



## MANUAL PARA enviar comunicaciones a CONECTURMED 2014

### a través de EASYCHAIR

#### 1. Ingresar al sitio

Para enviar una comunicación a CONECTURMED 2014 a través de EasyChair, hay que seguir el siguiente link:

<https://easychair.org/conferences/?conf=conecturmed2014>

Log in to EasyChair for CONECTURMED 2014

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.

Use your EasyChair account to log in.

User name:

Password:

**Log in**

If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

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

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Haga clic aquí para iniciar

Si no tiene una cuenta creada en EasyChair deberá abrir una. Haga click en “*sign up for an account*”

Si ya es un usuario registrado en EasyChair pase al [epígrafe 5.](#)



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Después de esto el sistema le llevará a la página que a continuación se muestra.

**How to log in to EasyChair**

**Using Your EasyChair account**

To log in to EasyChair, you must have an EasyChair account. If you used EasyChair after the 9th of January 2007, then you have such an account. If you do not have an EasyChair account, [click here to obtain one.](#) **1**

If you have an EasyChair account but forgot your user name or password, [click here to retrieve them.](#) **2**

**Login problems**

If clicking on EasyChair links repeatedly brings you to the login page please read the following.

1. To use EasyChair you must enable cookies on your browser. Please check that you have cookies enabled.
2. EasyChair will automatically terminate your session after two hours of inactivity, so it is normal that you are asked to log in again if you did not work with it for more than two hours. Another possible reason for this problem is the use of two different browsers or two different computers to access your EasyChair account. For security reasons, EasyChair does not allow for a simultaneous access of the same account from more than one browser or computer.
3. If you have any other problems which prevent you from logging in, please contact the [main EasyChair developer.](#)

En esta imagen se tienen las siguientes opciones de acción.

1. Crear una cuenta de usuario
2. En caso de olvidar la contraseña establecida en ocasiones previas es posible recuperarla.

## 2. Pre-Registro

En esta página lo que prosigue es rellenar los datos necesarios para el registro. Para esto antes que nada hay que escribir el texto que nos muestra en el **recuadro 1** de acuerdo a la imagen de abajo. A continuación se completan los datos (**recuadro 2** según la imagen).

## Obtaining an EasyChair Account

One cannot use EasyChair without first creating an account. This is done to prevent misuse of the system. To create an account, you should do the following steps.

1. Type in your email address and a *secret word* in the form below. The email address must be your email address. The secret word can be any combination of letters having at least five letters. You should remember the secret word, you will need it to create an account.
2. After that, EasyChair will send you further instructions on obtaining the account by email to the email address you specified. You have to remember the secret word, it will not be included in the email.

When you have an account, you will no more need to remember the secret word.

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

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.



Also, fill out the following form.

First name<sup>(\*)</sup>:

Last name:

Secret word:

Email address:

