

# XII Congreso Internacional Turismo y TIC ICT and Tourism International Conference

Málaga 10-11th october 2018



## MANUAL PARA enviar comunicaciones a TURITEC 2018 a través de EASYCHAIR

### 1. Registro en EasyChair

Para enviar una comunicación a TURITEC 2018 a través de EasyChair, hay que seguir el siguiente link: <https://easychair.org/conferences/?conf=12turitec>

A screenshot of the EasyChair website's login page. At the top left is the EasyChair logo with the tagline "The world for scientists". At the top right are links for "Help / Log in" and a small icon of a chair. The main heading is "Log in to EasyChair for 12 TURITEC". Below this is a note: "EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org." The central part of the page contains a login form with two input fields: "User name:" and "Password:". Below the fields is a red "Log in" button. Underneath the button are three links: "If you have no EasyChair account, create an account", "Forgot your password? click here", and "Problems to log in? click here". At the bottom of the form area is a blue banner for "BOOKING.COM" with the tagline "book your conference hotel" and an image of a globe and a briefcase. The footer of the page reads "Copyright © 2002-2017 EasyChair".

Si ya es un usuario registrado en EasyChair pase al epígrafe 4.

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Si no tiene una cuenta creada en EasyChair deberá abrir una. Haga click en “sign up for an account”. Después de esto el sistema le llevará a la página que a continuación se muestra:

## How to log in to EasyChair

### Using Your EasyChair account

To log in to EasyChair, you must have an EasyChair account. If you used EasyChair after the 9th of January 2007, then you have such an account. If you do not have an EasyChair account, [click here to obtain one](#). **1**

If you have an EasyChair account but forgot your user name or password, [click here to retrieve them](#). **2**

### Login problems

If clicking on EasyChair links repeatedly brings you to the login page please read the following.

1. To use EasyChair you must enable cookies on your browser. Please check that you have cookies enabled.
2. EasyChair will automatically terminate your session after two hours of inactivity, so it is normal that you are asked to log in again if you did not work with it for more than two hours. Another possible reason for this problem is the use of two different browsers or two different computers to access your EasyChair account. For security reasons, EasyChair does not allow for a simultaneous access of the same account from more than one browser or computer.
3. If you have any other problems which prevent you from logging in, please contact the [main EasyChair developer](#).

En esta imagen se tienen las siguientes opciones de acción.

1. Crear una cuenta de usuario
2. En caso de olvidar la contraseña establecida en ocasiones previas es posible recuperarla.

## 2.Pre-registro en EasyChair

### Obtaining an EasyChair Account

One cannot use EasyChair without first creating an account. This is done to prevent misuse of the system. To create an account, you should do the following steps.

1. Type in your email address and a secret word in the form below. The email address must be your email address. The secret word can be any combination of letters having at least five letters. You should remember the secret word, you will need it to create an account.
2. After that, EasyChair will send you further instructions on obtaining the account by email to the email address you specified. You have to remember the secret word, it will not be included in the email.

When you have an account, you will no more need to remember the secret word.

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

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload button next to the distorted words.



Also, fill out the following form.

First name <sup>(*)</sup> :	<input type="text"/>
Last name:	<input type="text"/>
Secret word:	<input type="text"/>
Email address:	<input type="text"/>
<input type="button" value="Press this button to continue"/>	

<sup>(\*)</sup> 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](#).

