

EasyChair Instructions for Authors



Research Paper, Poster, Doctoral Consortium, Faculty and Alumni Consortium, and Panels and Workshops submissions for the 2023 Engaged Management Scholarship Conference can be made through the EasyChair platform using the following link:

<https://easychair.org/conferences/?conf=ems2023>

To access the platform, you will need to have an EasyChair account. If you already have an account, you are welcome to enter your username and password, and follow the steps in section **B. Entering as an Author**. If you have not created an account yet, please create one using the following steps indicated in the next section.

A. Creating an EasyChair Account

1. Click on the “I’m not a robot” button to proceed.

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

2. Provide the requested information: name, surname, and email.

Note: This email address will be sent notifications regarding all information related to your submission.

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*:

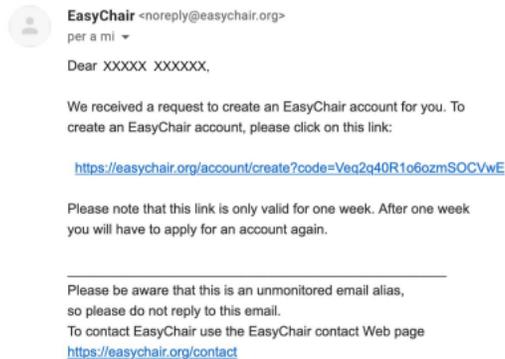
Last name*:

Email*:

Retype email address*:

[Continue](#)

3. You will receive a confirmation email shortly after submitting this form. Please ensure that your “junk” and “spam” folder have been checked if you don’t see it after a few minutes. When you do receive the email, please click on the link to verify your EasyChair account.



4. Please provide the requested additional information and create a username and password. Remember to keep a record of your login details, as you will need them to access the platform.

Enter your personal data.

First name[†]: *

Last name: *

Affiliation: *

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 password

Password: *

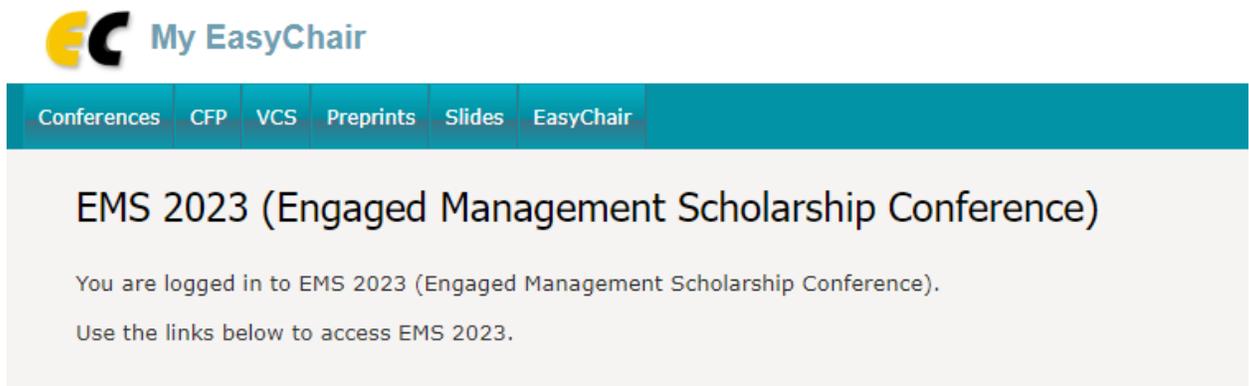
Retype the password: *

Create my account

5. Once you have created your account, you should be able to log in with your credentials and see the EMS conference. If you do not see this, please click on the link on page 1 and sign in with your new credentials. You are now ready to submit your documents.

B. Entering as an Author

1. With your username and password, access the conference with the link:
<https://easychair.org/conferences/?conf=ems2023>
2. You should see this page for the EMS 2023 conference. Your next step is to click on the “make a new submission” button below “Author”.

