

Submitting an Abstract Using Easychair for IEA2021

Note: If you have attended another conference using Easychair, you can use the same username and password, but add another conference. It will prompt you to do this from the main page. If you do not remember and use the same email address, you will receive the same prompt. There is also the option to reset forgotten passwords at this main screen. When you login, you will see previous conferences, plus IEA2021 (Figure 1).

Document Quick Links

Part 1: Submitting an Abstract

******Update August 2020***

Part 1.1: Submit your Abstract for Consideration for a Symposium

Part 2: Updating and Making Changes to Existing Submissions

Part 3: Combining Accounts

Part 1: Submitting an Abstract

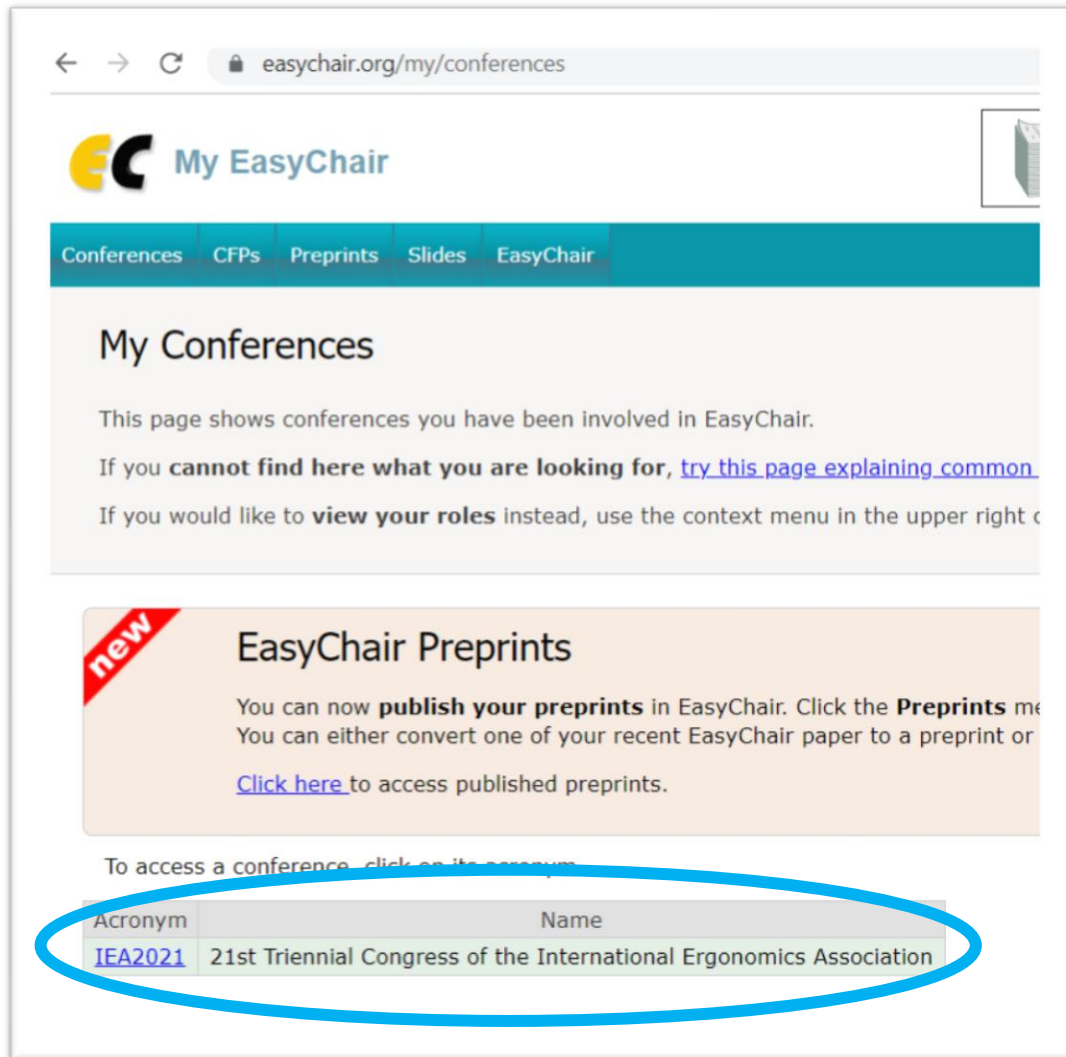


Figure 1: Main Conference Landing Page

Step 1: Look at the call for papers at <https://iea2021.org/> to ensure your format is correct, and have a look at the available tracks, their definitions and topics associated with each. This will make your submission smoother. From there follow the link to <https://easychair.org/conferences/?conf=iea2021>

Step 2: Use your preferred email to create an account. Please include as much detail as possible. See note above with respect to existing accounts.

Step 3: Once you have an account and have logged in to the EasyChair system (and chosen the IEA2021 conference, if you have options), you will see a black banner across the top ¼ of the screen. On the far left you will see “**New Submission**” (illustrated in Figure 2). Click this and you will be taken to choose what **TRACK** you wish your submission to fall under. It is possible that your work may suit multiple tracks; please choose the most related Track (again please refer to the full Track definitions on

<https://iea2021.org/>). You must select a Track to continue. Once you have selected the desired Track, scroll to the bottom of the list and press “Continue”.

