

EasyChair instructions for Authors

The submission and review of papers for MONUBASIN 2024 will be managed through an online conference paper management system called EasyChair. You can upload your abstract and check on the review status of your submission. The submission process consists of three stages:

- Abstract submission
- Paper submission
- Final paper submission

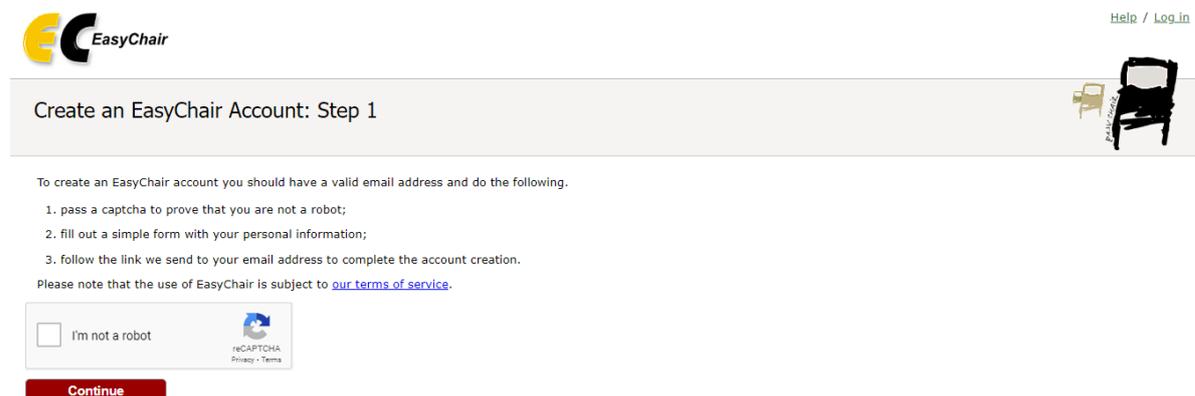
The Program Committee will review all abstracts and notify the authors about the results. The authors of accepted abstracts will be asked to submit a paper. Papers will be revised with the help of reviewers. The authors will be asked to submit a revised version – the final paper submission. This guide is intended to support authors during the whole submission process. It has four parts:

1. Create an account / Login
2. Abstract submission
3. Full paper submission
4. Final paper submission

1. Create an account / Log in

a. Create an account

If you do not have already an account, you have to create an account as an author in the following link <https://easychair.org/account/signup> (Figure 1). You should enter the required information and click on “Continue”. Then, follow the on-screen instructions and complete the form (Figure 2), and click on “Continue”.



 [Help / Log in](#)

Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot 

[Privacy - Terms](#)

Continue

Figure 1: Create an account – Step 1

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*:	<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](#).

Figure 2: Create an account – Step 2

After creating your account, you will receive an email (Figure 3). Use the link provided in the email to continue the registration process. Complete the required information (Figure 4), and select the “Create my account” button to finish the registration process.

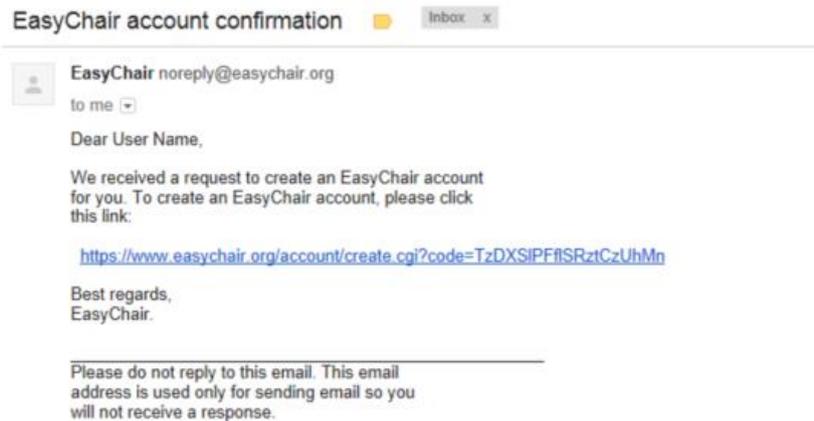


Figure 3: Login email

User names are case-insensitive

User name:

First name[†]:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Create my account

