

EasyChair Instructions for Authors

You can submit an abstract for [1] poster presentation, [2] short talk or [3] workshop. In case you would like to submit in more than one (1) category, you should make separate submissions for each category. The submission and review of papers for CoBLET2022 will be managed through an online conference paper management system called EasyChair. This system gives you, the author, complete control over your submission.

The submission process consists of two stages:

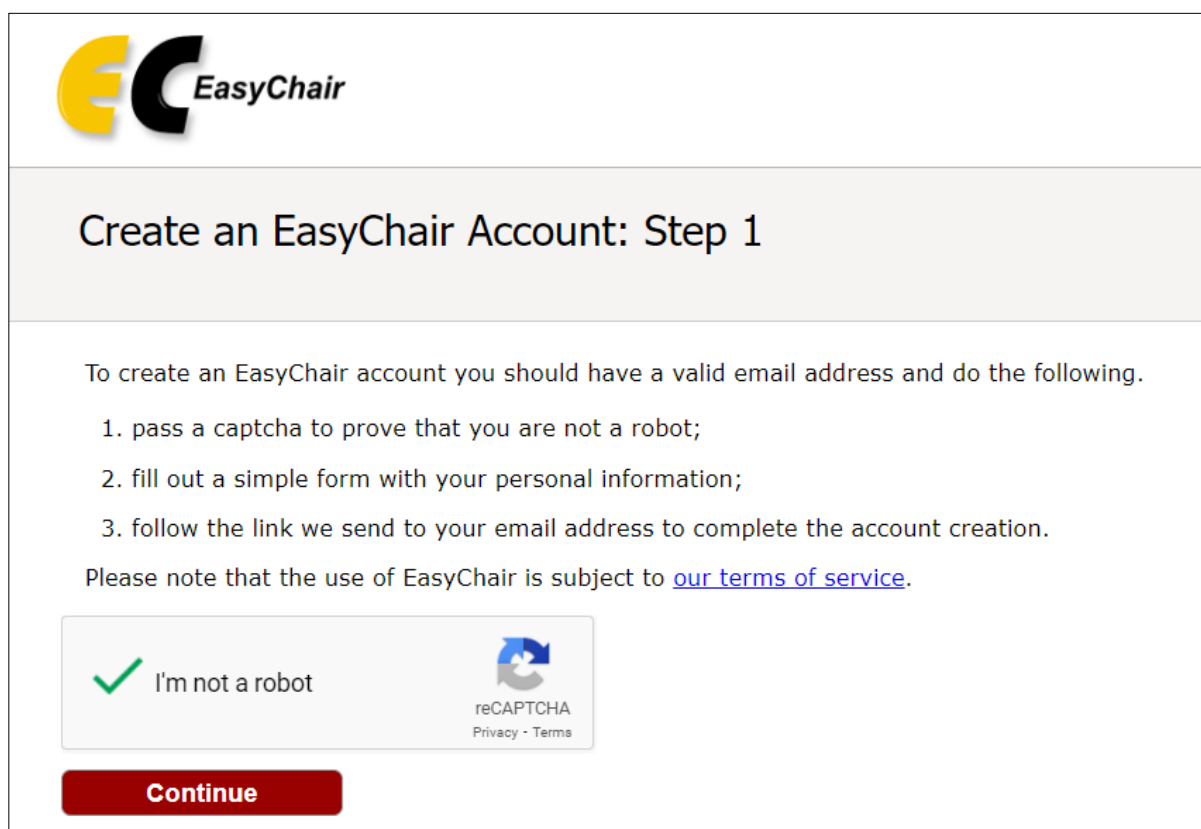
1. Register and login to your account
2. Abstract submission


The Scientific Committee will review all abstracts and notify the results to authors.

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: goblet2022@bezmialem.edu.tr

Step 1 - Register and login to your account

First, you will need to set up an account (username and password) as an author (you can skip this step if you already have an account). Go to <https://www.easychair.org/account/signup>. You will then be automatically directed to the page shown in Figure 1. Tick in the checkbox and click on “**Continue**”.






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.

