

CTE2020 International Teacher Forum EasyChair User Manual

CTE2020 International Teacher Forum EasyChair: <https://easychair.org/conferences/?conf=cte2020teacherforum>

View **Call for Papers** details of CTE2020 International Teacher Forum:
<https://easychair.org/cfp/cte2020>

- If you have already had an account, please go to Step 2 (page 2).
- If you have never used EasyChair before, you must register an account (for free).

Step 1: Create an EasyChair Account

EasyChair
The world for scientists

Help / Log in

Log in to EasyChair for CTE2020 International Teacher Forum

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

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](#)

Create an account

1. After Robot Check, provide your name and email address. Click “Continue”.

EasyChair
The world for scientists

Help / Log in

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *.

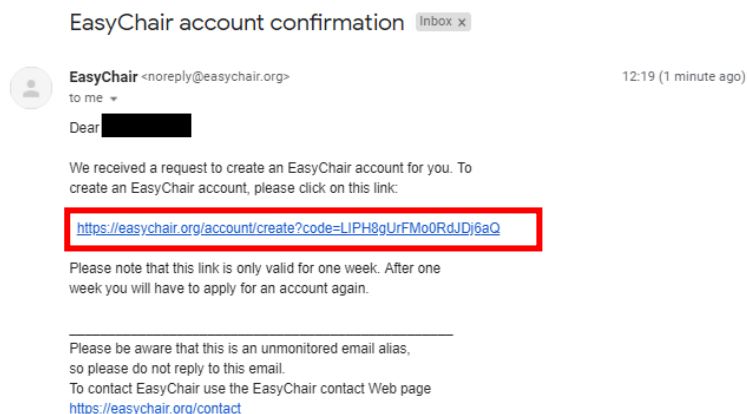
Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.

First name:
Last name:
Email:
Retype email address:

Continue

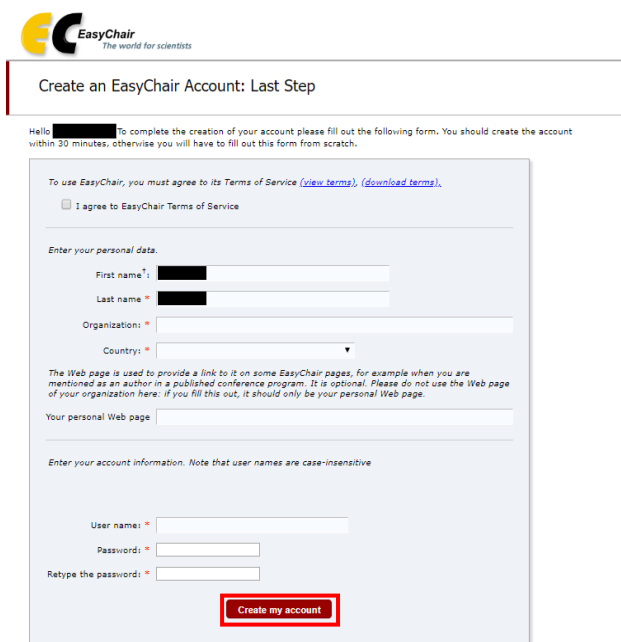
Continue

2. A confirmation e-mail will be sent to your e-mail address. Access the URL provided in the e-mail and continue the account registration.



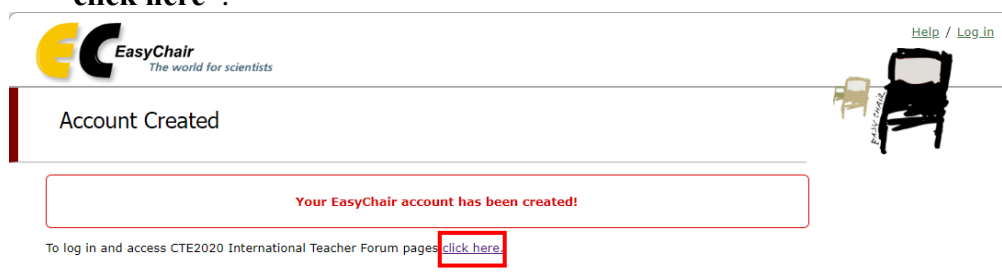
As of 20191002

3. Complete your registration by providing all the required information **within 30 minutes**. Then click **“Create my account”**.



