

## Table of Contents

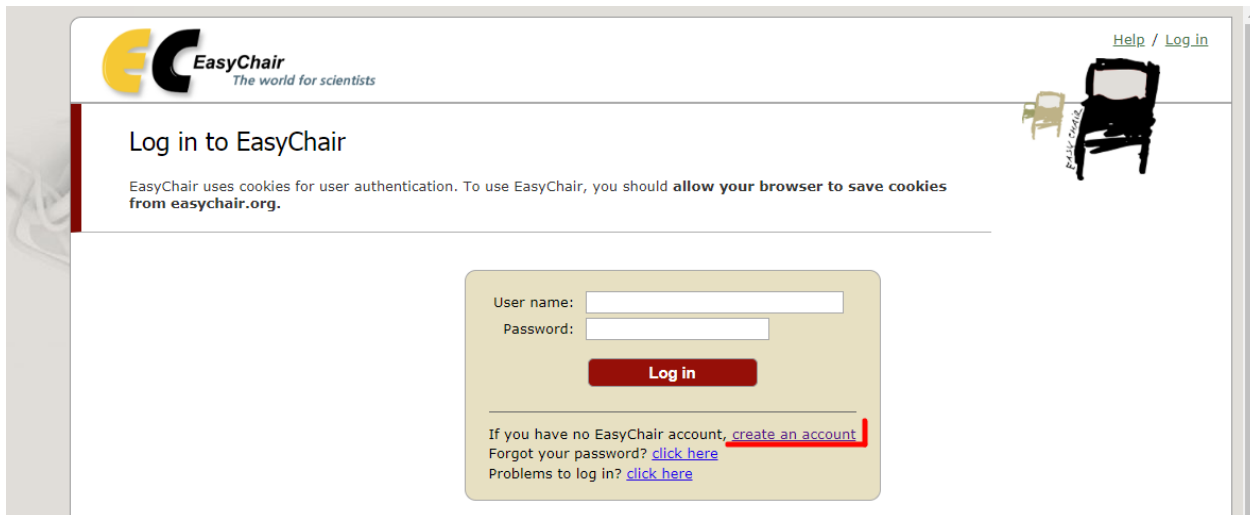
Create an EasyChair Account.....	2
Introduction.....	2
Step 1.....	2
Step 2.....	3
Step 3.....	4
Log in to EasyChair iCAT2018 Conference.....	5
Step 1.....	5
Step 2.....	5
New Submission for iCAT2018 .....	6
Step 1.....	6

# Create an EasyChair Account

## Introduction

Access the following link: <https://www.easychair.org/account/signin.cgi>

You will get the “Log in to EasyChair” page:

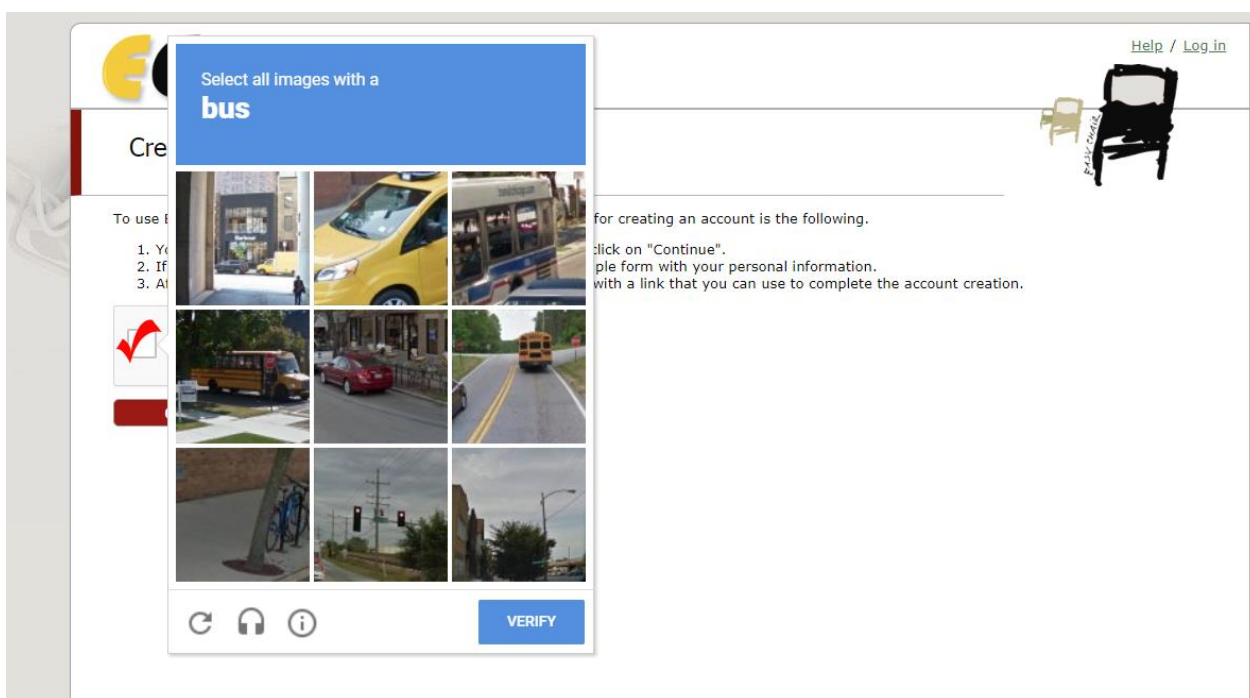


If you have EasyChair account, please fill the “User name:” and “Password:”.

If you have no EasyChair account, chose the “create an account” (red underline).

## Step 1



Check “I’m not a robot” (red check) and proceed with the requirements (e.g. Select all imagines with bus, see below figure). Select all images and press "VERIFY" button.



If everything is fine, press “Continue” button.

## Step 2

Please fill out the following form. The required fields are marked by (\*) and press "Continue" button.

Help / Log in

### 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<sup>†</sup> (\*):

Last name (\*):



Email address (\*):

Retype email address (\*):

<sup>†</sup> 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](#).

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You will get the bellow information about your request:

Help / Log in

### Account Application Received

We received your application. A mail with further instructions has been sent to the email address XXXXXXXXXX.

#### 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.

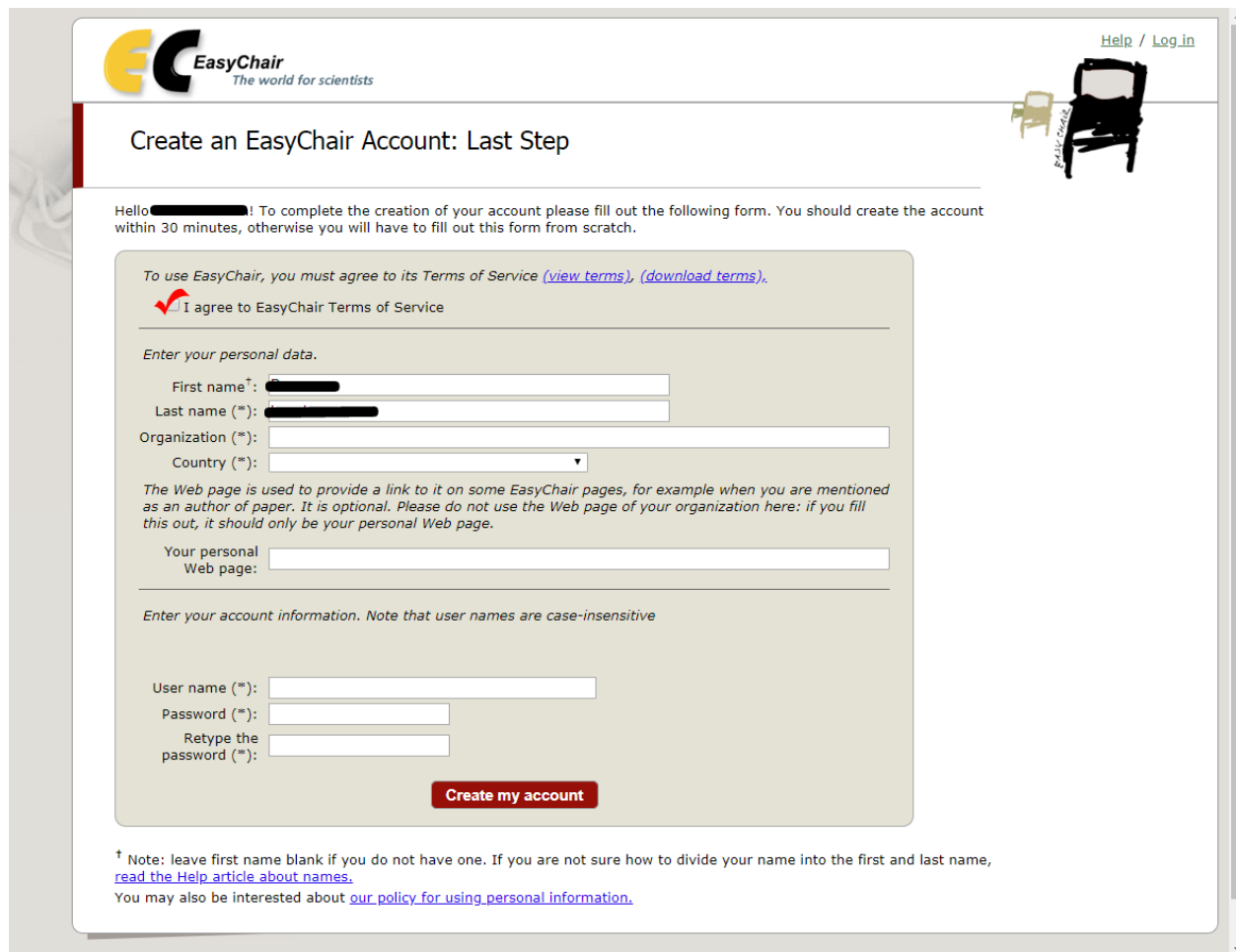
You can repeat your application at any time. Another email will be sent to you.