}

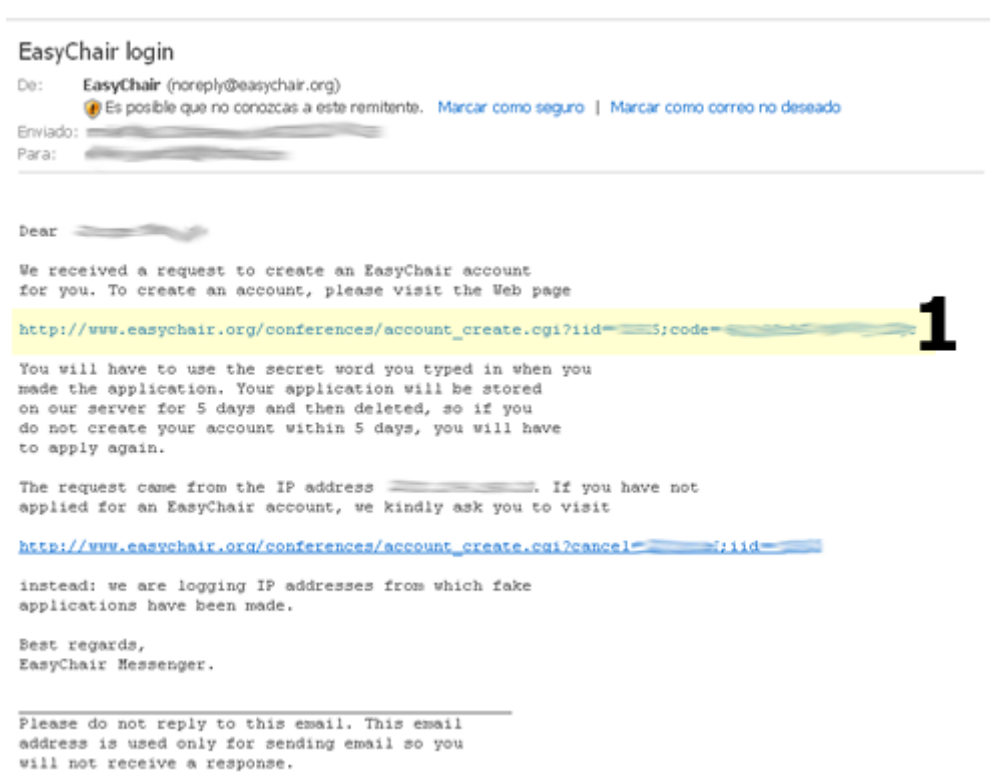
2

<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.](#)

### 3. Activación de la cuenta

Una vez que cumplimente el formulario verá una pantalla donde se especifica que le enviarán un correo con las instrucciones. Llegará a su email una notificación de confirmación con el asunto: "EasyChair account confirmation". En la siguiente imagen se puede observar un ejemplo del correo de confirmación que envía EasyChair.

El siguiente paso es que confirmar su suscripción en EasyChair. Esto se realiza haciendo click al enlace enmarcado con el número 1 de acuerdo a la imagen de abajo.

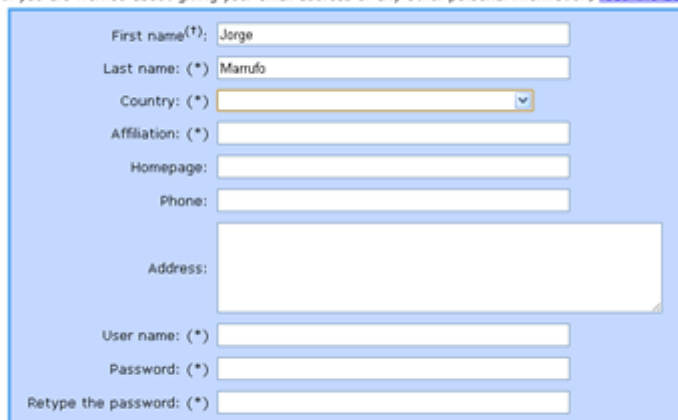


### 4. Registro

Cuando se haga click en el enlace indicado en el correo de confirmación, éste nos lleva a una página similar a la que se muestra a continuación:

### Creating an EasyChair Account

To create an account, please fill out the form below and press the button 'Create Account'. All fields in this form are required. After that your EasyChair account will be created and you will be able to use it. If you do not fill out the form correctly or the user name you apply for is taken, you will be asked to change the data. If you are worried about giving your email address or any other personal information, [read the EasyChair privacy statement](#).



First name<sup>(\*)</sup>:   
Last name: (\*)   
Country: (\*)   
Affiliation: (\*)   
Homepage:   
Phone:   
Address:   
User name: (\*)   
Password: (\*)   
Retype the password: (\*)

<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](#).

[Create Account](#)

Deberá llenar todos los datos y hacer click en “*Create my account*”  
Si todo salió correctamente se visualizará la siguiente imagen:


## Account Created

Your account has been created. Click on the button below to log in.

