

# JORNADA DOCTORAL EN TURISMO REDINTUR



20 de mayo Madrid WERSIDAD MANUAL PARA enviar comunicaciones a través de

EASYCHAIR



#### 1. Registro en EasyChair

Para enviar una comunicación a través de Easychair, hay que seguir el siguiente link: https://easychair.org/conferences/?conf=doctur2022

C EasyChair			Help / Log.in
Log in to EasyChair for DOCTUR 2022		4	
	Email address or user name: Password: Log in Extract voar nassword? Prablems Log Joa Joi Create an account Submission of new papers for DOCTUR 2022 is open.		
	📓 Copyright © 2002 – 2022 EasyChair		

Si ya es un usuario registrado en Easychair pase al epígrafe 4. Interfaz de Easychair.



Si no tiene una cuenta creada en Easychair deberá abrir una. Haga click en *"create an account"*. Después de esto el sistema le llevará a la página que a continuación se muestra:

	CeasyChair The world for scientists	Help / Log in
50	Create an EasyChair Account: Step 1	
ne	To create an EasyChair account you should have a valid email address and do the following.	_
9	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.	
	Please note that the use of EasyChair is subject to our terms of service.	
	No soy un robot	
	Continue	
	Copyright © 2002 – 2020 EasyChair	

<u>Paso 1</u>: En esta página lo que prosigue es rellenar los datos necesarios para el registro. Para antes que nada hay que pulsar *'No soy un robot'* para que Easychair nos identifique como persona. A continuación, se completarán los datos:

#### 2.Crear cuenta en EasyChair

![](_page_3_Picture_0.jpeg)

Paso 2: rellenar el siguiente formulario y pulsar 'Continue'.

	Help / Log in Contract of the scientists
1 des	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 <sup>T</sup> :         Last name         Email:         Email:         Retype email address:         Continue         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.
	Copyright © 2002 - 2020 EasyChair

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"*.

![](_page_4_Picture_0.jpeg)

En la siguiente imagen se puede observar un ejemplo del correo de confirmación que envía EasyChair.

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EasyChair account confirmation			☆
E EasyChair 24 ene. para mí ~		4	0 0
Dear 1,			
We received a request to create ar for you. To create an EasyChair account, plea	n EasyCh se click	nair acco on this l	ount ink:
https://easychair.org/account/cr code=Z	eate?		
Please note that this link is only va	alid for o	ne weeł	κ.
week you will have to apply for an	account	again.	
Please be aware that this is an un alias, so please do not reply to this ema To contact EasyChair use the Easy page https://easychair.org/contact	monitore il. /Chair co	ed email ontact W	– /eb

### 3. Activación de la cuenta en EasyChair (Último paso)

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:

![](_page_5_Picture_0.jpeg)

use EasyChair, you must agree to its Terms of Service ( <u>view terms), (download terms),</u>
I agree to EasyChair Terms of Service
er your personal data.
First name <sup>+</sup> :
Last name *
Organization: *
Country/region: *
Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as author in a published conference program. It is optional. Please do not use the Web page of your anization here: If you fill this out, it should only be your personal Web page.
personal Web page
er your account information. Note that user names are case-insensitive
User name: *
Password: *
/pe the password: *
Create my account

Deberá llenar todos los datos y hacer click en *"Create my account"* Si todo salió correctamente se visualizará *"Account created".* 

![](_page_6_Picture_0.jpeg)

#### 4. Interfaz de Easychair

Una vez que hemos creado y confirmado nuestra cuenta en Easychair, ya podremos a 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:

![](_page_6_Picture_3.jpeg)

#### Author

make a new submission

En la parte inferior se muestra la siguiente opción:

- Author. Make a new submission

![](_page_7_Picture_0.jpeg)

#### 5. Subir un trabajo en Easychair

## New Submission for DOCTUR 2022

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.

C DOCTUR 2022 (author)	
New Submission DOCTUR 2022 Conference News EasyChair	
New Submission for DOCTUR 2022	
Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required by ".	ields are marked
Author Information	
For each author please fill out the form below. Some items on the form are explained here:	
<ul> <li>Email address will only be used for communication with the authors. It will not appear in public Web pages email address can be omitted for not corresponding authors. These authors will also have no access to the set.</li> </ul>	of this conference. The ubmission page.
<ul> <li>Web page can be used on the conference Web pages, for example, for making the program. It should be a author, not the Web page of her or his organization.</li> </ul>	Web page of the
<ul> <li>Each author marked as a corresponding author will receive email messages from the system about this sible at least one corresponding author.</li> </ul>	ubmission. There must
Author 1 ( <u>click here to add yourself</u> ) ( <u>click here to add an associate</u> ) First name <sup>†</sup> : *	
Last name: *	
Email: *	
Country/region: *	
Organization: *	
Web page:	
corresponding author	

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

	NEBRIJA
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Title: *						
Abstract: *						
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Finalmente, hay que pulsar "Seleccionar archivo" para seleccionar del directorio de su ordenador el archivo que quiere enviar al comité y pulsar *"Submit".*