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### Step 3

Check the emails and please click the link that you received.

You will get the last step for an account creation:



The screenshot shows the 'Create an EasyChair Account: Last Step' page. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in' and a small illustration of a chair. The main heading is 'Create an EasyChair Account: Last Step'. Below this is a message: '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.' A red checkmark icon is followed by the text 'I agree to EasyChair Terms of Service'. Below this is a section titled 'Enter your personal data.' containing input fields for 'First name†', 'Last name (\*)', 'Organization (\*)', and 'Country (\*)'. A note explains that the 'Web page' field is optional and should be the personal web page. Below this is a section titled 'Enter your account information. Note that user names are case-insensitive' with input fields for 'User name (\*)', 'Password (\*)', and 'Retype the password (\*)'. A red 'Create my account' button is at the bottom of the form. A footnote at the bottom left provides instructions on how to handle names and a link to the privacy policy.

EasyChair  
The world for scientists

Help / Log in

## 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†: [redacted]

Last name (\*): [redacted]

Organization (\*): [redacted]

Country (\*): [dropdown menu]

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page: [redacted]

Enter your account information. Note that user names are case-insensitive

User name (\*): [redacted]

Password (\*): [redacted]

Retype the password (\*): [redacted]

**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](#).

Check the “I agree to EasyChair Terms of Service”;

Please fill the entire mandatory (\*) information within 30 minutes and press “Create my account” button;

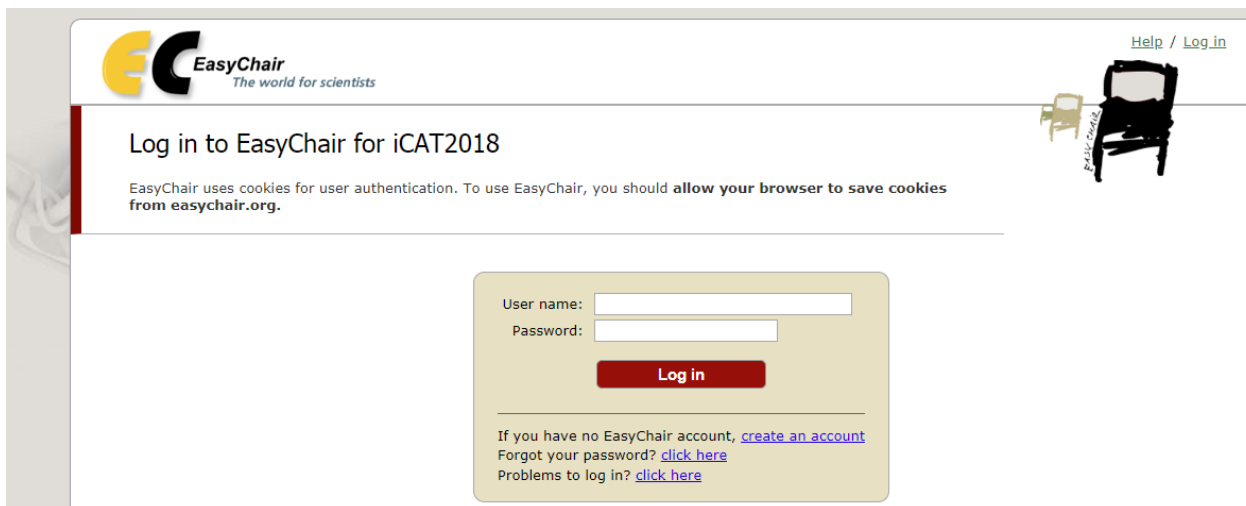
If everything is fine, you will get the following confirmation **“Your EasyChair account has been created!”**