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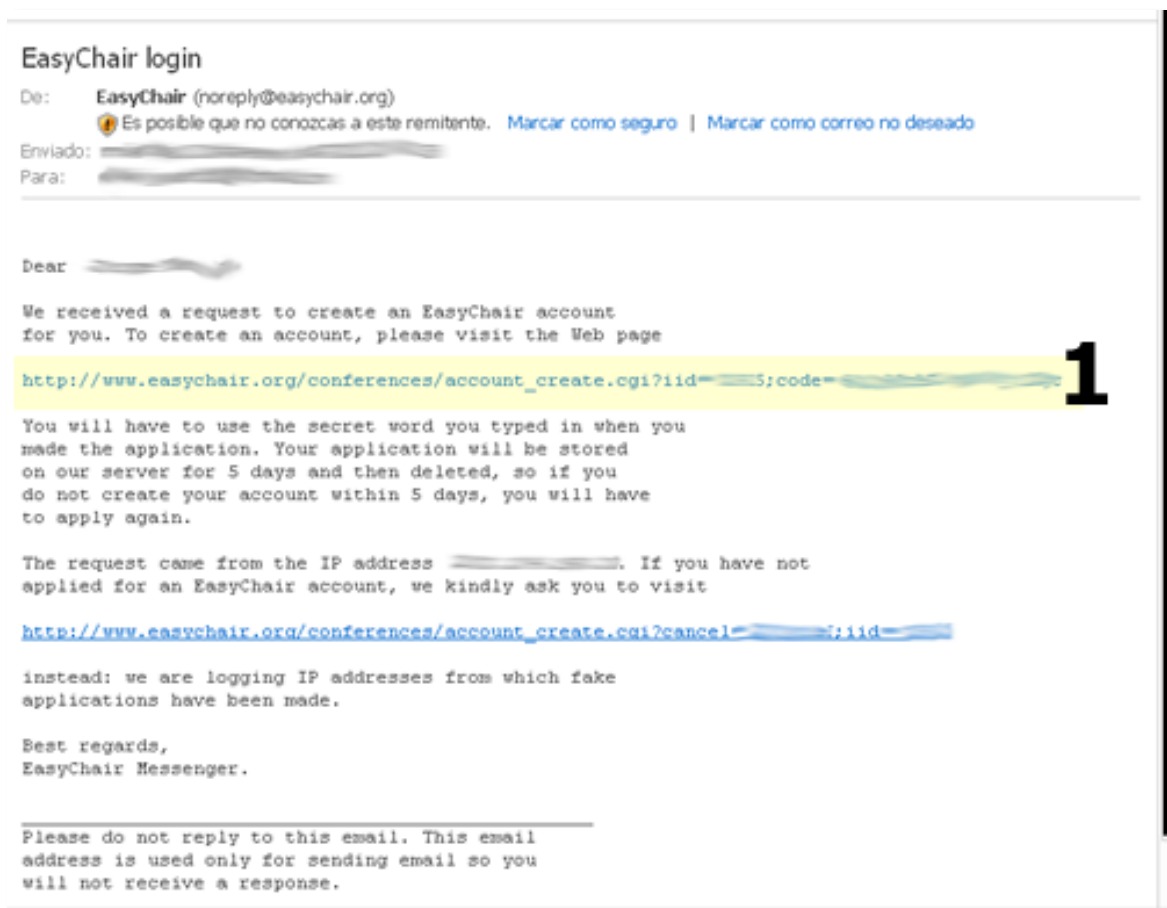
### 3. Activación de la cuenta en EasyChair

En esta página lo que prosigue es rellenar los datos necesarios para el registro. Para esto antes que nada hay que escribir el texto que nos muestra en el recuadro 1 de acuerdo a la imagen de abajo. A continuación se completan los datos (recuadro 2 según la imagen).

Una vez que cumplimente el formulario verá una pantalla donde se especifica que le enviarán un correo con las instrucciones. Llegará a su email una notificación de confirmación con el asunto: "EasyChair account confirmation". En la siguiente imagen se puede observar un ejemplo del correo de confirmación que envía EasyChair.

El siguiente paso es que confirmar su suscripción en EasyChair.

Esto se realiza haciendo click al enlace enmarcado con el número 1 de acuerdo a la imagen de abajo.



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Cuando se haga click en el enlace indicado en el correo de confirmación, éste nos lleva a una página similar a la que se muestra a continuación:

### Creating an EasyChair Account

To create an account, please fill out the form below and press the button 'Create Account'. All fields in this form are required. After that your EasyChair account will be created and you will be able to use it. If you do not fill out the form correctly or the user name you apply for is taken, you will be asked to change the data. If you are worried about giving your email address or any other personal information, [read the EasyChair privacy statement](#).

(1) 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](#).

**Create Account**

The form contains the following fields:

- First name(\*): Jorge
- Last name: (\*) Marrubio
- Country: (\*) [dropdown menu]
- Affiliation: (\*)
- Homepage:
- Phone:
- Address:
- User name: (\*)
- Password: (\*)
- Retype the password: (\*)

Deberá llenar todos los datos y hacer click en "Create my account"  
Si todo salió correctamente se visualizará la siguiente imagen:

## Account Created

Your account has been created. Click on the button below to log in.

