CTE2018 Paper Submission Instructions

A. Create an Easy Chair Account

If you have never used EasyChair before you must register a free account. If you already have an account then **you may skip these preliminary steps**.

1. Navigate to the CTE2018 EasyChair system at:
   https://easychair.org/conferences/?conf=cte2018

2. Click **"Create an account"**.

3. Fill in the captcha – then click **"Continue".**

4. Fill your name and email address. Click **"Continue".**

5. A confirmation e-mail will be sent to your e-mail address. Access the URL in the e-mail and continue the account registration process.
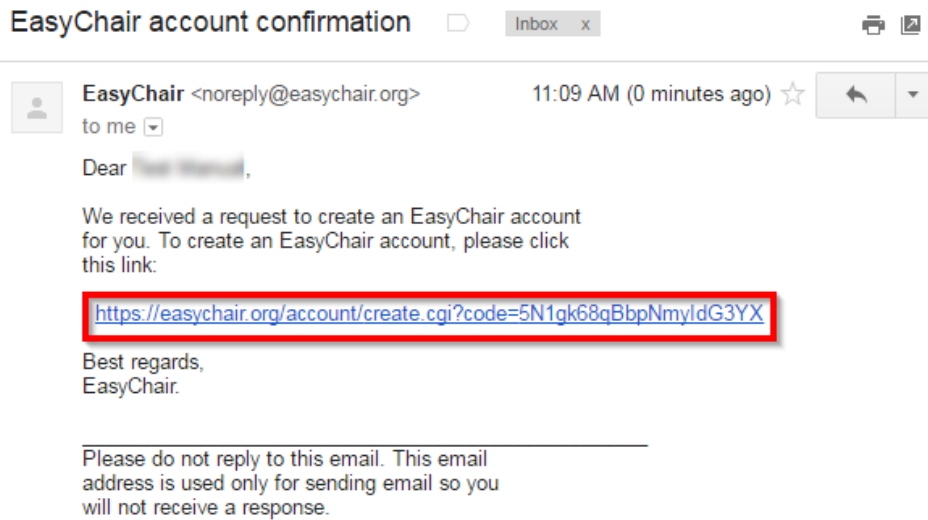
6. Complete your registration by providing all the required information. Then click **"Create my account"**. You should create the account within **30 minutes**.

7. The account is created. Log in to the CTE2018 by clicking **"click here"**.

EasyChair
The conference system

Account Created

Your EasyChair account has been created.

To log in for CTE 201 click here.

B. Submit an article

1. Access to Easy Chair and log in to your account.

2. Click **"author"** to submit an article.

3. Select a Track relevant for your submission and click **"Continue".**

4. Follow the instructions and fill out the Author Information. If the number of authors is **over 3**, please click **"Click here to more authors"**.

Author 1 (click here to add yourself) (click here to add an associate)
First name⁺ (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

☑ corresponding author
⦿ speaker

Author 2 (click here to add yourself) (click here to add an associate)
First name⁺ (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

☐ corresponding author
○ speaker

Author 3 (click here to add yourself) (click here to add an associate)
First name⁺ (*):
Last name (*):
Email (*):
Country (*):
Organization (*):
Web page:

☐ corresponding author
○ speaker

Click here to add more authors

5. Enter the Title, Abstract, and Keywords. The abstract should contain **no more than 250 words**. Author should type **at least 3 keywords, one per line**.

Title and Abstract
The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (*):

The abstract should not exceed 250 words

Abstract (*):

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 (*):

6. Select a category and upload the paper, **PDF Format** is needed to be **blinded** when you upload it at the EasyChair system because we deploy that the papers are anonymous to paper reviewers. Click **"Submit"** to finish your submission. ****Please also email your paper in MS Word file format to cte2018@eduhk.hk,** please include author(s)' full name, affiliation and email address on the first page of the paper. ******

> The following part of the submission form was added by CTE2018. It has neither been checked nor endorsed by EasyChair
>
> **Category (*).** Select the category your paper belongs to.
> ⦿ full paper (5 to 6 pages)
> ○ short paper (3 to 4 pages)
> ○ poster paper (2 pages)
>
> **Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)
> C:\Users\lawky\Desktop\[瀏覽...]

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

[**Submit**]

7. Once submission is successful you will see basic information about your submission. Your paper will be given a Submission Number. You can check your submission details at any time by clicking **"(Submission Number)" under "My Submission"** in the main menu.

Help / Log out

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Submission 2
Submission 3
Submission 4
Submission 5

CTE201   Submission 2

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Click here to see information about this conference.

Update information
Update authors
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Withdraw

Paper 2	
Title:	
Paper:	📂
Track:	Computational Thinking and Unplugged Activities in K-12
Author keywords:	
Abstract:	
Time:	Jul 20, 07:06 GMT
Category	full paper (5 to 6 pages)
Author conflicts:	none

Authors							
first name	last name	email	country	organization	Web page	corresponding?	speaker
						✔	✔

C. Update the details of your submission

1. If you need to make any changes to your submission, use the links on the right hand side of the page.

- For Updating Information about your submission, select **"Update Information"** from the right-hand menu. Amend and fill out the form and press the **"Update Information"**.
- For Updating author information, select **"Update authors"** from the right-hand menu. Amend the information and click **"Save".** In case of multiple authors, you can add or remove author in this page. You can also change the order of authors by selecting **"Reorder authors".**
- For Updating the submitted file, select **"Update file"** from the right-hand menu. Choose file from your computer and click **"Submit"** to update a file for your submission.
- For Declaring the Conflict of Interest, you can select **"Declare Conflict"** to declare conflicts of interest for your submission.
- For the Submission withdrawal, select **"Withdraw"** to send email to chairs for the withdrawal from CTE2018.