Figure 4: Create an account

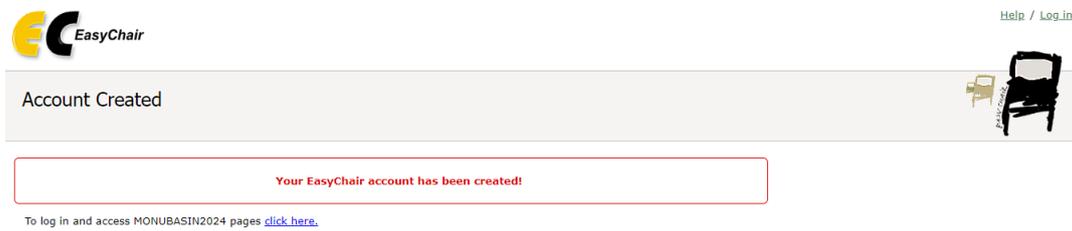


Figure 5 – Registration process has been finished

b. Log in

After completing the registration process, or if you already have an account, you can log in to MONUBASIN2024 (<https://easychair.org/my/conference?conf=monubasin2024>).

The screenshot shows the EasyChair website header with the logo and 'Help / Log in' link. Below the header, a grey bar contains the text 'Log in to EasyChair for MONUBASIN2024' and a small icon of a chair. The main content area features a login form with two input fields: 'Email address or user name:' and 'Password:'. Below the fields is a red 'Log in' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

Submission of new papers for MONUBASIN2024 (11th International Conference of the Conservation of Monuments) is open.

Figure 6: Log in to the EasyChair website for MONUBASIN2024

2. Submit your abstract(s)

After logging in to the EasyChair website for MONUBASIN2024, you may click on the “make a new submission” link (Figure 7). Follow the on-screen instructions and complete all the required information (as shown in Figure 8) about the authors. Then, fill out the title, keywords and the related topics (Figure 9). Select the type of the submission (Oral presentation or poster), upload your abstract file and click on the “Submit” button to submit your abstract (as shown in Figure 10). **Please do not submit the full paper or any other files at this stage.**

Author

- [make a new submission](#)

Figure 7: Access to the MONUBASIN 2024 EasyChair webpage

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](#))

First name*:

Last name*:

Email*:

Country/region*:

Affiliation*:

Web page:

corresponding author

Figure 8: New submission – Author information

Title

The title should be entered as plain text, it should not contain HTML elements.

Title*:

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*:

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select exactly one topic.

<input type="checkbox"/> Historical and Structural Aspects of Monuments	<input type="checkbox"/> Natural and Anthropogenic Damage Hazards
<input type="checkbox"/> Methodologies for Characterization and Damage Assessment	<input type="checkbox"/> Digital Techniques and Information Management for Cultural Heritage
<input type="checkbox"/> Technologies for Damage Rehabilitation and Sustainable Preservation	<input type="checkbox"/> Decorative Architecture Design, Planning and Cultural Heritage Management

Figure 9: New Submission – Abstract Submission

Other Information and Files

Category. * Select the category your paper belongs to

Oral presentation

Poster

Extended abstract. Upload your extended abstract here. The extended abstract must be in PDF format (file extension .pdf) or Microsoft Word format (file extension .doc or .docx) and should not exceed one page in length.

No file chosen

Full Paper (pdf) - For peer review. Upload the Full Paper in PDF format (after abstract acceptance) for peer review.

No file chosen

Ready?

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

Figure 10: Submission of the abstract

You can access and update your submission by clicking the Submission button from the menu (Figure 11). You will be redirected to a page with the details of your submission. Select the links (top-right corner of Figure 12) to:

- Update the information of your submission: select “Update information” from the right-hand menu of the Submission screen to change any of title, keywords and topics of your submission.
- Update the authors information: select “Update authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- Update files: the “Update file” link may be used to update the uploaded files.
- Withdraw the submission: select “Withdraw”.

