Guide to signing up to EasyChair

- 1. Click on the link: https://easychair.org/conferences/?conf=reandmfoncsi2021
- 2. Access the EasyChair platform and create your account by clicking on 'Create an account':



3. Follow the steps to create your account:

EasyChair
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 <u>our terms of service</u> .
Je ne suis pas un robot

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 to email address correctly.	ype your
First name [†] : *	
Last name: *	
Email: *	
Retype email address: *	
Continue	
EasyChair	
Account Application Received	
We received your application. A mail with further instructions has been sent to the email address caroline.kamate@foncsi.org.	
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We received your application. A mail with further instructions has been sent to the email address caroline.kamate@foncsi.org. You Do not Receive the Instructions If you do not receive our email with instruction on how to create an account, please read the following information.	
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We received your application. A mail with further instructions has been sent to the email address caroline.kamate@foncsi.org. You Do not Receive the Instructions If you do not receive our email 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. correctly typed email address This is still the most likely cause of delays.	
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We received your application. A mail with further instructions has been sent to the email address caroline.kamate@foncsi.org. You Do not Receive the Instructions If you do not receive our email 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. correctly typed email address This is still the most likely cause of delays. we mail processing Some mails ervers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for sp eply-me ^o mail protection. Some mailes not be casychair bounce back because the recipient mailbox is over quota. The tip possible that your spam filters will classify our email as spam. Please check your spam mail boxes. areard 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 (msi)behavior. If you believe you have a problem There might be general connection problems, secondary when receiving on the 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 adress in frace there mail address associated with wour grownel hore.	aam. it has been sychair.org
We received your application. A mail with further instructions has been sent to the email address caroline.kamate@foncsi.org. f You Do not Receive the Instructions If you do not receive our email 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. <i>icorrectly typed email address</i> This is still the most likely cause of delays. <i>iw mail processing</i> Some mails server spreases mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spely-mer <i>mail protection</i> . Some mails server spreases mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spely-mer <i>mail protection</i> . Some mails set by EasyChair bounce back because the recipient mailbox is over quota. <i>tri-spann filters</i> It is possible that your span filters will classify our email as spam. Please check your spam mail boxes. <i>eneral connection problems</i> 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 to oract, your system administrators or 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 adress in EasyChair or have multiple email addressed that you account later.	bam. It has been sychair.org.

- 4. You will receive an email with a link, click on this link
- 5. Complete the creation of your account by entering your name, first name, organization, a user name, and by choosing a password

☑ I agree to EasyCha	air Terms of Service	
Enter your personal data		
First name [†] : *		
Last name: *		
Organization: *		
Country/region: *	France	
The Web page is used to mentioned as an author i page of your organization	provide a link to it on some EasyChair pages, for example in a published conference program. It is optional. Please do n here: if you fill this out, it should only be your personal W	when you are o not use the Web /eb page.
Your personal Web page		
Your personal Web page Enter your account inforr	mation. Note that user names are case-insensitive	
Your personal Web page Enter your account inforr	mation. Note that user names are case-insensitive User name Icsi-Foncsi is available!	
Your personal Web page Enter your account inforr User name: *	mation. Note that user names are case-insensitive User name Icsi-Foncsi is available!	
Your personal Web page Enter your account inforr User name: * Password: *	mation. Note that user names are case-insensitive User name Icsi-Foncsi is available!	
Your personal Web page Enter your account inforr User name: * Password: * Retype the password: *	mation. Note that user names are case-insensitive User name Icsi-Foncsi is available!	

6. Your account is ready, click on 'click here to log in to EasyChair'



7. Log in



8. Click on 'Start registration'



9. Click on 'Register yourself' at the top right of your screen

EC REA-NDM-FONCS	I 2021 (registrant) - (REGISTRATION)	NEL MA A POPULACE (C) V Simon Since	<u>Help</u> / <u>Log out</u>
Registration REA-NDM-FONCSI 2021	Premium Conference News EasyChair		
Registration Using this page you can register right corner to register.	yourself and/or other persons or update your p	revious registrations. Use the menu in the upper	Register yourself Register a new person

10. Fill in your personal information

Register Your	rself	
To register yourself, y a form with the regist	you should first fill out the following form with your personal information. After that you will be aske tration-relevant information.	d to fill out
First name [†] : *		
Last name: *		
Badge name: *		
Email: *		
Organization:	Icsi	
Phone:		
Address, line 1: *		
Address, line 2:		
City: *		
Post code: *		
Country/region: *	France	
	Save personal data	
	Save personal data	

11. Once you have read the terms and conditions, select:

- a. 'ICSI-FONCSI invitation Toulouse' if you plan to attend in person
- b. 'ICSI-FONCSI online invitation' if you wish to participate remotely

Registration types. * Please choose your registration type: - Standard - Student - REA member - ICSI-FONCSI invitation
- Live in Toulouse - Online
O Student Toulouse
O Standard Toulouse
O REA member Toulouse
O Student online
O Standard online
O REA member online
ICSI-FONCSI invitation Toulouse
O ICSI-FONCSI invitation online

12. Download your invitation in PDF format

```
ICSI-FONCSI Invitation. Please upload a copy of your invitation form for the ICSI-FONCSI event for confirmation.
Parcourir...
```

13. Select the days you would like to attend.

Please note that for Icsi-Foncsi guests, only June 23 is free. Participation on the other days will be charged.

Attendance
Please select the days you wish to attend below
Attend on June 22. Please select if you wish to attend events on June 22
✓ June 22
Attend on June 23. Please select if you wish to attend on June 23
June 23
Attend on June 24. Please select is you wish to attend events on June 24
✓ June 24

14. Indicate if you would like to attend the dinner, or an online networking event (to be defined), and complete your registration

Social events
Below you can choose to attend a social event. Which event it is depends whether you are registering for Physical Attendance or Virtual Attendance. The entry for those events are free.
Social dinner (June 23). Please select if you wish to attend social dinner. Note that the option is available for attendees who register for physical conference.
✓ attend dinner on June 23
Social online event (to be defined). Please select if you wish to attend social online event. This activity will be available to all attendees and format will depend on the number of registrants.
attend online event
Save data

15. You have been registered

The attendee has been added!

16. If you have opted for paid days or other options, please proceed to the payment page

17. You can change your registration options at any time by clicking on 'update registration'

Registration Data	Update registration
The registration data is shown below.	
To change any information, click "Update registration".	