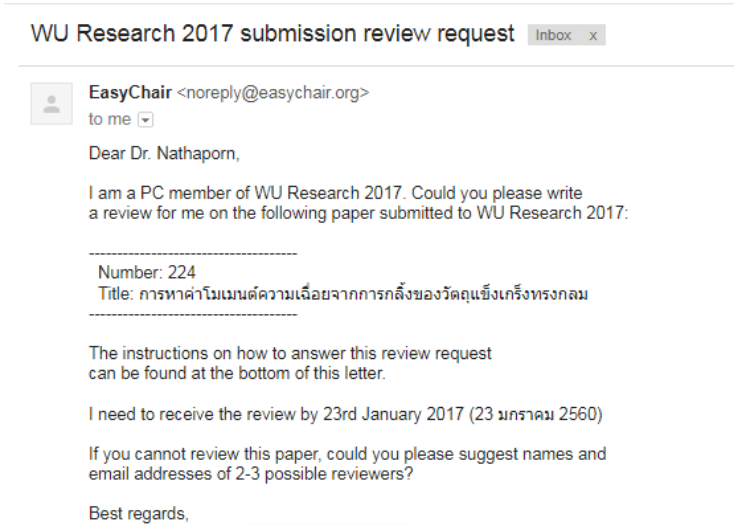
Ready?

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

หมายเหตุ keywords ใส่ได้บรรทัดละ 1 คำ และ กด enter เพื่อใส่คำต่อไป

ส่วนที่ 2 สำหรับ Reviewer

สำหรับ reviewer การใช้งานจะเหมือนกันกับ author โดยการเข้าระบบใช้ account เดียวกัน จะทราบได้อย่างไรว่าตัวเราเป็น reviewer คือจากการได้รับเมลจาก PC member (program chair member) ของงาน conference นั้น ดังรูปและเข้าระบบในฐานะ reviewer เพื่อโหลดและประเมินบทความในระบบ



หมายเหตุ ระบบ easy chair จะทราบโดยอัตโนมัติว่า ใครเป็นสมาชิก easy chair แล้วยัง ดั้งนั้น reviewer ที่ยังไม่ได้เป็นสมาชิก ระบบจะส่ง link เพื่อให้เข้าไปสมัครสมาชิกก่อน ส่วน reviewer ที่เป็นสมาชิกแล้ว จะได้รับเมลตามรูปด้านบนนี้