

EasyChair tutorial

(logging in, submitting an abstract, submitting a paper)

1. Log in to conference system

- Go to the MME 2014 conference submission system webpage (EasyChair):
<https://www.easychair.org/conferences/?conf=mme20140>
- If you already have an EasyChair account then use your *User name* and *Password* to log in. Otherwise click on *sign up for an account* (Figure 1).

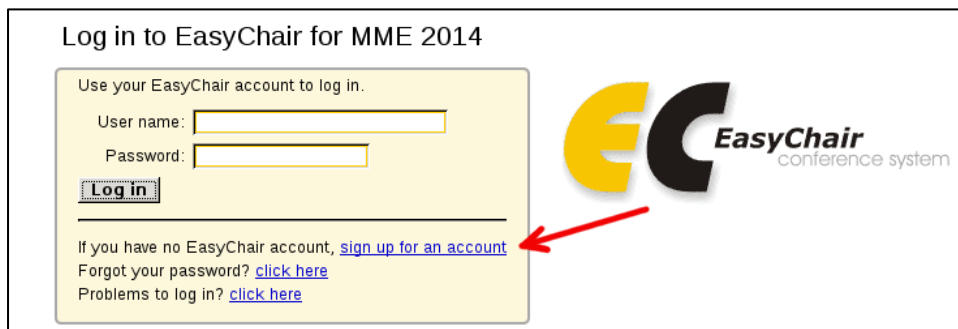


Figure 1: Log in to EasyChair for MME 2014

- Write down the captcha code and click on *continue* (Figure 2).

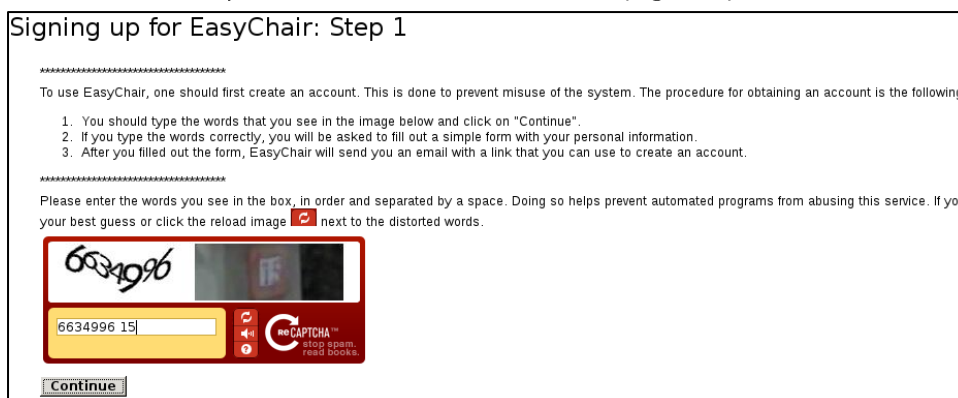


Figure 2: Captcha code

- Fill in your name and email address and click on *continue* (Figure 3) .

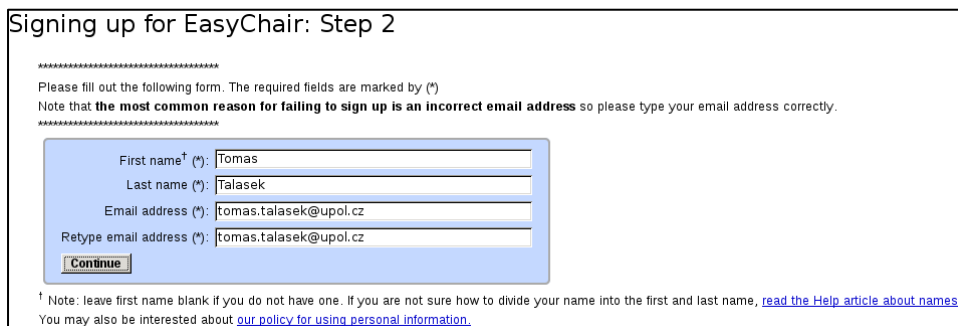


Figure 3: Enter basic information to set up an account

- You will receive a confirmation email. Click on the link provided in the e-mail to continue your registration (Figure 4).