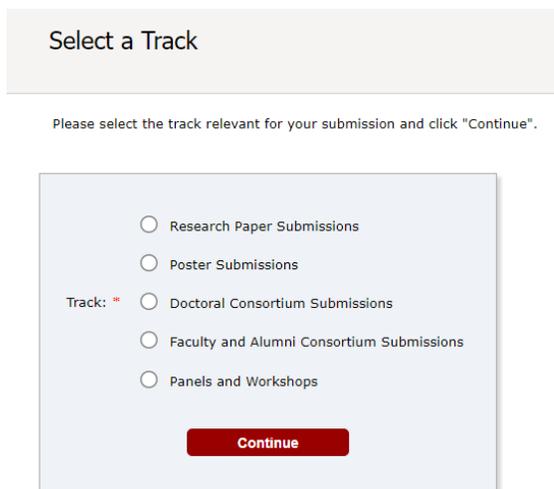


The screenshot shows the My EasyChair website interface. At the top left is the logo with a yellow 'E' and 'C' and the text 'My EasyChair'. Below the logo is a teal navigation bar with buttons for 'Conferences', 'CFP', 'VCS', 'Preprints', 'Slides', and 'EasyChair'. The main content area has a light gray background and features the title 'EMS 2023 (Engaged Management Scholarship Conference)'. Below the title, it says 'You are logged in to EMS 2023 (Engaged Management Scholarship Conference). Use the links below to access EMS 2023.'

Author

- [make a new submission](#)

3. Following that, you will be prompted with a screen that will ask you to “Select a Track”. Please click on the button that matches the type of submission you are wishing to submit. Please note that if you accidentally submitted to the wrong track, please contact the EMS IT Coordinator (matthew.dietrich@ucalgary.ca) and we can adjust your submission on the back end.



The screenshot shows a form titled 'Select a Track'. Below the title is the instruction: 'Please select the track relevant for your submission and click "Continue".' The form contains five radio button options:

- Research Paper Submissions
- Poster Submissions
- Track: * Doctoral Consortium Submissions
- Faculty and Alumni Consortium Submissions
- Panels and Workshops

At the bottom of the form is a red button labeled 'Continue'.

4. You will then be prompted for information about the authors. We have three slots for authors by default, but there is a button to add more authors if necessary.

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

5. The next step is to enter the title and abstract for your submission.

Title and Abstract

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

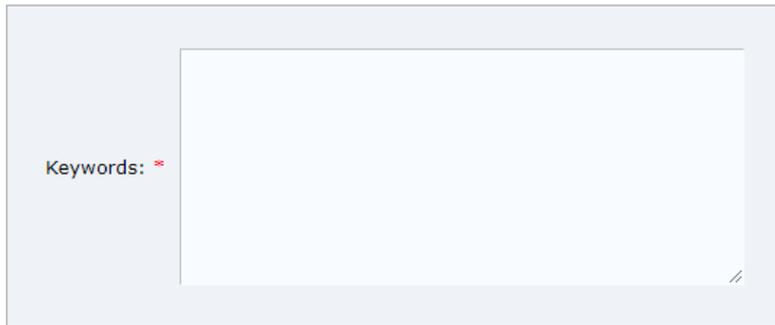
Title: *

Abstract: *

6. Next, include a minimum of three keywords for your submission. Please enter one word per line.

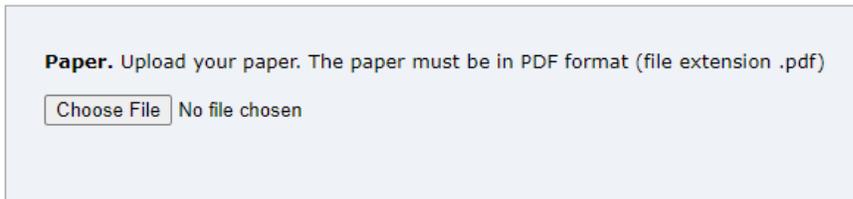
Keywords

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.

A screenshot of a web form showing a text input area for keywords. The label "Keywords:" is followed by a red asterisk. The input area is empty and has a small cursor icon at the bottom right.

7. Finally, upload your **.PDF** submission and click submit.

Files

A screenshot of a file upload section. It contains the text "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)". Below this is a "Choose File" button and the text "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!**

A red rectangular button with the word "Submit" in white text.

You will receive updates through the registered email address on the status of your submission. Alternatively, you can login to your EasyChair account to view details about your submission.

Thank you for your submission for the EMS Conference. We look forward to seeing you in September!

If you run into any difficulties along the way, please email the IT Coordinator at:
matthew.dietrich@ucalgary.ca.