Easychair – Submissions Tutorial

V CETT SMART TOURISM CONGRESS BARCELONA 2024

Introduction

Given that abstracts for papers for the **V Smart Tourism Congress Barcelona** will be sent using the *Easychair* platform, we have created this speaker manual to be used as support during the process of sending your abstract, in case you have never used this platform before.

Below you will find the steps to follow in order to correctly send in your abstract.

I. Sending abstracts

1. In the email you received after registering as a speaker, you were given the following website, which you must enter to begin the process: https://easychair.org/conferences/?conf=vcettstcb2024

2. By clicking on the above link, the following screen will appear. If you have used *Easychair* before, sign in with your username and password and skip to step 6 of this manual. If you are not registered on *Easychair*, click on "Create an account."

3. To begin the user registration process, you will have to enter a security captcha and then your name and email address.

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.

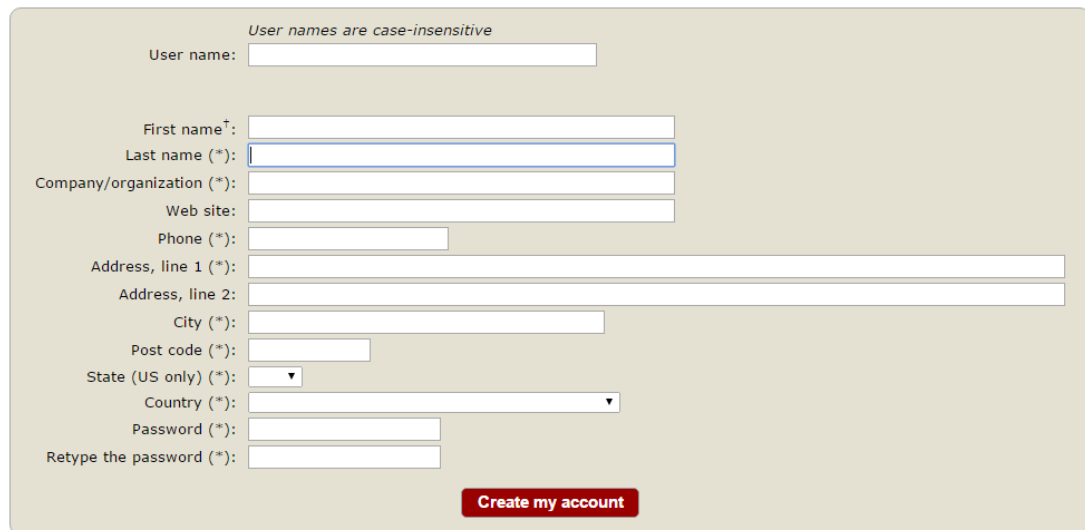|	
First name† (*):	
Last name (*):	
Email address (*):	
Retype email address (*):	

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.

4. Once you have completed that step, you will receive a confirmation email including a link that you must click on to continue the registration process. When you click on the link, you will be brought to a new form, where you can create your *Easychair* username.

Create an EasyChair Account: Last Step

Hello Jordi Arcos Pumarola! To complete the creation of your account please fill out the following form. You should create the
account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:	
First name†:	
Last name (*):	
Company/organization (*):	
Web site:	
Phone (*):	
Address, line 1 (*):	
Address, line 2:	
City (*):	
Post code (*):	
State (US only) (*):	
Country (*):	
Password (*):	
Retype the password (*):	

Create my account

1. Once you have a username, use the link in the speaker registration confirmation email and sign in with your username and password: https://easychair.org/conferences/?conf=vcettstcb2024

2. After signing into Easychair with your username, go to the "New submission" section and fill in the following items in order to correctly send in your abstract.

   a. Authors: One or more.

Address for Correspondence

Address, line 1: *

Address, line 2:

City: *

Post code: *

State (US only) *:

Country/region: * Spain

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.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

Author 1 (click here to add yourself)

First name†:

Last name *

Email: *

Country/region: *

Organization: *

Web page:

☑ corresponding author

◯ presenter

b. Paper title and abstract text

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 4000 characters

Abstract (*):

c. Keywords (one per line and minimum three)

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 (*):

3. Once the above items have been filled in, click on the "Submit" button to send the abstract. The Organizing Committee will receive the abstract and send it to the Scientific Committee for evaluation. The decision will be announced according to the Congress' timeline.

II. Sending papers

If your abstract is accepted, you will have to send the entire paper to the email stcb@cett.cat mailto:stcb@cett.catwithin the established deadlines in order to be able to present it at the Congress.

If you have any questions, please contact the Organizing Committee at the email: stcb@cett.cat