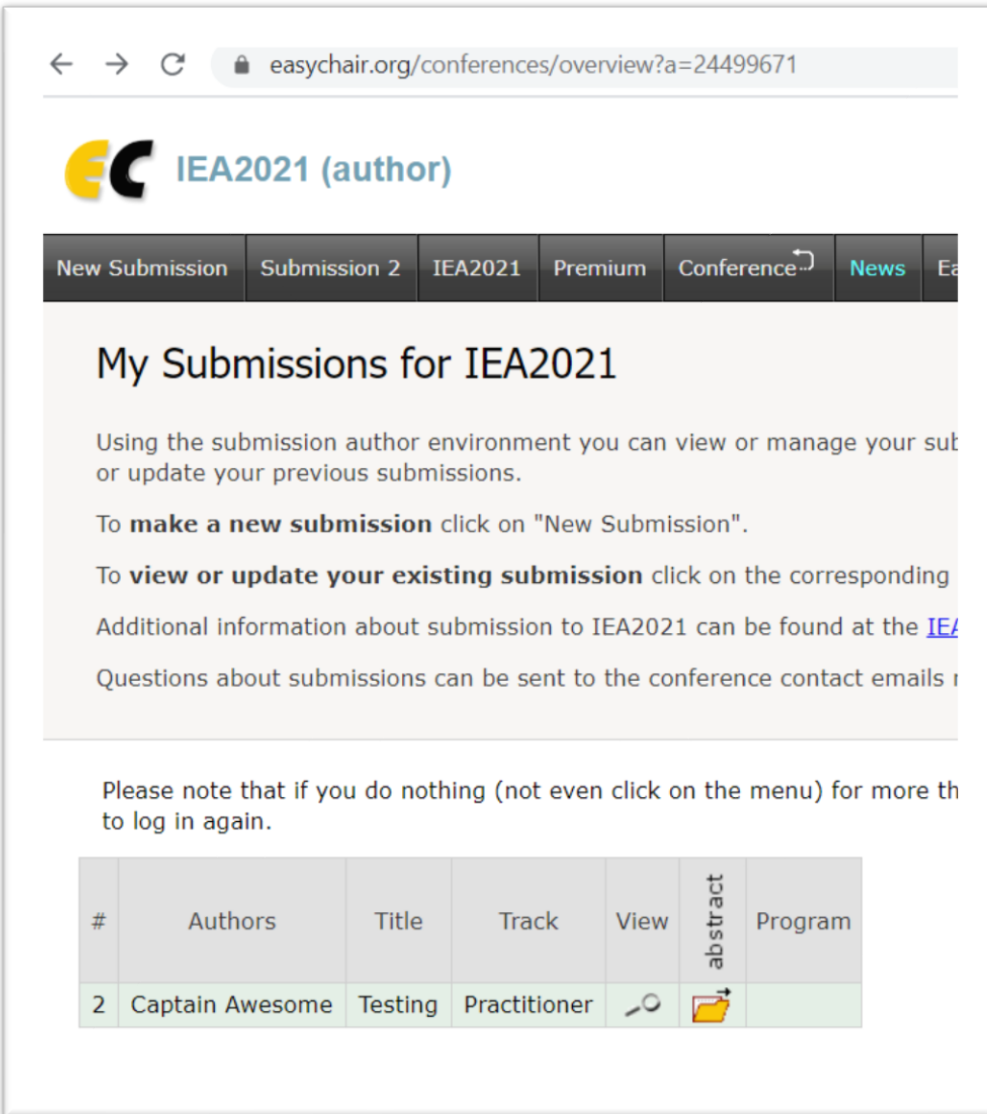


Figure 2: “New Submission” Tab on the top left of the black banner in EasyChair

Step 4: This is when you will be prompted for author information. Please enter as many details as possible for each author and let us know who the corresponding author will be. You will be able to submit an abstract of **no more than 900 words**. Please do not include figures or tables. You will be asked to submit a PDF further down the form.

Step 5: Choose the topics that best relate to your paper. The list is also available at <https://iea2021.org/>. This will help the proper reviewers be assigned to your paper. You will also be asked for 3 more specific keywords. These are each to be entered on a separate line in the available text box.

Step 6: If you are an Early Career Researcher or a Student, please select the box next to these items. If you have a preference as to interactive ePoster or Lecture presentation format, please indicate this in the next section. Description of each format is found in the FAQ section of the “*Call for Lecture and ePoster Proposals*” at IEA2021.org

***[Update August 2020](#)

Another drop box has been added with **HOW** you hope to attend the conference. Please note that we are all hopeful we can be together in-person but know that it may not be feasible (Figure 3: How you hope to attend conferenceFigure 3).



The screenshot shows a web form with the following text: "Are you planning to present in person, or virtually? * We are planning on some level of hybrid conference at this point, with the option to move to fully virtual if required. In the best case scenario, would you like to be on site for the conference, or present remotely?". Below this text is a dropdown menu with three options: "On Site, if feasible" (selected), "On Site, if feasible", and "Virtual Only". To the right of the dropdown menu, there is a question: "Would this paper be of interest to employers?". Below this question is a checkbox labeled "Would this paper be of interest to local employers?".