The screenshot shows the 'Create an EasyChair Account: Last Step' form. At the top left is the EasyChair logo with the tagline 'The world for scientists'. Below the logo, the text reads: '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.' The form contains several sections: 1. A checkbox for 'I agree to EasyChair Terms of Service' with links to 'view terms' and 'download terms'. 2. A section titled 'Enter your personal data.' with input fields for 'First name', 'Last name', 'Organization', and 'Country'. 3. A section for 'Your personal Web page' with a text input field. 4. 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-bordered button labeled 'Create my account' is located at the bottom right of the form.

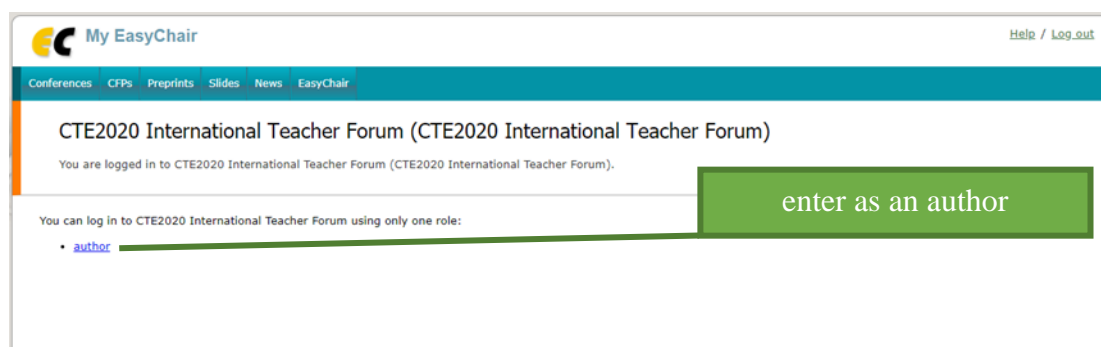
4. The account has been created. Log in for CTE2020 International Teacher Forum by clicking **“click here”**.



The screenshot shows the 'Account Created' confirmation page. At the top left is the EasyChair logo. In the top right corner, there are links for 'Help / Log in' and a small illustration of a chair. The main heading is 'Account Created'. Below this, a red-bordered box contains the message: 'Your EasyChair account has been created!'. At the bottom, the text reads: 'To log in and access CTE2020 International Teacher Forum pages [click here](#)'.

Step 2: Paper Submission

1. After login to your account, you can continue login as an author to make a submission in **“author”**.



The screenshot shows the user dashboard for 'My EasyChair'. At the top left is the logo and the text 'My EasyChair'. In the top right corner, there are links for 'Help / Log out'. Below the logo is a navigation menu with links for 'Conferences', 'CFPs', 'Preprints', 'Slides', 'News', and 'EasyChair'. The main heading is 'CTE2020 International Teacher Forum (CTE2020 International Teacher Forum)'. Below this, the text reads: 'You are logged in to CTE2020 International Teacher Forum (CTE2020 International Teacher Forum)'. A green-bordered box contains the text: 'enter as an author'. Below this, the text reads: 'You can log in to CTE2020 International Teacher Forum using only one role:'. A list of roles is shown: '• [author](#)'.

As of 20191002

2. Select your country/region as the track of your paper and click “Continue”.

Select a Track

Please select the track relevant for your submission and click "Continue".

- China
- Germany
- Hong Kong
- Lithuania
- Track: * South Korea
- Sweden
- Taiwan
- Other Country / Region
- EdUHK Admin Team

3. Provide the author(s) information.

- Please mark the corresponding author and the speaker.
- If there are more than three authors, please click “**Click here to add more authors**”.

