



Instructions for EasyChair platform

Create an EasyChair account

If you already have an account on EasyChair, go straight to Step 7 for instructions on how to submit papers.

1. Enter the EasyChair page with the following link:

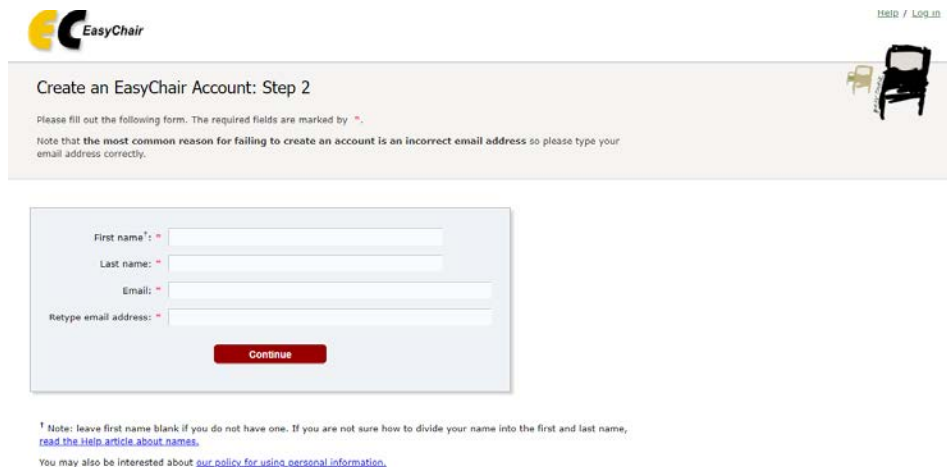
<https://easychair.org/conferences/?conf=snm2023>

Once in EasyChair, the following dialog box will appear:

2. Just click in "Create an account".
3. Follow the instructions given.

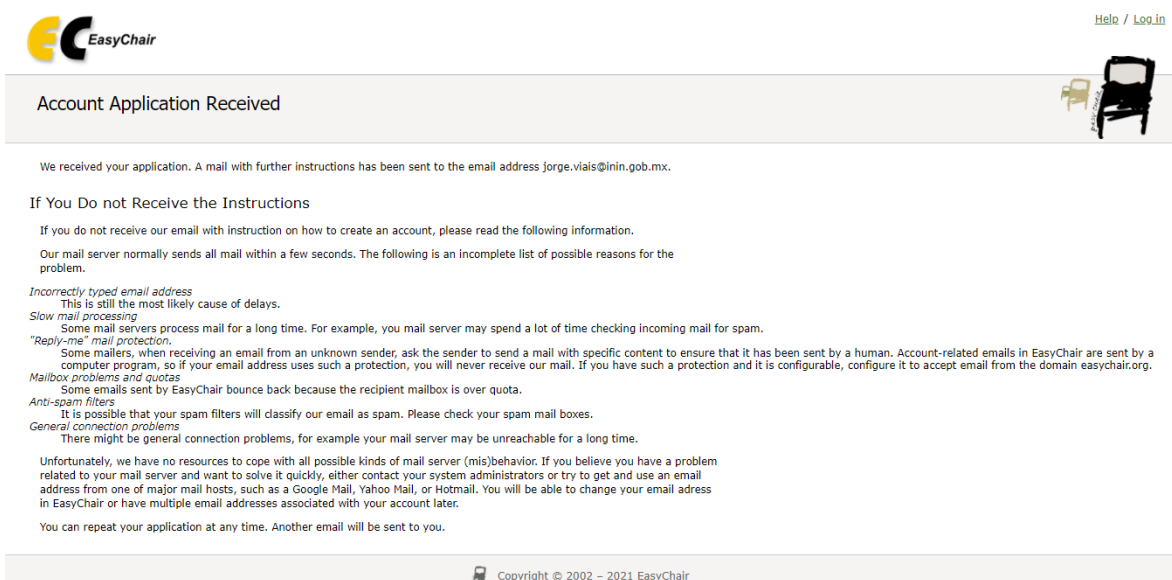


In the next step you will be asked to fill your contact information.