**Login**

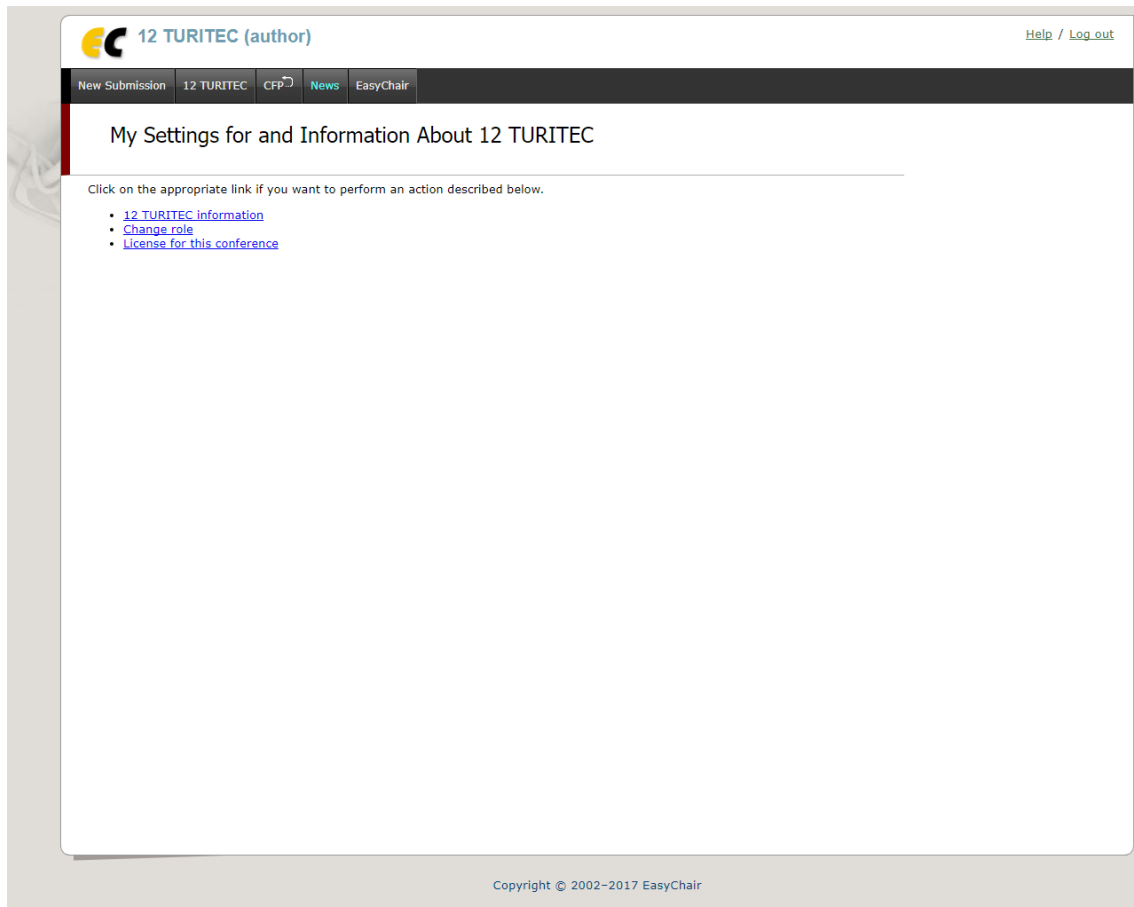
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### 4. Infertaz de Easychair

Una vez que hemos creado y confirmado nuestra cuenta en Easychair, ya podremos acceder al sistema usando el nombre de usuario y contraseña que establecimos en el paso anterior. Una vez hemos accedido al sistema veremos la siguiente interfaz:



En la parte sombreada de color se muestran los diferentes menús, en donde:

- New Submission: Permite subir a la plataforma una comunicación
- TURITEC 2018: Muestra una pantalla con información sobre el congreso
- CFP: Información útil sobre la llamada de autores

## 5. Subir un trabajo en EasyChair

Para enviar una comunicación al comité científico hay que pulsar en "New Submission" y a continuación aparecerá una pantalla donde se muestran los formularios a rellenar.

En el primer apartado se deben introducir los datos correspondientes al autor/es de la comunicación que se va a enviar.

The screenshot shows the 'New Submission for 12 TURITEC' page on the EasyChair website. At the top, there is a navigation bar with 'New Submission', '12 TURITEC', 'CFP', 'News', and 'EasyChair'. Below the navigation bar, the page title 'New Submission for 12 TURITEC' is displayed. A note states: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (\*).' The main section is titled 'Author Information' and contains the following text: 'For each of the authors please fill out the form below. Some items on the form are explained here:'. A bulleted list explains: 'Email address' (communication only), 'Web page' (conference pages), and 'corresponding author' (receives emails). Below this are two identical form sections for 'Author 1' and 'Author 2'. Each section includes fields for 'First name (\*)', 'Last name (\*)', 'Email (\*)', 'Country (\*)' (a dropdown menu), 'Organization (\*)', and 'Web page'. A checkbox labeled 'corresponding author' is located at the bottom of each section.

En la siguiente sección se deben indicar los datos más relevantes del documento tal y como nombre del trabajo, resumen y palabras claves.



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## 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 300 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 (\*):

## Uploads

The following part of the submission form was added by TURITEC 2016. It has neither been checked nor endorsed by EasyChair

**Título de la comunicación.** Suba su comunicación. Debe ser un archivo en formato pdf  
Upload your paper. The paper must be file extension pdf

No se ha seleccionado ningún archivo.

## Ready?

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

Finalmente hay que pulsar “Examinar” para seleccionar del directorio de su ordenador el archivo que quiere enviar al comité y pulsar “Submit”.

**NOTA IMPORTANTE:** Todos los trabajos deberán enviarse anonimizados, por tanto el nombre, filiación institucional, datos de contacto y nota biográfica del autor deben insertarse exclusivamente en el formulario de registro de EasyChair. El documento en el que se presente la comunicación no debe contener esta información.