Author 1 (click here to add yourself)

First name:

Last name: *

Email: +

Country: +

Organization: +

Web page:

corresponding author
 presenter

Author 2 (click here to add yourself)

First name:

Last name: *

Email: +

Country: +

Organization: +

Web page:

corresponding author
 presenter

Author 3 (click here to add yourself)

First name:

Last name: *

Email: +

Country: +

Organization: +

Web page:

corresponding author
 presenter

[Click here to add more authors](#)

[Click here to add more authors](#)
Remember to use the correct order of first name. If you are not sure how to divide a name into the first and last name, [read this help article about names](#).

4. Provide the submission details (i.e. Title, Abstract, and Keywords). The abstract should contain **no more than 250 words**. Author should type **at least 3 keywords (at most 5), 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 260 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: *

As of 20191002

5. Select your paper language and declare conflicts of interests (if any). After that, **Please upload and submit your manuscript as a single MS Word file that is editable for Secretariat's format check. Please include authors' names, affiliations and email addresses in the file.**

After format check, Secretariat will upload the manuscript with authors' identities removed in PDF format for IPC review. Therefore, the review process will be anonymous.

Before submitting your manuscript, please give your manuscript file a final read-through to ensure it fulfills the standard format and paper-length required by CTE2020 International Teacher Forum.

Other Information and Files

Paper Language. * Select the language your paper belongs to.

Chinese

English

Conflicts of interests. If you believe that some program committee members have a potential conflict of interest that can prevent them from evaluating you fairly, please specify names of program committee members and provide a detailed explanation why, in your opinion, they should not review your paper.

Paper. * Upload your paper. The paper must be in Microsoft word file with proper format required by CTE2020 International Teacher Forum.

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!**

6. Once submission is successful, your paper will be given a Submission Number. **Please ignore** the **“Conflict of Interest Declarations”** section in the page, as declaration (if any) is completed in the previous step.

CTE2020 International Teacher Forum Submission 2

You submission has been saved and is shown at the bottom of this page. You can now also declare conflicts of interest for this submission.

A conflict of interest means any circumstances that can potentially prevent a PC member from writing a fair review or comment about your submission.

All declared conflicts will be viewed by CTE2020 Teacher Forum chairs, who may decide to add or to ignore them.

Submission no.

Conflict of Interest Declarations

The table below contains all PC members. If there are PC members for which you wish to declare a conflict, select all of them and press the "Declare Conflicts" button. You will be asked to select a reason and give an explanation for each declaration.

If there are no such conflicts, ignore this page.

Name	Organization
[REDACTED]	[REDACTED]

Ignore this part

Submission Information

Paper 2	
Title:	Test
Paper:	(Aug 28, 02:18 GMT)
Track:	EdUHK Admin Team
Author keywords:	Word 1 Word 2 Word 3
Abstract:	Test
Submitted:	Aug 28, 02:18 GMT
Last update:	Aug 28, 02:18 GMT
Paper Language:	English
Author conflicts:	none

Authors							
first name	last name	email	country	organization	Web page	corresponding?	presenter
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	✓	✓

As of 20191002

7. If you need to update your submission, click “Submission (no.)” on the main menu, then click option(s) on the vertical menu bar in the upper right corner. **Please note that you will not be able to submit updated file after the submission due date (Dec 16, 2019).**

CTE2020 International Teacher Forum (author) Help / Log out

New Submission **Submission 2** Templates International Teacher Forum News EasyChair

CTE2020 International Teacher Forum Submission 2

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.](#)

[Update information](#)
[Update authors](#)
[Update file](#)
[Declare conflict](#)

[Withdraw](#)

Paper 2	
Title:	Test
Paper:	(Aug 28, 02:18 GMT)
Track:	EdUHK Admin Team
Author keywords:	Word 1 Word 2 Word 3
Abstract:	Test
Submitted:	Aug 28, 02:18 GMT
Last update:	Aug 28, 02:18 GMT
Paper Language	English
Conflicts of interests	
Author conflicts:	

Authors							
first name	last name	email	country	organization	Web page	corresponding?	presenter
						✓	✓