Figure 3: How you hope to attend conference

If you submitted your paper prior to the addition of this drop box, you can edit your submission or contact me, and let me know your preferred venue.

Step 7: Please upload the PDF version of your Abstract by selecting the appropriate file.

Step 8: Once you have double checked all information, please press submit.

Part 1.1: [Submit your Abstract for Consideration for a Symposium](#)

You may have the chance to be part of a symposium. All papers for these will undergo the same review process as other papers. If you would like to be considered for inclusion in a symposium, please first refer to <https://iea2021.org/> 'Symposia (submissions during Call for Papers)' where the full list of currently accepted Symposia will be posted. Some will bridge several Scientific Tracks but will only be shown for authors submitting in the Tracks that have been designated. Like the Early Career Researcher, and awards boxes, there is a check box for you to select. An example is shown below (exact text will differ by Track).

Should your paper be considered for inclusion in any of the Special Sessions? There are several symposia and panels that are accepting papers to be included in them. Please see the full descriptions at IEA2021.org. Only titles are shown here.

BRICSplus Special session - Case study on societal Ergonomics at BRICSplus countries

Machine and System Safety in Digital Transformation

Human operators in the future plants: Designing interfaces for integrating automation and human activity

Paper. * Upload your Abstract PDF. The paper must be in PDF format (file extension .pdf). See <https://iea2021.org/> for templates

Choose File No file chosen

Figure 4: Symposium Calling for Papers

Important Note: If you make a mistake with any of the above, please edit your initial submission to correct it. **DO NOT RESUBMIT.** If you are having problems with changing something, please contact [Colleen Dewis](#) for assistance.