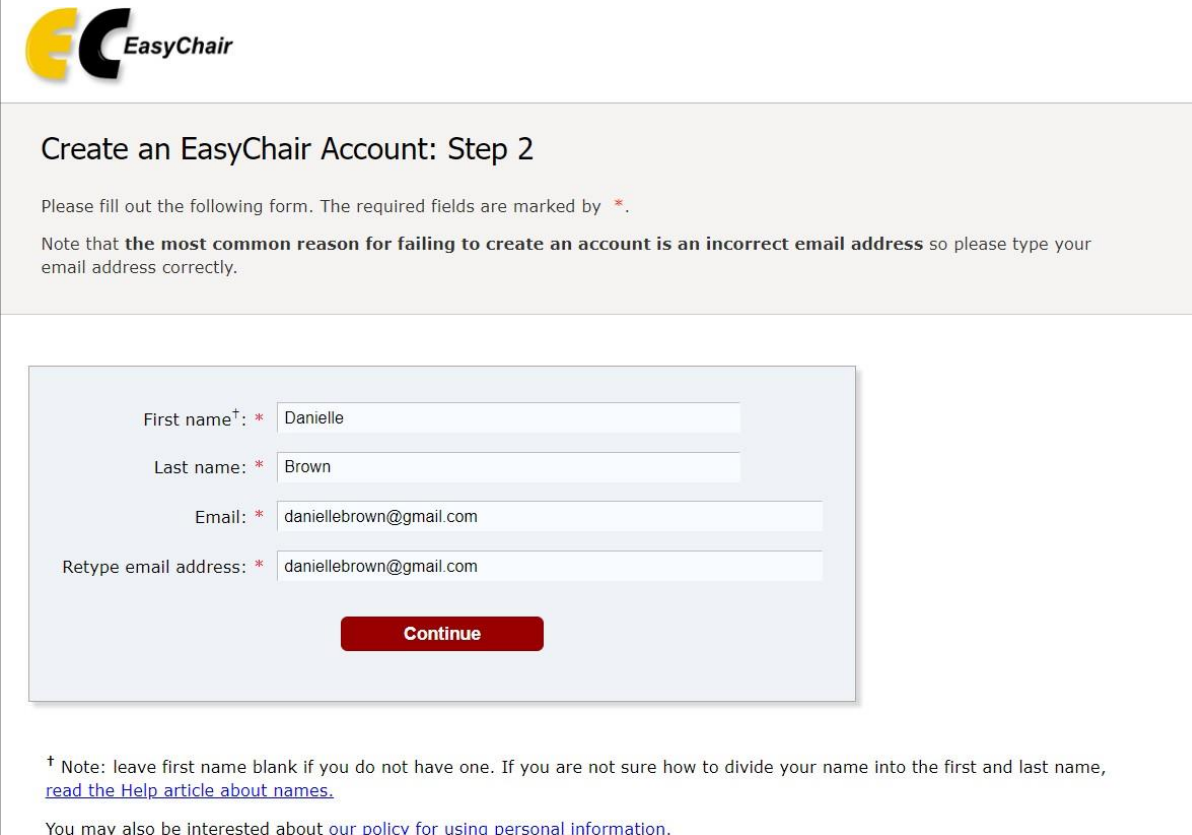
Please note that the use of EasyChair is subject to [our terms of service](#).


I'm not a robot 
reCAPTCHA
Privacy · Terms

Continue

Figure 1. Create an EasyChair Account

Then, follow the on-screen instructions and complete the form as shown in Figure 2, and click on “Continue”.



 **EasyChair**

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[†]: *

Last name: *

Email: *

Retype email address: *

[†] 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. Fill in the form.

