



## Instruction for proposal submission through EasyChair

The submission and review of proposals will be made through the EasyChair platform. Authors will be able to input the abstract, attach file and check the status of the submission.

To send the proposal through the EasyChair Platform, you must enter the following link:  
<https://easychair.org/conferences/?conf=citers2023>.

To submit proposals, you must create an account with EasyChair. If you do not already have one, click on the “Create an account” link and follow the steps (see Figure 1, 2 and 3).

The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo. The main heading is "Log in to EasyChair for citers2023". Below this is a login form with two input fields: "Email address or user name:" and "Password:". A red "Log in" button is positioned below the fields. Underneath the button are three links: "Forgot your password?", "Problems to log in?", and "Create an account". The "Create an account" link is highlighted with a red rectangular box. At the bottom of the page, a message reads: "Submission of new papers for citers2023 (Centre for Information Technology in Education Research Symposium 2023) is open."

Figure 1: Home page to create an account on EasyChair

(Continue on page 2)

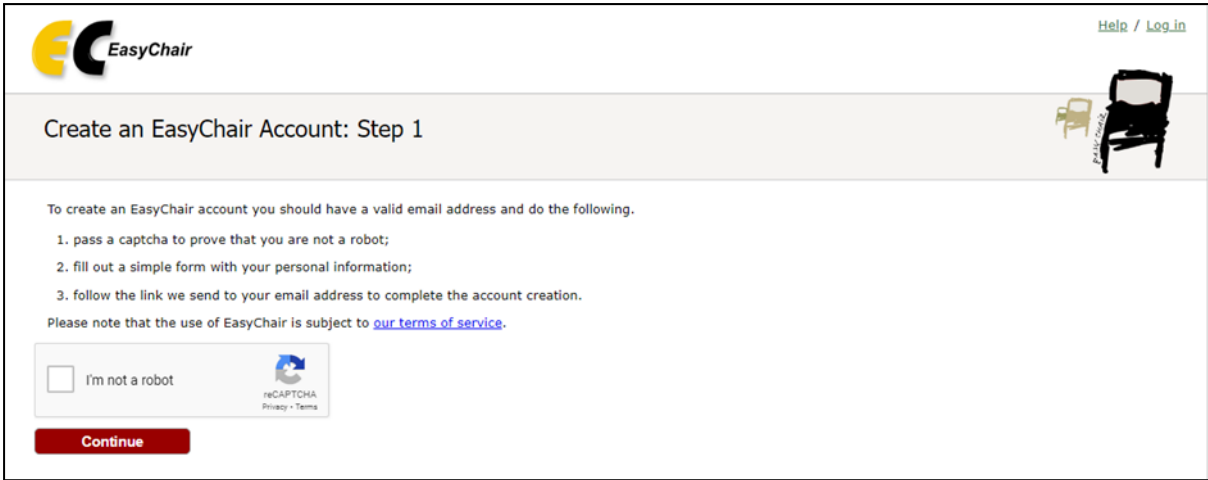


Figure 2: Step 1 - Passing a captcha

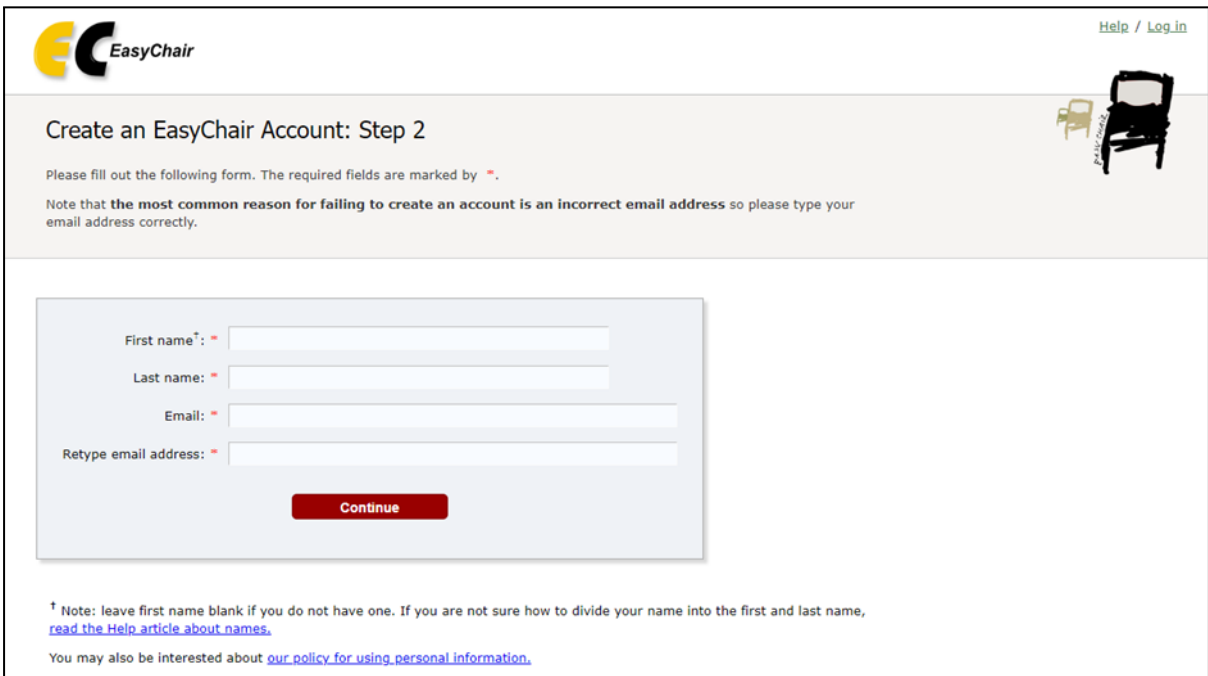


Figure 3: Step 2 - Fill out the form with your information

(Continue on page 3)

Once you see the “Account Application Received” page (see Figure 4), please check your email for further instructions.