Part 2: Updating and Making Changes to Existing Submissions

If you need to make a change to your abstract or submission information, please do not withdraw it for resubmission, update it.

Step 1: Login to you author account and select “Author” as your role

IEA2021 (21st Triennial Congress of the International Ergonomics Association)

You are logged in to IEA2021 (21st Triennial Congress of the International Ergonomics Association).
Use the links below to access IEA2021.

Author

- [make a new submission](#)
- [author](#)

CFP

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)



	IEA2021: 21st Triennial Congress of the International Ergonomics Association Hyatt Regency Vancouver Vancouver, Canada, June 13-18, 2021
Conference website	https://iea2021.org/
Submission link	https://easychair.org/conferences/?conf=iea2021

Figure 5: Choosing Role

Step 2: Choose to view your submission using the magnifying glass icon

My Submissions for IEA2021

Using the submission author environment you can view or manage your submissions to IEA2021. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to IEA2021 can be found at the [IEA2021 Web page](#).

Questions about submissions can be sent to the conference contact emails nancy.black@umoncton.ca.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.




#	Authors	Title	Task	view	abstract	Program
2	Captain Awesome and Fabulous Awesome	Testin	Practitioner			

Figure 6: Select Magnifying Icon

Step 3: In the top, right corner, there are options to update different portions of your submission. Again, do not choose withdraw.

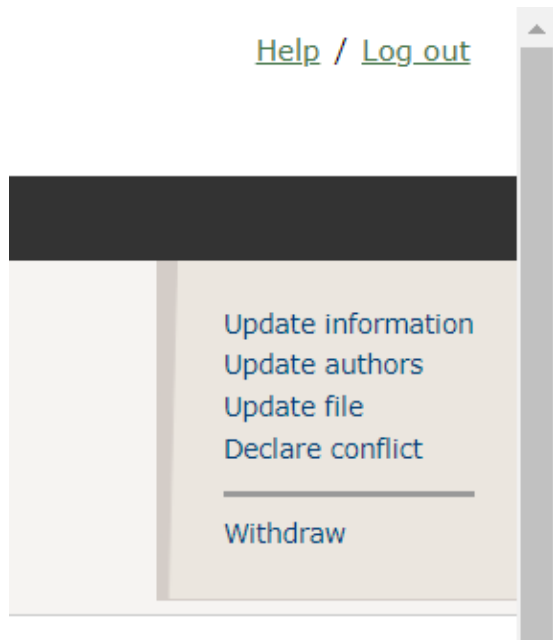
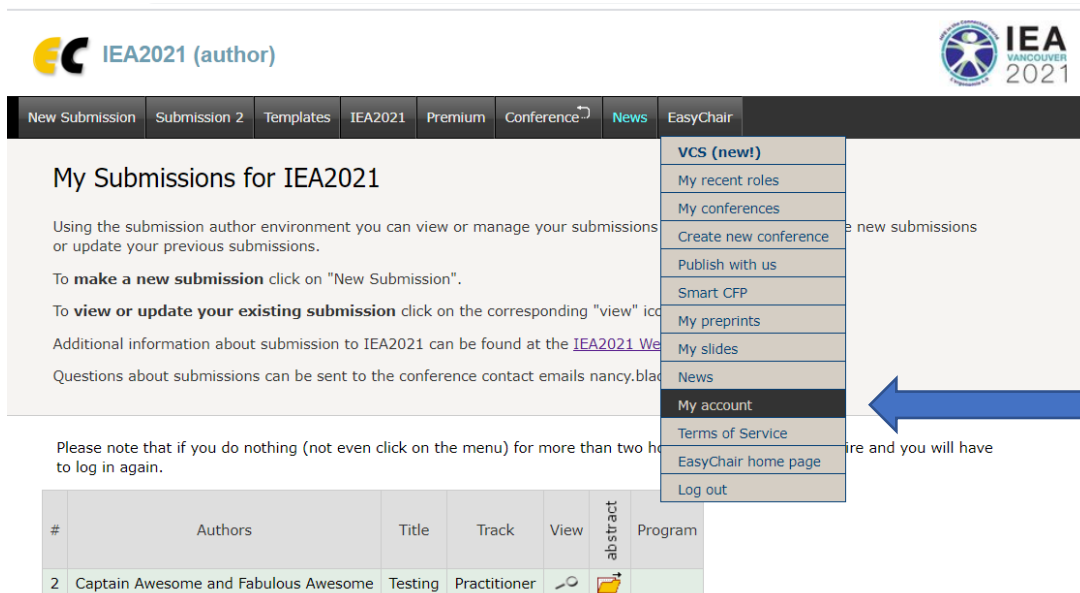


