Submission of papers for PACIS 2019 will be managed through an online conference paper management system called “EasyChair” (www.easychair.org).

※ You should use (or create) an EasyChair account to follow the steps below.

1. Login to EasyChair

- Access the online submission site at: https://www.easychair.org/conferences/?conf=pacis2019

1.1. If you do not have an EasyChair account

- If you do not have an EasyChair account, click on the “create an account” link in Figure 2. Then, follow the instructions shown on the “Create an EasyChair Account: Step 1” page in Figure 3. Fill in the suggested words in the textbox to continue.

- Please enter your name and e-mail address in the given fields as shown in Figure 4. After pressing continue, you will be directed to a web screen that says “Account Application Received”. Continue to wait for the confirmation e-mail. It will arrive within minutes.
Create an EasyChair Account: Step 2

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

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

- **First name**: [Input]
- **Last name**: [Input]
- **Email address**: [Input]
- **Retype email address**: [Input]

[Continue]

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.

You may also be interested in our policy for using personal information.

Figure 4. Create an account for EasyChair (Step 2)

- The confirmation e-mail will look like Figure 5. Click on the link to finalize your registration to EasyChair.

![Confirmation E-mail]

**EasyChair account confirmation**

Dear Chen Wei,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

[https://easychair.org/account/create.cgi?code=8O6S79j90YCM6YX8gj-b](https://easychair.org/account/create.cgi?code=8O6S79j90YCM6YX8gj-b)

Best regards,

EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

Figure 5. Confirmation E-mail

- A new web browser window will be opened (as shown in Figure 6). Please fill out the form.

Create an EasyChair Account: Last Step

Hello Chen Wei! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

![Form]

[Create account]

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.

You may also be interested in our policy for using personal information.

Figure 6. Create an account for EasyChair (Final Step)
• After clicking on “Create my account” button, you will access the “Account Created” page (as shown in Figure 7). Now you can proceed to the PACIS 2019 submission page by clicking the provided link or https://www.easychair.org/conferences/?conf=pacis2019.

1.2. If you already have an EasyChair account

• If you have an EasyChair account from other conferences, you can simply use your account to login into the system for PACIS 2019.

2. Submit your paper

• Once you log-in, please go to the “New Submission” tab, then you need to select the track (among 25 tracks) where you want to submit your paper (as shown in Figure 8).

• On next page, you can follow the instructions, step by step, and then use the “Submit” button at the bottom of the form. (as shown in Figure 9).
New Submission for PACIS2019

Follow the instructions, step by step, and then use the “Submit” button at the bottom of the form. The required fields are marked by “*”.

(General Topics)

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear on public Web pages of this conference. The email address can be omitted for not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a corresponding author will receive email messages from the system about this submission. There must be at least one corresponding author.

![Author Information Form](image)

Figure 9. New submission for PACIS 2019

- Please note that **RIP should be included in the beginning of the paper title as (RIP) paper title** (as shown in Figure 10).

![Title and Abstract](image)

Figure 10. RIP Paper Submission Tip

- Once you fill in author information, title and abstract, and keywords, please upload your paper file and click “Submit”. (as shown in Figure 11).
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.

Files

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

Submit

Figure 11. Finalize your submission

• If you are an AE or subreviewer, you can change your role under PACIS2019 menu bar (as shown in Figure 12).

Figure 12. Change role