At the end of the submission procedure (a new submission or an update of an existing), you will receive a confirmation email. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

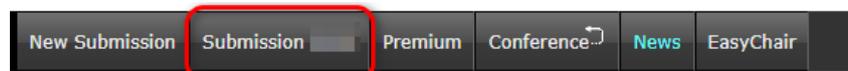


Figure 11: Access and update you submission

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.
For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

Paper 1	
Title:	Abstract
Author keywords:	Keyword1 Keyword2 Keyword3
Topics:	Other
Abstract:	Abstract
Time:	Dec 09, 14:55 GMT

Authors						
first name	last name	email	country	organization	Web site	corresponding?
						✓

Figure 12: Updating your submission(s)

3. Full paper submission

You can submit a full paper **only** by updating the submission of your abstract. By clicking the Submission button (Figure 11), you will access information about your submission, as shown in Figure 12. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting “Update information”, you may also update authors using the “Update authors” page, or add or update your full paper submission by selecting “Add or update files”. By selecting “Add or update files” (Figure 13), you will be redirected to the “Update Files for Submission” page, where you can upload your full paper in PDF format, as shown in Figure 14. After selecting your full paper file (Figure 15), you will notified that the file has been uploaded.

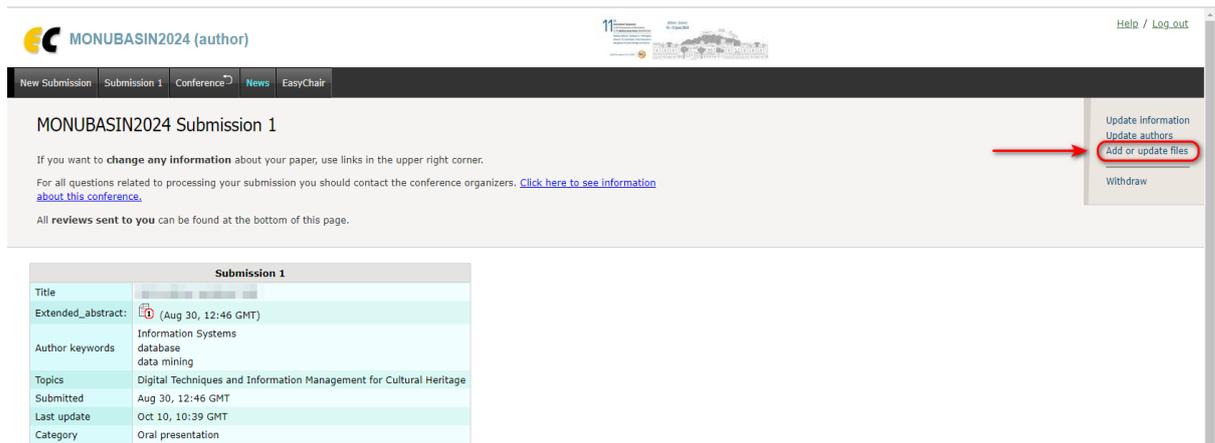


Figure 13: Add or update your full paper



Figure 14: Uploading your full paper in PDF format

Update Files for Submission 1

Use the form below to **upload or update** files for your submission.
To **delete** the file, use the rightmost column.

File	Admissible file extensions	Current version	Delete
<p>Extended abstract. Upload your extended abstract here. The extended abstract must be in PDF format (file extension .pdf) or Microsoft Word format (file extension .doc or .docx) and should not exceed one page in length.</p> <p>Choose File No file chosen</p>	PDF (extension pdf) Word document (extension doc) Word open XML document (extension docx) Open Document format (extension odt) Microsoft Word Macro-Enabled Document file (extension docm)		
<p>Full Paper (pdf) - For peer review. Upload the Full Paper in PDF format (after abstract acceptance) for peer review.</p> <p>Choose File MONUBASIN2024_1.pdf</p>	PDF (extension pdf)		

Submit ←

Figure 15: Submitting your full paper

MONUBASIN2024 Submission 1

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

All **reviews sent to you** can be found at the bottom of this page.

The file has been uploaded!

Submission 1	
Title	[blurred]
Extended_abstract:	(Aug 30, 12:46 GMT)
Full_paper_for_review:	(Oct 10, 10:52 GMT) (previous versions)
Author keywords	Information Systems database data mining
Topics	Digital Techniques and Information Management for Cultural Heritage
Submitted	Aug 30, 12:46 GMT
Last update	Oct 10, 10:39 GMT
Category	Oral presentation

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	[blurred]

Figure 16: Full paper submission completed

In case of any problem, do not hesitate to contact the organizing committee at **monubasin2024@gmail.com**