Figure 7: Paper Update Options (Close up of top, right corner)

Part 3: Combining Accounts

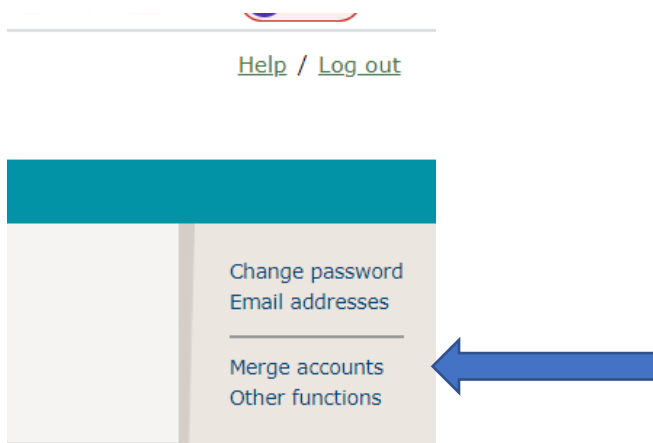
Step 1: Sign into the account you would like to be your main account. Hover over **EasyChair > My Account**



The screenshot shows the user interface for IEA2021 (author). The top navigation bar includes links for New Submission, Submission 2, Templates, IEA2021, Premium, Conference, News, and EasyChair. The main content area is titled "My Submissions for IEA2021" and contains instructions on how to manage submissions. A dropdown menu is open under the "EasyChair" link, with "My account" highlighted by a blue arrow. The menu items include: VCS (new!), My recent roles, My conferences, Create new conference, Publish with us, Smart CFP, My preprints, My slides, News, My account, Terms of Service, EasyChair home page, and Log out. Below the menu, there is a table with columns: #, Authors, Title, Track, View, abstract, and Program. The table contains one row with the following data: # 2, Authors Captain Awesome and Fabulous Awesome, Title Testing, Track Practitioner, View (magnifying glass icon), abstract (document icon), and Program.

Figure 8: Merge Accounts Step 1

Step 2: In the top, right corner you will see the option to “Merge Accounts”



The screenshot shows the top right corner of the EasyChair interface. There is a link for "Help / Log out". Below it, a dropdown menu is open, showing options: Change password, Email addresses, Merge accounts, and Other functions. A blue arrow points to the "Merge accounts" option.

Figure 9: Merge Accounts Option in top, right corner

Step 3: Once you select this, you will have to choose the other email you have, and the password to be able to merge accounts. If you cannot remember the password for the secondary account, you will have to log out and go through the “Password Retrieval” Process before you can combine accounts.

Account Merge

You should use this page only if you have more than one EasyChair account and want to merge two accounts into one.

Please read carefully "Help" before trying to merge two accounts!

If you have more than one EasyChair account, you can merge them into one. The email addresses on both accounts will be associated with the new merged account. Use the following form to merge your second account into this account. As a result of a merger, the second account will disappear and all data from it will be added to this account.

User name for this account: *	<input type="text" value="Awesometown"/>
Password for this account: *	<input type="password" value="*****"/>
<hr/>	
User name for the other account: *	<input type="text"/>
Password for the other account: *	<input type="password"/>
<hr/>	
<input type="button" value="Merge Accounts"/>	

Figure 10: Merge Accounts