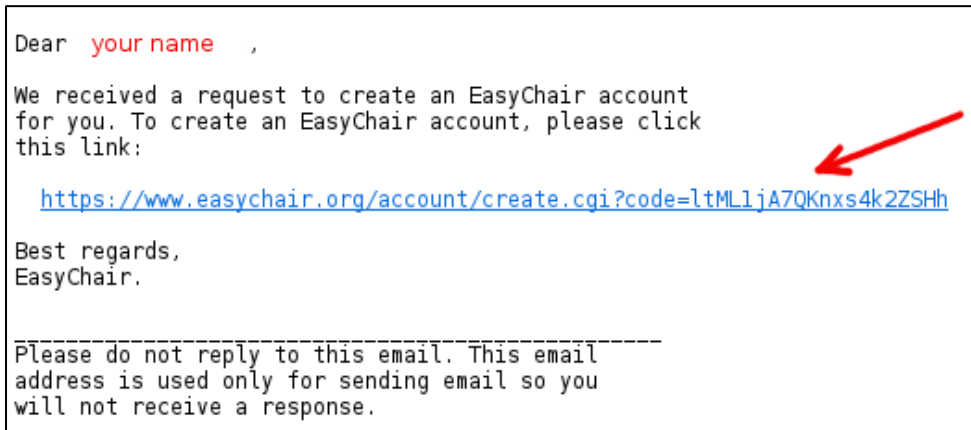


Figure 4: Confirmation email

- Complete your registration (in your browser) by providing all the required information and click on *create my account* (Figure 5).

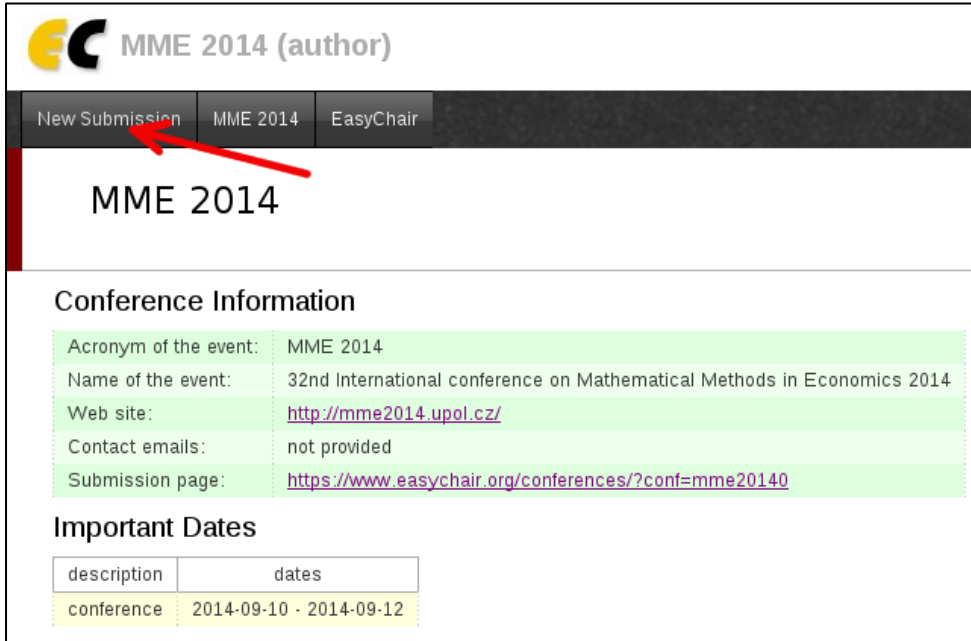
Figure 5: Create your account

- Now you are successfully registered. To log in to the conference submission system EasyChair webpage use your *user name* and *password*. The link to the submission system is available through the conference webpage or here:

<https://www.easychair.org/conferences/?conf=mme20140>

2. Submitting an abstract

- Go to the MME 2014 conference submission system webpage (EasyChair): <https://www.easychair.org/conferences/?conf=mme20140>
- From the main menu (on top) choose *New Submission* (Figure 6).