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

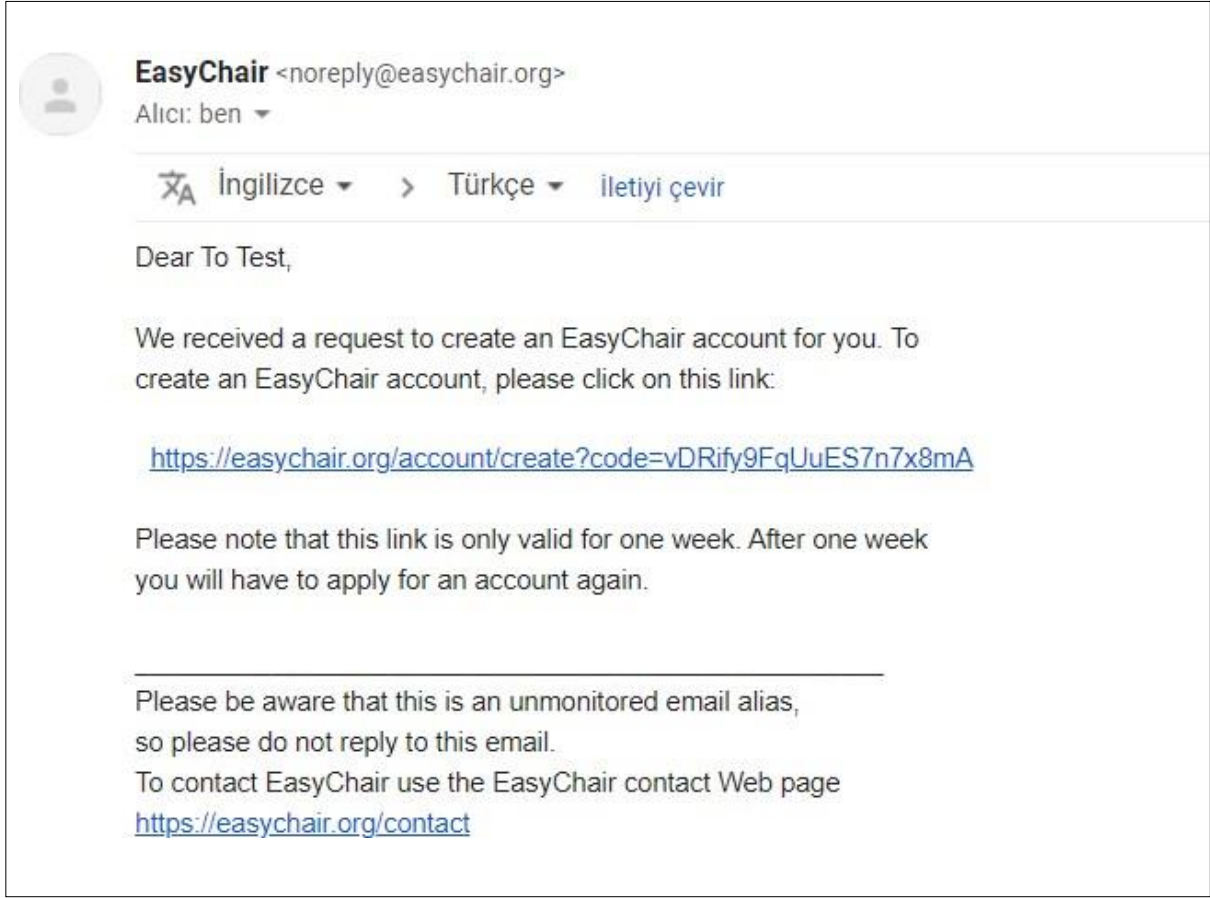


Figure 3. Login email.

Fill out all of the required information as shown in Figure 4 and click the “**Create my account**” button to finalize the account registration process.

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[†]: *

Last name: *

Organization: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. 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

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

User name: *

Password: *

Retype the password: *

Figure 4. Set your account credentials.

After the account is registered, you may log in to CoBLET2022 simply by clicking on the following link <https://easychair.org/my/conference?conf=coblet20220>

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

Step 2 - Abstract submission

After you log in to the EasyChair website for CoBLET2022, you may click on the “**make a new submission**” as shown in Figure 5.



Figure 5. Main page for authors.

Follow the on-screen instructions and fill out all of the required information as shown in Figure 6 about the authors. Total printable word count should not exceed **250 words**. Fill out the text abstract, keywords and choose the related topic. Click on the “**Submit**” link to submit your abstract.

