

Chem4Energy Conference

Wednesday 20 – Sunday 24 March 2024

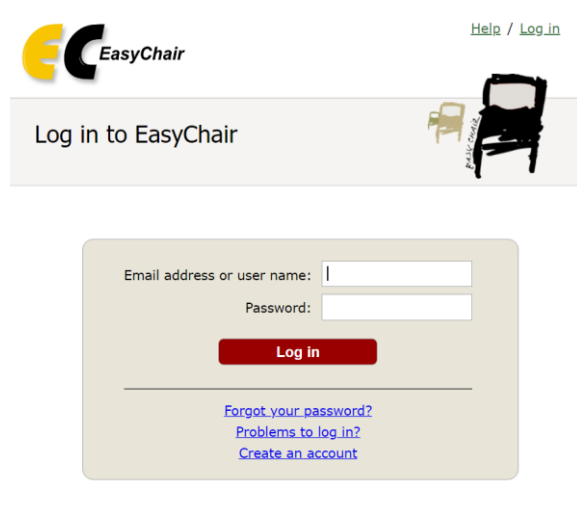
(Please note these instructions were correct at the time of production, however there may be system updates between now and the conference meaning slight changes to online text/forms etc)

If you have never used EasyChair before:

Navigate to the Chem4 Energy EasyChair system, at

<https://easychair.org/conferences/?conf=chem4energy2024>

1. Click 'Create an account'.



The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo (a stylized 'EC' in yellow and black). To the right are links for 'Help / Log in'. Below the logo is a header area with the text 'Log in to EasyChair' and an illustration of two chairs. The main content area contains a login form with two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log in' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

2. Fill in the captcha – then click 'Continue'.



The screenshot shows the 'Create an EasyChair Account: Step 1' page. At the top left is the EasyChair logo. To the right are links for 'Help / Log in'. Below the logo is a header area with the text 'Create an EasyChair Account: Step 1' and an illustration of two chairs. The main content area contains instructions for account creation: 'To create an EasyChair account you should have a valid email address and do the following.' followed by a numbered list: 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. Below the list is a note: 'Please note that the use of EasyChair is subject to [our terms of service](#).' At the bottom is a reCAPTCHA widget with an 'I'm not a robot' checkbox and a 'Continue' button.

3. Tick 'I'm not a robot' and click continue

4. Fill out your name and email address. Click 'Continue'.



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 [†] :	<input type="text"/>
Last name *	<input type="text"/>
Email: *	<input type="text"/>
Retype email address: *	<input type="text"/>

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 about [our policy for using personal information](#).

5. You will be sent a confirmation email containing a link to continue your registration. Click the link.
6. Complete your registration by providing all the required information and picking a username and password. Then click 'Create my account'.



Create an EasyChair Account: Last Step

Hello Harriet Willis! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

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 [†] *	<input type="text"/>
Last name *	<input type="text"/>
Affiliation *	<input type="text"/>
Country/region *	<input type="text"/>

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 password

Password: *	<input type="password"/>
Retype the password: *	<input type="password"/>

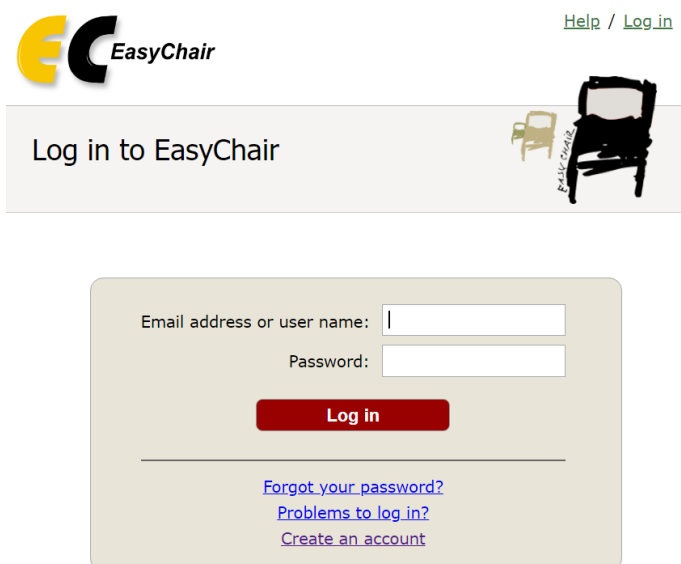
Create my account

[†] 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 about [our policy for using personal information](#).