The screenshot shows the 'Create an EasyChair Account: Step 2' page. At the top left is the EasyChair logo. At the top right are links for 'Hello / Log in' and an icon of a chair. The main heading is 'Create an EasyChair Account: Step 2'. Below it, a note states: 'Please fill out the following form. The required fields are marked by *'. A larger note follows: 'Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.' The form itself has four input fields: 'First name*', 'Last name*', 'Email*', and 'Retype email address*'. A red 'Continue' button is at the bottom of the form. Below the form, there is a note: '* 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.' and a link: 'You may also be interested about our policy for using personal information.'

4. Once you have filled the data asked, click on “continue” and you will be redirected to the next page:



The screenshot shows the 'Account Application Received' page. At the top left is the EasyChair logo. At the top right are links for 'Hello / Log in' and an icon of a chair. The main heading is 'Account Application Received'. Below it, the text reads: 'We received your application. A mail with further instructions has been sent to the email address jorge.vials@inin.gob.mx.' This is followed by a section titled 'If You Do not Receive the Instructions' with the text: '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.' The list includes: '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 by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, 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.), and 'General connection problems' (There might be general connection problems, for example your mail server may be unreachable for a long time.). A final note states: '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 address 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.' At the bottom, there is a copyright notice: 'Copyright © 2002 – 2021 EasyChair'.

5. Go to your email account inbox (check also your spam tray). EasyChair should have sent you a verification link to finish your account creation, it will be valid for up to a week.

When you click on the link it will take you to the rest of the registration process, where complementary personal data will be asked:

Create an EasyChair Account: Last Step



Hello Jorge Vialó Juárez! 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*:

Last name*:

Organization*:

Country/region*:

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*:

Password*:

Retype the password*:

* 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 Hello article about names](#).
You may also be interested about [our policy for using personal information](#).

6. Once you fulfilled this step, you will be notified that your account have been created successfully, with the following message:

Account Created



Your EasyChair account has been created!

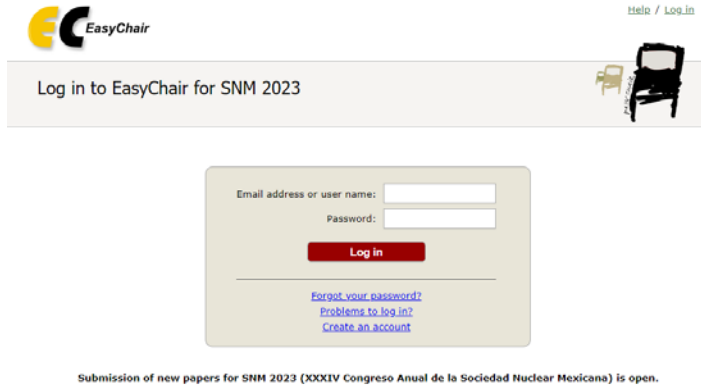
To log in and access XXXII SNM - LAS/ANS 2021 pages [click here](#).

Submitting a paper for the SNM 2022 on the EasyChair platform

7. Once created your account, access the SNM 2023 through the link in blue text that says “click here”. If it doesn’t appear or you are accessing not immediately after creating an account use the following link:

<https://easychair.org/conferences/?conf=snm2023>

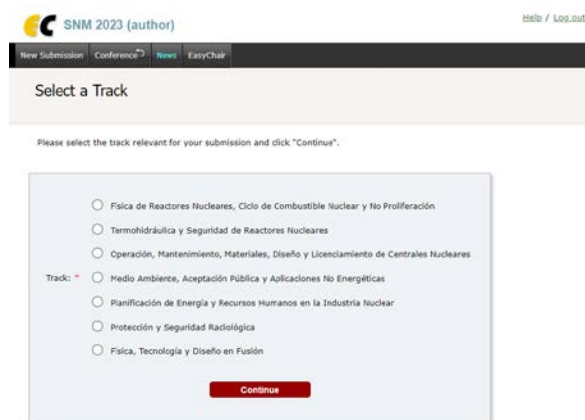
You will be directed again to the following dialog box:



8. After filling your username and password click on “Log in”. You will be directed to the SNM 2023 Conference page:



9. Click on “make a new submission”. You will be asked to select the topic for your paper:



10. You will be asked to fill information about authors, title, abstract, at least 3 keywords (one per line), and load the file (in pdf format).