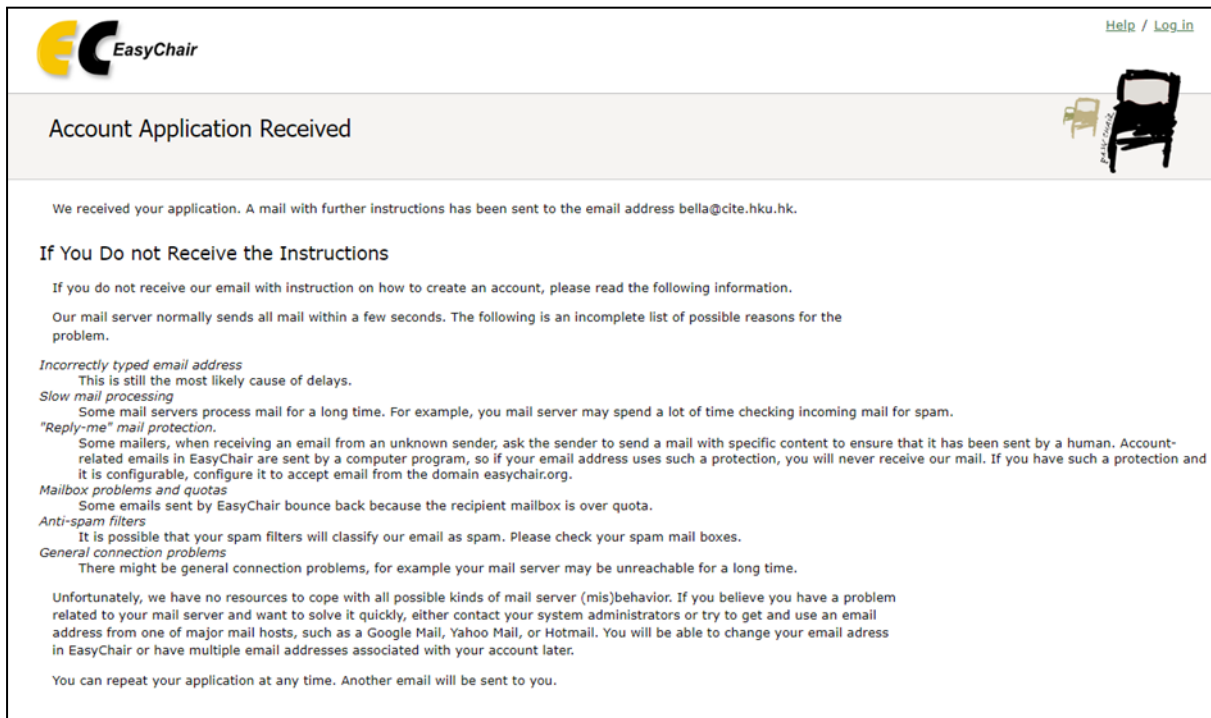


Figure 4: Account Application Received page

IMPORTANT: Please carefully check your email address when you complete the registration form. Instructions will be sent there to finish creating your EasyChair account (see Figure 5). If you enter a wrong email, you must repeat the entire process.

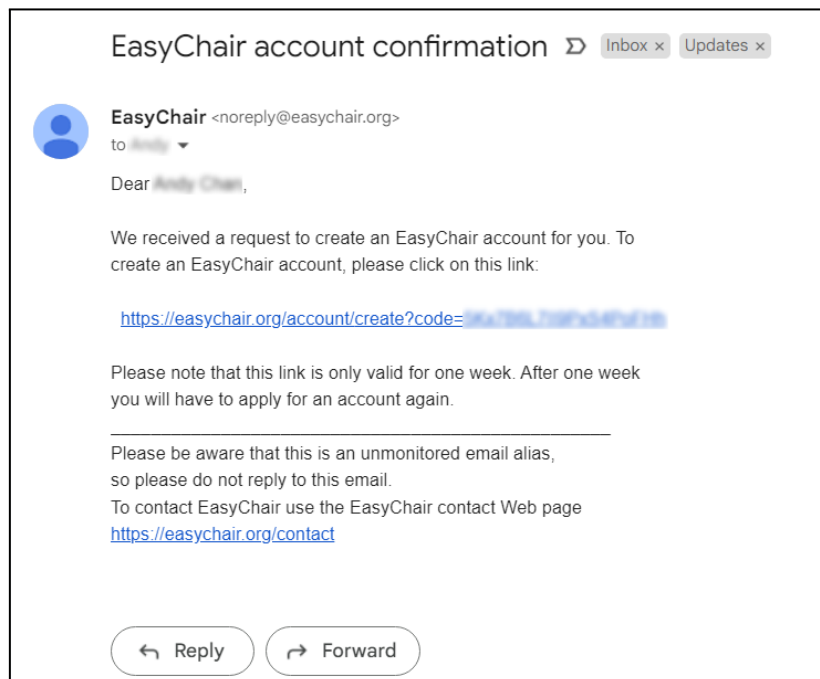


Figure 5: Sample instruction email from EasyChair

(Continue on page 4)

Once you have your EasyChair account, login with it and click on the “make a new submission” link under “Author” to submit your proposal (see Figure 6).



Figure 6: Submission link after login as with the author role

Make sure you read the provided submission instructions first by clicking on the read “Read instructions” button (see Figure 7). Fill in all the required fields in the submission form and submit your proposal.