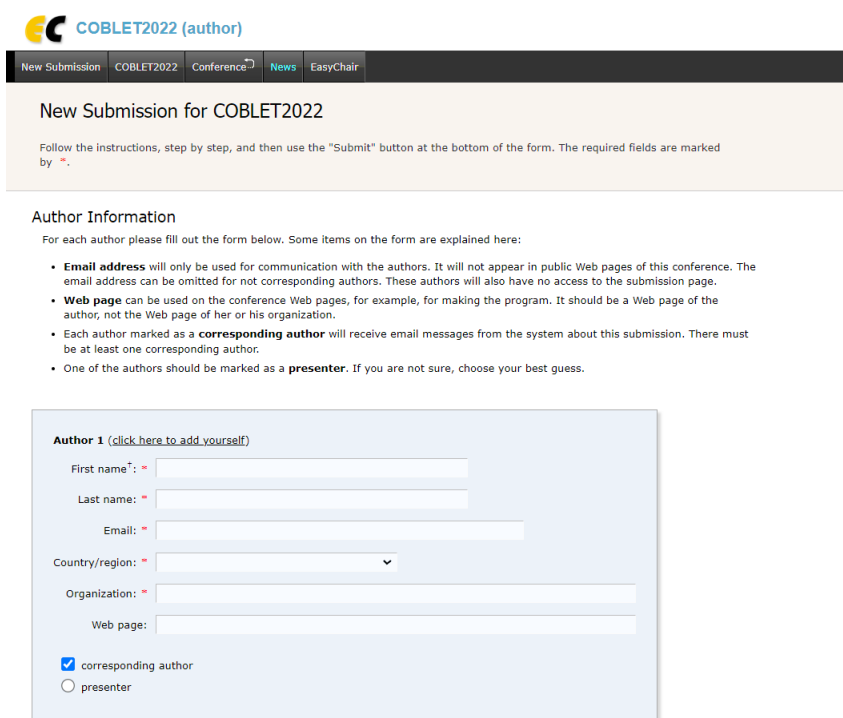
The screenshot shows the "New Submission for COBLET2022" form. At the top, there is a navigation bar with "New Submission", "COBLET2022", "Conference", "News", and "EasyChair". Below the navigation bar, the title "New Submission for COBLET2022" is displayed. A message reads: "Follow the instructions, step by step, and then use the 'Submit' button at the bottom of the form. The required fields are marked by *." Under the "Author Information" section, there is a list of instructions: "For each author please fill out the form below. Some items on the form are explained here:" followed by a bulleted list: "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.", "One of the authors should be marked as a presenter. If you are not sure, choose your best guess." Below the instructions is a form for "Author 1 (click here to add yourself)". The form contains fields for "First name", "Last name", "Email", "Country/region" (a dropdown menu), "Organization", and "Web page". At the bottom of the form, there are two radio buttons: "corresponding author" (which is checked) and "presenter".

Figure 6. Abstract submission page.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created as shown in Figure 7. Click on “Submission #” for information about your submission.

The submission has been saved!

| Submission 1578 | |
|-----------------|--------------------------------------|
| Title | Bioinformatics Education in Turkey |
| Author keywords | My list Submissions CoBLET2022 |
| Topics | Emerging Technologies |
| Abstract | kkswkpdslw]cxl;ksncn |
| Submitted | Jul 29, 18:54 GMT |
| Last update | Jul 29, 18:54 GMT |
| Category | Poster Presentation |

| Authors | | | | | | | |
|------------|-----------|---------------------------|---------|-------------|----------|----------------|-----------|
| first name | last name | email | country | affiliation | Web page | corresponding? | presenter |
| Ayesha | Fatima | ayeshafatima.69@gmail.com | Turkey | BVU | | ✓ | ✓ |

Figure 7. Confirmation of submission.

At the end of the submission procedure, you will receive a confirmation email. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email from coblet2022-0@easychair.org.

In case of any further queries, please contact the colloquium help desk at goblet2022@bezmialem.edu.tr or bvucoblet2022@gmail.com