11. In case your paper has more than one author, you can add the coauthors, and select who is the corresponding one. In case of more than three you click on “Click here to add more authors” to add more.

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.

12. Important note: If the authors information were loaded with the format “First Name + Middle Name + Last Name 1 + Last Name 2” (very common in Spanish speaking countries), it will be displayed in the platform as “First Name + Last Name 2”. It is recommended to join the Last Names 1 and 2 with a “-” and put it in the Last Name textbox, for example “Lopez-Solis” instead of “Lopez Solis”.

[Click here to add more authors](#)

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the article about names](#).

Title and Abstract

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

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

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

[Elegir archivo](#) No se permite ningún archivo

Ready?

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

Submit

13. Once loaded the file, click on submit. The following notification will be displayed:

SNM 2023 Submission

The submission has been saved!

Submission	
Title:	snm-call
Paper:	(Feb 04, 16:22 GMT)
Track:	Track Test (TT)
Author keywords:	nuclear congreso zacatecas probabilidad
Abstract:	Es información del Zacate-congress
Submitted:	Feb 04, 16:22 GMT
Last update:	Feb 04, 16:22 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
xxxx	xxxx	xxxx@xxxx.xxx	xxxx	xxxxxxxxxx		✓

- You will receive a notification e-mail confirming your work was submitted.
- To check the status of your submission go to EasyChair platform with your user and password and select your role as "Author".



Conferences CFP VCS Preprints Slides EasyChair

Author Name, Welcome to EasyChair!

To **view all your roles**, click on "All roles".

To access **any other EasyChair feature**, use the main menu.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
SNM 2023	author

- Once selected the Author role you will be directed to a table with your submissions. Click on the "magnifying glass" icon under the "View" column, in the line of the submission you want to see.

EC SNM 2022 (author) [Help / Log out](#)

New Submission Submission 8959 SNM 2023 Conference News Alerts EasyChair

My Submissions for SNM 2023

Using the submission author environment you can view or manage your submissions to SNM 2022. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to SNM 2022 can be found at the [SNM 2022 Web Page](#).

Questions about submissions can be sent to the conference contact email rcarlos.lope@gmail.com.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	Track	View	paper	Program
8959	Roberto Lopez-Solis	This is a Dummy Paper for Testing Purposes	Física de Reactores			



- In the "Submission" page you can do some actions as update the information of file of your submission, as well as withdraw it. If the paper has been already reviewed (you will receive notification by e-mail) you will be able to see the reviewer comments,



please attend them before uploading the final version of the paper by using “Update file”.

New Submission Submission 8959 SNM 2023 Conference News Alerts EasyChair


SNM 2023 Submission 8959

If you want to **change any information** about your paper, 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.](#)

All **reviews sent to you** can be found at the bottom of this page.


[Update information](#)
[Update authors](#)
[Update file](#)
[Withdraw](#)

Submission 8959	
Title	This is a Dummy Paper for Testing Purposes
Paper:	 (Jun 30, 15:12 GMT)
Track	Física de Reactores Nucleares, Ciclo de Combustible Nuclear y No Proliferación
Author keywords	Dummy Paper Test
Abstract	This is a Dummy Paper for Testing Purposes
Submitted	Jun 30, 15:12 GMT
Last update	Jun 30, 15:12 GMT

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
Roberto	Lopez-Solis	rcarlos.lope@gmail.com	Mexico	Instituto Nacional de Investigaciones Nucleares		✓

Reviews

Review 1	
Overall evaluation	2: (accept) The reviewers comments will be displayed here. You will have to update the file once the corrections are made.

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TECHNICAL COMMITTEE

XXXIV Annual Conference of the Mexican Nuclear Society