# Log in to EasyChair iCAT2018 Conference

## Step 1

Access the following link: <https://easychair.org/conferences/?conf=icat2018>

You will get the “Log in to EasyChair for iCAT2018” page:

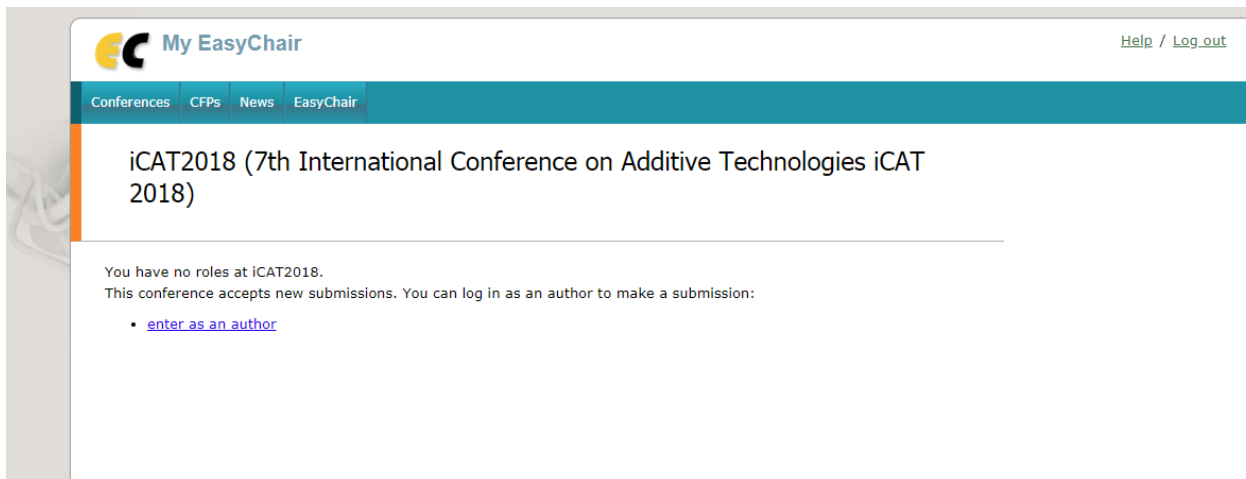


If you have EasyChair account, please fill the “User name:” and “Password:”.

If you have no EasyChair account, see the above first chapter **Create an EasyChair Account**.

## Step 2

You will get the “My EasyChair” iCAT2018 Conference page:




For adding new submission, chose “[enter as an author](#)” (see the following chapter).

# New Submission for iCAT2018

## Step 1

In the main page press "[enter as an author](#)" (see the above chapter). Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (\*).

 **iCAT2018 (author)** [Help](#) / [Log out](#)

[New Submission](#) | [iCAT2018](#) | [News](#) | [EasyChair](#)

### New Submission for iCAT2018

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 of the authors 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 authors who are not corresponding. 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 **speaker**. If you are not sure, choose your best guess.

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

First name<sup>\*</sup>:

Last name<sup>\*</sup>:

Email<sup>\*</sup>:

Country<sup>\*</sup>:

Organization<sup>\*</sup>:

Web page:

corresponding author

speaker

**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>\*</sup>:

Last name<sup>\*</sup>:

Keywords<sup>\*</sup>:

#### Topics

Please select topics relevant to your submission from the following list.

<input type="checkbox"/> Additive Manufacturing - Industrial Applications	<input type="checkbox"/> Materials for Additive Technologies
<input type="checkbox"/> Quality Control for Additive Technologies	<input type="checkbox"/> CAD and Innovative Simulation Methods
<input type="checkbox"/> Customer Input Systems and Mass Customisation	<input type="checkbox"/> Case Studies and Best Practice Examples
<input type="checkbox"/> Education for Additive Technologies	<input type="checkbox"/> or one of the iCAT 2018 special topics

#### Uploads

The following part of the submission form was added by iCAT2018. It has neither been checked nor endorsed by EasyChair

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**Paper.** Upload your paper. The paper must be in DOC or DOCX format (file extension .doc or .docx)

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#### Ready?

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

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