MME 2014 (author)

New Submission | MME 2014 | EasyChair

MME 2014

Conference Information

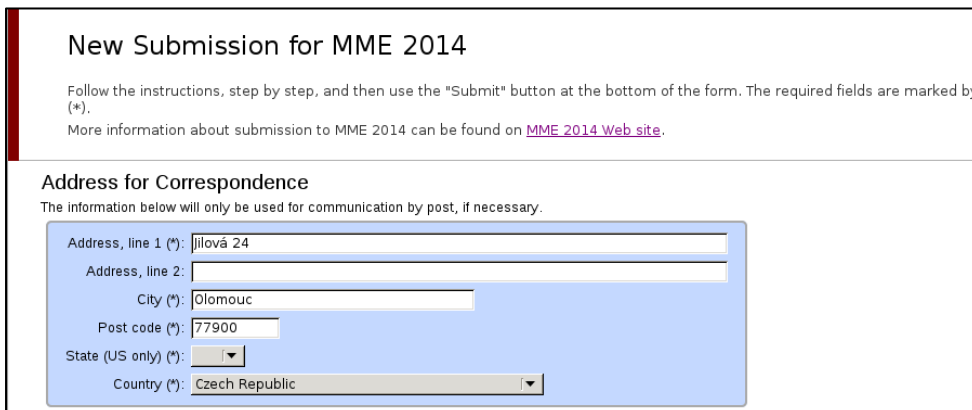
Acronym of the event:	MME 2014
Name of the event:	32nd International conference on Mathematical Methods in Economics 2014
Web site:	http://mme2014.upol.cz/
Contact emails:	not provided
Submission page:	https://www.easychair.org/conferences/?conf=mme20140

Important Dates

description	dates
conference	2014-09-10 - 2014-09-12

Figure 6: Main page

- Now you are on the submission page. Follow the instructions and fill in all the requested information. At first you must fill in *Address for Correspondence* (Figure 7).



New Submission for MME 2014

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

More information about submission to MME 2014 can be found on [MME 2014 Web site](#).

Address for Correspondence

The information below will only be used for communication by post, if necessary.

Address, line 1 (*)	Jilová 24
Address, line 2:	
City (*)	Olomouc
Post code (*)	77900
State (US only) (*)	
Country (*)	Czech Republic

Figure 7: Address for correspondence

- In the next step please fill in author/authors information. You may speed up the process by clicking on *click here to add yourself* (Figure 8).

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web site:

Corresponding author:

Figure 8: Authors

- Now is necessary to fill in *Title*, text of the *Abstract* and choose *Category* and *Group* (Figure 9). To submit an ordinary submission, select “Ordinary conference paper”; PhD students wishing to participate in the PhD students competition must indicate this by choosing “PhD students competition paper”.

Title, Abstract and Other Information

The title and the abstract should be given as a plain text, they should not contain HTML elements.

Title (*):

The abstract should not exceed 1200 characters

Abstract (*):

Select the category your submission belongs to. If you are not sure check the call for papers.

Category (*): Invited lecture and paper
 Ordinary conference paper
 PhD students competition paper

Figure 9: Title, abstract and other information

- At this step provide a list of keywords that describe your paper. You must specify at least three keywords, one per line (Figure 10).

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 (*):

Figure 10: Keywords

- Finally, you will need to submit the actual abstract. Please **do not check *Abstract Only* box!** (Figure 11).

Upload Paper

The submission should be in the PDF format (file extension .pdf). If you submit only an abstract, then tick the *Abstract Only* box. The following formats:

1. PDF (file extension .pdf).
2. postscript (file extension .ps).
3. Word document (file extension .doc).
4. zip (file extension .zip).
5. JPEG (file extension .jpg).
6. LaTeX file (file extension .tex).
7. Word open XML document (file extension .docx).