[Login](#)

### 5. Panel de Easychair

Una vez que hemos creado y confirmado nuestra cuenta en Easychair, ya podremos acceder al sistema usando el nombre de usuario y contraseña que establecimos en el paso anterior. Una vez hemos accedido al sistema veremos la siguiente interfaz:



EC CONECTURMED 2014-demo (author) [Help](#) [Sign out](#)

New Submission CONECTURMED 2014 EasyChair

## Demo Version

You are logged in the demo version as Autor Conectur.

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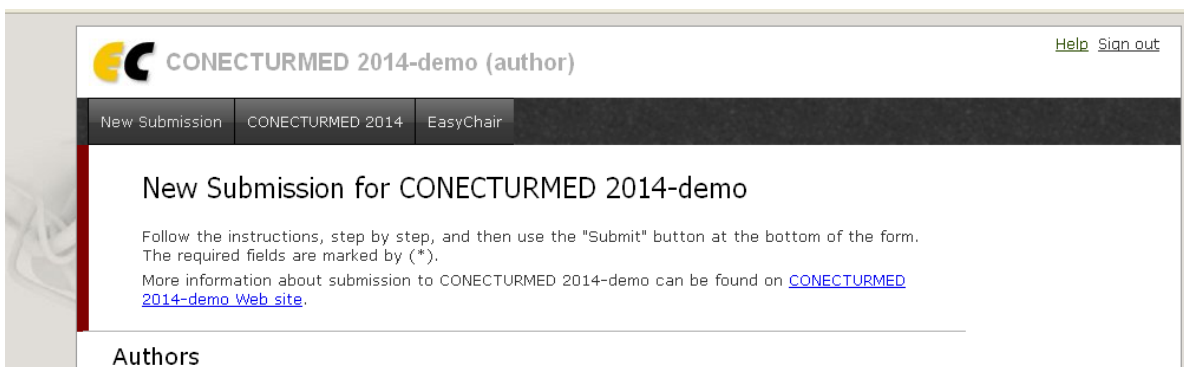
Haga clic aquí para iniciar

En la parte sombreada de color se muestran los diferentes menús, en donde:

- *New Submission*: Permite subir a la plataforma una comunicación
- *CONECTURMED 2014*: Muestra una pantalla con información sobre el congreso

## 6. Subir una comunicación

Para enviar una comunicación al comité científico hay que pulsar en “New Submission” y a continuación aparecerá una pantalla donde se muestran los formularios a rellenar.



### Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **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 site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should be at least one corresponding author.



En el primer apartado se deben introducir los datos correspondientes al autor/es de la comunicación que se va a enviar.

En la siguiente sección se deben indicar los datos más relevantes del documento tal y como nombre del trabajo, resumen y palabras claves.

**[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 first and last name, [read the Help article about names](#).

**Title, Abstract and Other Information**

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

Title (*):	<input type="text"/>
Abstract:	<div style="border: 1px solid #ccc; height: 100px;"></div>

**Keywords**

Type a list of keywords, **one per line** to characterize your submission. You should specify at least three keywords.

Keywords:	<div style="border: 1px solid #ccc; height: 80px;"></div>
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**Upload Paper**

The submission should be in one of the following formats:

1. PDF (file extension .pdf).
2. Word document (file extension .doc).

If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper:	<input type="text"/>	<input type="button" value="Examinar..."/>	Abstract Only: <input type="checkbox"/>
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**Ready?**

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

<input type="button" value="Submit"/>
---------------------------------------

Finalmente hay que pulsar *“Examinar”* para seleccionar del directorio de su ordenador el archivo que quiere enviar al comité y pulsar *“Submit”*.

**NOTA IMPORTANTE:** Todos los trabajos deberán enviarse de forma anónima, por tanto el **nombre, filiación institucional, datos de contacto** sólo deben insertarse exclusivamente en el formulario de registro de EasyChair. El documento de word en el que se presente la comunicación **NO DEBE CONTENER ESTA INFORMACIÓN**.