

ICAN VI

How to upload an abstract

- Step 1: create an account (pages 1-4)
 - Step 2: upload the abstract (pages 5-7)
-

Step 1: create an account

1. Go to <https://easychair.org/conferences/?conf=ican6>.

Log in to EasyChair for ICAN6

Help / Log In

User name:

Password:

Log in

[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

Submission of new papers for ICAN6 is open.

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2. Click on: **create an account**.

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.

I'm not a robot

reCAPTCHA
Privacy - Terms

Continue



3. Check 'I'm not a robot'. An additional question or test could be asked (e.g. to mark all the pieces on which a traffic sign is partially shown, as the picture above shows). Click on 'verify' and continue.
4. Fill in your first name, last name and twice your e-mail address. Once you've done that, click on 'Continue'.



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* (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>
<input type="button" value="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.](#)

- When you have continued, you should get a notification that the 'account application' has been received (see below). Subsequently, please check your e-mail.


Help / Log in

Account Application Received



We received your application. A mail with further instructions has been sent to the email address [redacted]@gmail.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.

- You should have received an e-mail as is shown below. Click on the link in the e-mail.

EasyChair account confirmation
Inbox x



EasyChair <noreply@easychair.org>
to [redacted]

Dear [redacted],

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=FMjCMtxN1pgD5TrUzn8C>

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.

- Fill in the mandatory fields. In the field '**Organization**', enter the name of your educational institution. For address, feel free to fill in a work address.

Choose an username and password and confirm your chosen password. Click on 'Create my account' to confirm and to finish the creation of your account.



Create an EasyChair Account: Last Step

Hello [redacted]: 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](#).

STEP 2: upload the abstract

Abstracts can only be submitted in pdf format. Please do not mention your name in either the abstract or the pdf title.

1. Go to <https://easychair.org/conferences/?conf=ican6>
2. Use your username and password (see step 1: create an account) to login



Log in to EasyChair for BPIPO2018

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

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](#)

3. Click on 'enter as an author', and then on 'make a new submission'.

My EasyChair UKS EasyChair [Help](#) / [Log out](#)

Conferences CFP VCS Preprints Slides EasyChair

ICAN6 (International Conference on the Ancient Novel: Roads Less Traveled)

You are logged in to ICAN6 (International Conference on the Ancient Novel: Roads Less Traveled).
Use the links below to access ICAN6.

Author

- [make a new submission](#)

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5. Fill in the details as required.

New Submission for ICAN6

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

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.

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

First name*:

Last name*:

Email*:

Country/region*:

Organization*:

Web page:

corresponding author

5. The section below is used to upload the abstract. The following fields have to be filled in:

- **Title:** Since the abstract has to be anonymous, please enter only the title of your abstract as title.
- **Keywords** are required by EasyChair but don't have any purpose for our conference. Please type in:
 - **ICAN**
 - **Ancient**
 - **Novels****(or surprise us...)**
- Choose a topic.
- **Files:** Click on browse and choose the pdf of the abstract which you want to upload

Click on **submit**.

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: -

Files

The following part of the submission form was added by ICAN6. It has neither been checked nor endorsed by EasyChair

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

Geen bestand gekozen

Ready?

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

You will receive an email with confirmation.

If you wish to make any alterations to your submission, this is still possible. Just sign into EasyChair, click on 'author', and go to 'reviews' to update your review.

If you have any questions, don't hesitate to email icanvi@ugent.be.