Once you have an EasyChair Account:

1. Go to <https://easychair.org/account/signin> and log in.



EasyChair

Help / Log in

Log in to EasyChair

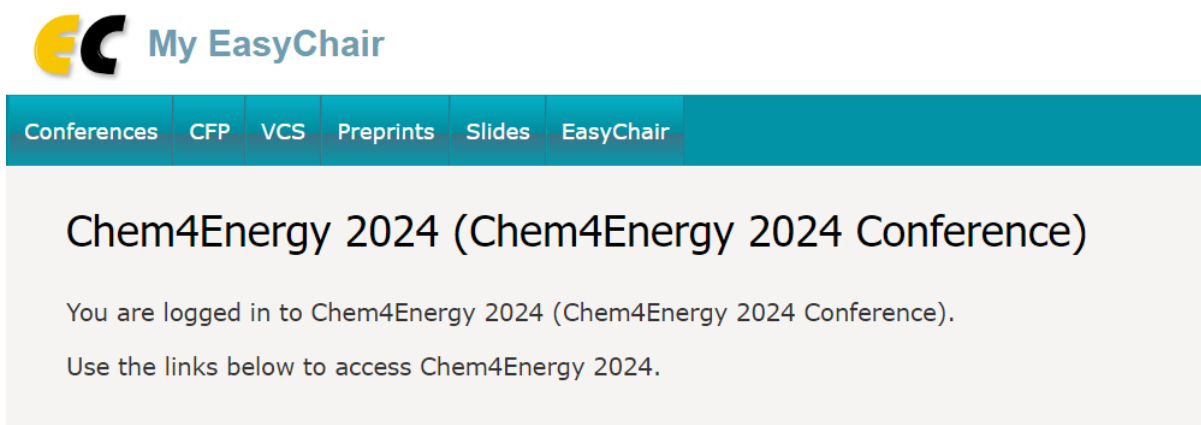
Email address or user name:

Password:

Log in

[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

2. In a new tab, open this link
<https://easychair.org/conferences/?conf=chem4energy2024>
3. Click 'make a new submission'.



My EasyChair

Conferences CFP VCS Preprints Slides EasyChair

Chem4Energy 2024 (Chem4Energy 2024 Conference)

You are logged in to Chem4Energy 2024 (Chem4Energy 2024 Conference).
Use the links below to access Chem4Energy 2024.

Author

- [make a new submission](#)

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 in 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.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Web page:

corresponding author
 presenter

Other Information and Files

Preference. * Please select whether you would prefer to give an oral or poster presentation. Please note this does not guarantee you will be selected for your preferred option, however we will bear your preference in mind when reviewing abstracts and creating the programme.

Oral presentation
 Poster presentation

Paper. * Upload your paper. The paper must be in PDF format (file extension .pdf)

No file chosen

Ready?

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

Submit

4. Complete the new submission form to provide citation information, such as author names, a title and keywords. Please ensure you include a PDF attachment of your abstract, following the template supplied on the [Chem4Energy webpage](#).
5. When you are happy with your submission, click 'Submit' to save all the information in EasyChair.

6. Once you have submitted, you will be taken to the information page for your paper. You may update various details about your paper here or submit a whole new version.

If your abstract is accepted for an oral presentation you will have the opportunity to update your abstract. This is a straightforward process: you will need to login to the conference and select the submission you wish to edit. In the upper right-hand corner select 'update file'. You can now select a new file to upload to replace the existing version.