

This document shows steps to create an account in Easy Chair
1. Go to Conference website: <http://www.myacme.org/>



The image shows the website for the Association for Chinese Management Educators (ACME). The header features the ACME logo on the left and the organization's name in a stylized font on the right. A navigation menu on the left side includes buttons for Home, Call-for-Papers, Paper Submission (highlighted with a red border), Keynote Speaker, Volunteers Form, Registration, Hotel Reservation, Conference Program, and Proceedings Instruction. The main content area displays a 'Call for Papers' announcement for the 27th International Conference of Pacific Rim Management, scheduled for July 27-29, 2017, at California State University, Los Angeles, California, USA. The background of the announcement is a photograph of a building with a sign that reads 'The Golden Eagle'.

Association for Chinese Management Educators

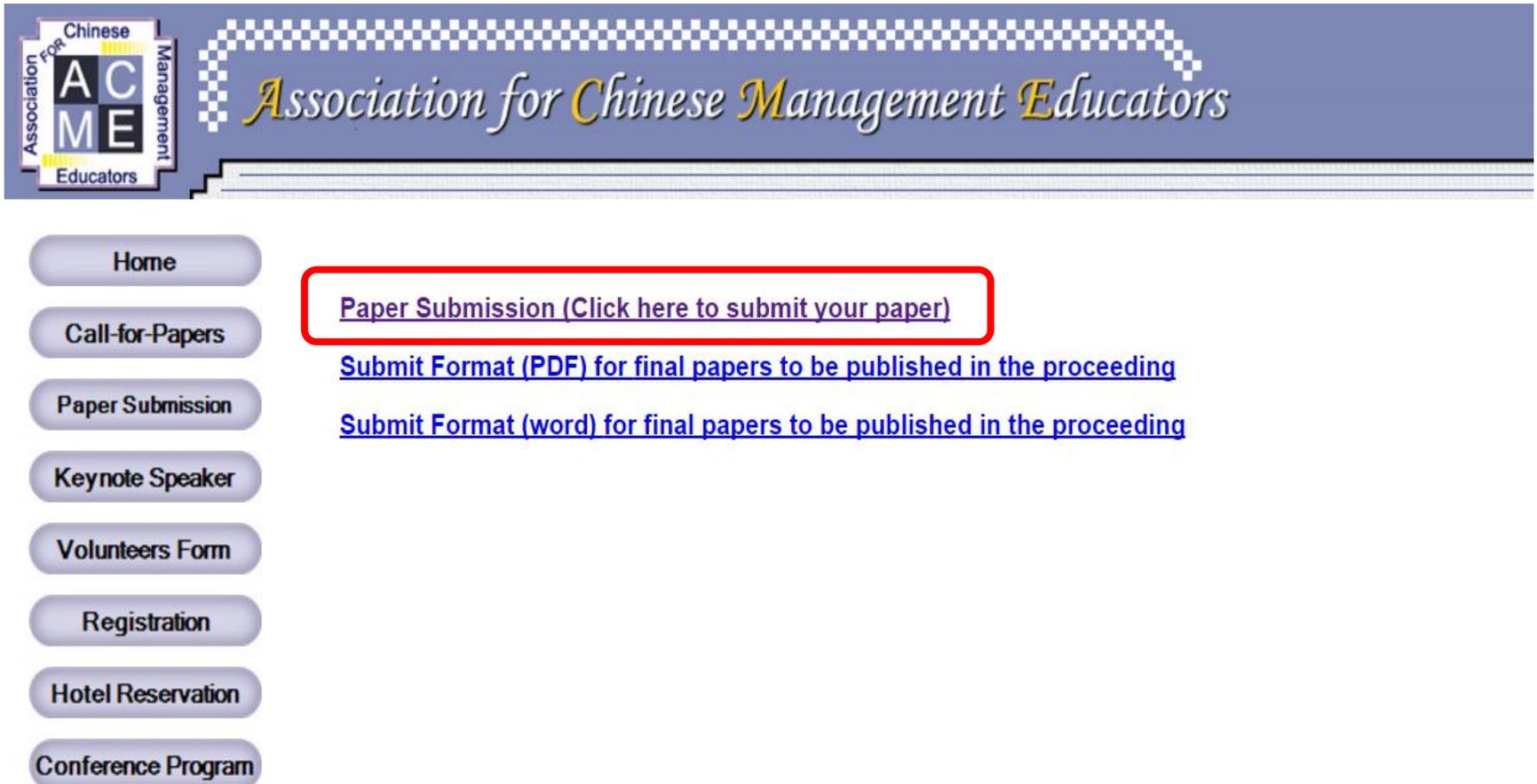
Call for Papers
27th INTERNATIONAL CONFERENCE
OF PACIFIC RIM MANAGEMENT

July 27-29, 2017
California State University, Los Angeles
California, USA

Home
Call-for-Papers
Paper Submission
Keynote Speaker
Volunteers Form
Registration
Hotel Reservation
Conference Program
Proceedings Instruction

The Golden Eagle

2. Go to Paper Submission



The image shows a screenshot of the website for the Association for Chinese Management Educators. The header features the organization's logo on the left, which consists of the letters 'ACME' in a grid, with 'Association For' on the left and 'Management Educators' on the right. To the right of the logo is the text 'Association for Chinese Management Educators' in a stylized font. Below the header is a navigation menu with several buttons: 'Home', 'Call-for-Papers', 'Paper Submission', 'Keynote Speaker', 'Volunteers Form', 'Registration', 'Hotel Reservation', and 'Conference Program'. The 'Paper Submission' button is highlighted with a red border. To the right of the 'Paper Submission' button, there are three links: 'Paper Submission (Click here to submit your paper)', 'Submit Format (PDF) for final papers to be published in the proceeding', and 'Submit Format (word) for final papers to be published in the proceeding'.

Association For Chinese Management Educators

Association for Chinese Management Educators

Home

Call-for-Papers

Paper Submission

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[Paper Submission \(Click here to submit your paper\)](#)

[Submit Format \(PDF\) for final papers to be published in the proceeding](#)

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3. Go to EasyChair to create an account



Log in to EasyChair for ICPRM 2017

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

Session timeout! You have to log in again.

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](#)

4. Type the required texts



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.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

1st



2nd

The image shows a CAPTCHA interface. At the top, there is a box containing a distorted image of the text 'orge SP194'. Below this box is a text input field containing the text 'orge SP194'. To the right of the input field are three icons: a reload icon, a volume icon, and the ReCAPTCHA logo. Below the input field is a red button with the text 'Continue'. The text '1st' is written in red to the left of the CAPTCHA box, and '2nd' is written in red to the left of the 'Continue' button.

5. Enter author information



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.

1st

First name [†] (*):	<input type="text" value="John Francis"/>
Last name (*):	<input type="text" value="Diaz"/>
Email address (*):	<input type="text" value="johnfrancis_diaz@yahoo.com"/>
Retype email address (*):	<input type="text" value="johnfrancis_diaz@yahoo.com"/>

2nd

[†] 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.](#)

6. Email verification



Account Application Received

We received your application. A mail with further instructions has been sent to the email address johnfrancis_diaz@yahoo.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 s

"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 related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get out 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.