Paper: Abstract Only

Attachment (*):

Figure 11: Upload your abstract

- Click on the *Submit* button. **Do not press the button twice: uploading may take time!** Now you will see basic information about your submission. You can get back to the page with your submission details anytime by clicking on *Submission #* (# denotes the number of your submission) in the main menu. If you need to make any changes to your submission (update information, update authors, submit a new version or withdraw your submission), use the links on the right side (Figure 12).

MME 2014 (author)
[Help](#) [Sign out](#)

New Submission Submission 1 MME 2014 EasyChair

MME 2014 Submission 1

If you want to **change any information** about your paper or withdraw it, 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](#)
[Submit a new version](#)
[Withdraw](#)

The submission has been saved!

Paper 1	
Title:	Fuzzy scorecards for investment decision making - comparison of two approaches
Paper:	PDF
Category:	PhD students competition paper
Groups:	Active participant
	Investment decision making
Author	Multiple criteria decision making
keywords:	Fuzzy scorecards Fuzzy similarity
EasyChair keyphrases:	investment decision making (47)
	In this paper we compare two families of multiple criteria decision making methods for investment decision making and provide practical examples.
Abstract:	First we describe the approach of Collan, Luukka that uses fuzzy scorecards to obtain expert evaluations of each alternative against each criterion. Fuzzy HOWA is then applied to determine overall evaluation of each alternative and a fuzzy similarity with the ideal alternative to rank the alternatives. The role of different fuzzy similarity measures will be discussed in this paper. The authors stress simplicity and easy understandability of the methods that make them accessible to managers and practitioners. Nevertheless, because of the applied way of normalization of partial evaluations, a part of expert information is lost during the calculation of the final evaluation of alternatives - the evaluations do not express

Figure 12: Information about submission

3. Submitting a paper

- Go to the List of participants section at MME 2014 conference webpage:
<http://mme2014.upol.cz/list-of-participants>
- Check if your abstract was accepted (Figure 13).

ID	Participant name	University	Title of contribution	Abstract accepted	Payment received
000	Tomáš Talášek	Palacký University in Olomouc	Fuzzy scorecards for investment decision making	OK	
001	Veronika Hedija	College of Polytechnics Jihlava	Gender Pay Gap in Different Sectors of Czech Economy		
002	Jaroslav Zbránek	University of Economics in Prague	Regional Input-Output Tables		

Figure 13: Abstract accepted

- If your abstract was accepted, log in to the MME 2014 conference submission system (EasyChair): <https://www.easychair.org/conferences/?conf=mme20140>
- From the main menu (on top) choose *Submission #* (# denotes the number of your submission) and then click on *Submit a new version* on the right side (Figure 14).

MME 2014 (author) Help Sign out

New Submission Submission 1 MME 2014 EasyChair

MME 2014 Submission 1

If you want to **change any information** about your paper or withdraw it, 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
Submit a new version
Withdraw

Paper 1

Title: Fuzzy scorecards for investment decision making - comparison of two approaches
Paper: PDE (Feb 25, 15:18 GMT)
Category: PhD students competition paper
Investment decision making
Author: Multiple criteria decision making
keywords: Fuzzy scorecards
Fuzzy similarity
EasyChair keyphrases: investment decision making (47)

Figure 14: Submitting a paper

- Upload a PDF version of your paper into the *Submission* box. As an attachment, upload a ZIP archive containing the source files of your paper (MS Word file or TEX files) and all figures used in the paper into the *Attachment* box. The attachment is a necessary requirement for your paper to be published in the proceedings. Click on *Submit a New Version* (Figure 15)

Authors: Tomas Talasek
Title: Fuzzy scorecards for investment decision making - comparison of two approaches

Submission: Vybrat...

Attachment: Vybrat...

Submit a New Version

Figure 15: Submitting the PDF version of your paper and all necessary attachments