# 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:

**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

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**Account Application Received**

We received your application. A mail with further instructions has been sent to the email address caroline.kamate@foncsi.org.

**If 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.

*Incorrectly typed email address*
    This is still the most likely cause of delays.
*Slow mail processing*
    Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.
*"Reply-me" mail protection.*
    Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.
*Mailbox problems and quotas*
    Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.
*Anti-spam filters*
    It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.
*General 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 (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact 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 addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

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

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: * [ France            ▼ ]

*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 Icsi-Foncsi is available!**

User name: * [                    ]

Password: * [                    ]

Retype the password: * [                    ]

**Create my account**

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

**EC EasyChair**

Help / Log in

**Account Created**

**Your EasyChair account has been created!**

If you want to submit to a conference or a journal hosted by EasyChair, you should find the conference or journal Web page and follow the link to its EasyChair submission page.

For anything else, including publishing a preprint, 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

10. Fill in your personal information



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

12. Download your invitation in PDF format



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.



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".