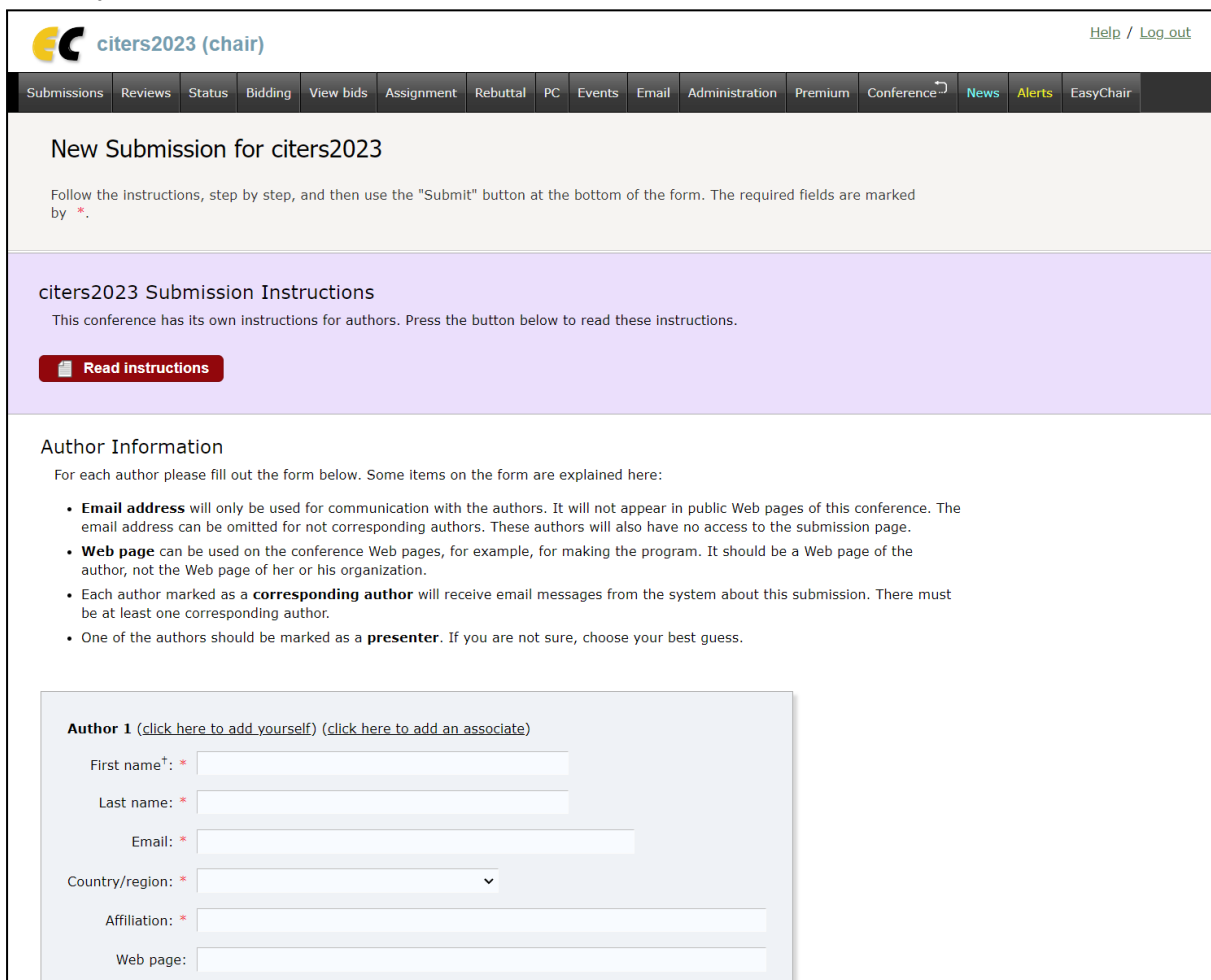


Figure 7: Proposal submission form

(Continue on page 5)

If you still have any questions about the submission process, please contact us by email: [citers@cite.hku.hk](mailto:citers@cite.hku.hk). You can also visit our conference website for the most up to date information here: <https://citers2023.cite.hku.hk>.