

CTE-STEM 2021 International Teacher Forum EasyChair User Manual

CTE-STEM 2021 International Teacher Forum EasyChair:
<https://easychair.org/conferences/?conf=ctestem2021>

- If you have never used EasyChair before, go to Step 1.
- If you already have an account, please go to Step 2

Step 1: Create an EasyChair Account

EC EasyChair
The world for scientists

Help / Log in

Log in to EasyChair for CTE-STEM 2021

User name:

Password:

Log in

[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)

Submission of new papers for CTE-STEM 2021 is open.

EC EasyChair
The world for scientists

Help / Log in

Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

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](#).

I'm not a robot

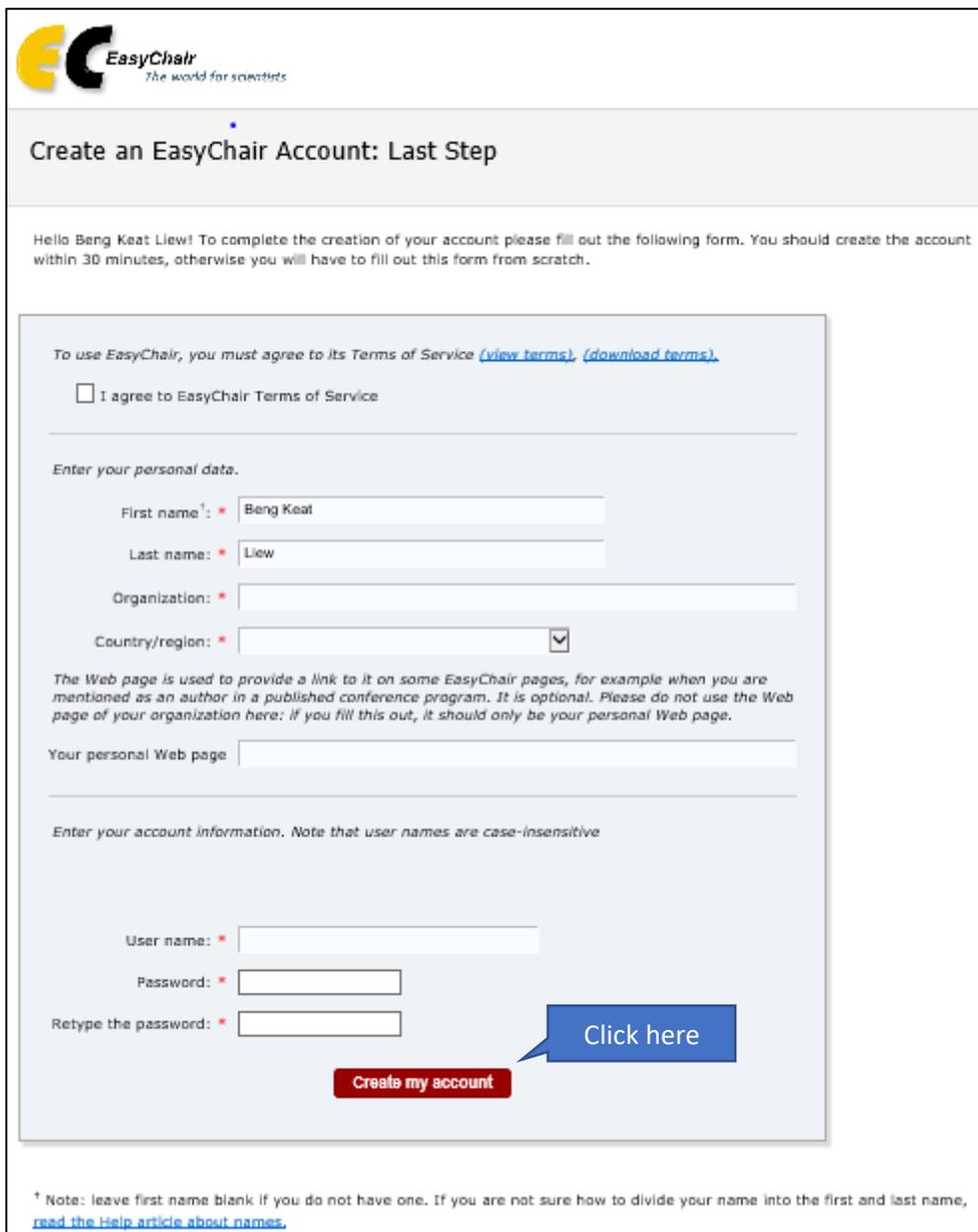
reCAPTCHA
Privacy - Terms

Continue

1. After a captcha check, provide your name and email address and click **“Continue”**.

2. You will see the screen below and a confirmation e-mail will be sent to your e-mail address. Access the URL provided in the e-mail and continue the account registration.

3. Complete your registration by providing all the required information **within 30 minutes**. Then click **“Create my account”**.



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Create an EasyChair Account: Last Step

Hello Beng Keat Liew! 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[†]: * Beng Keat

Last name: * Liew

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: *

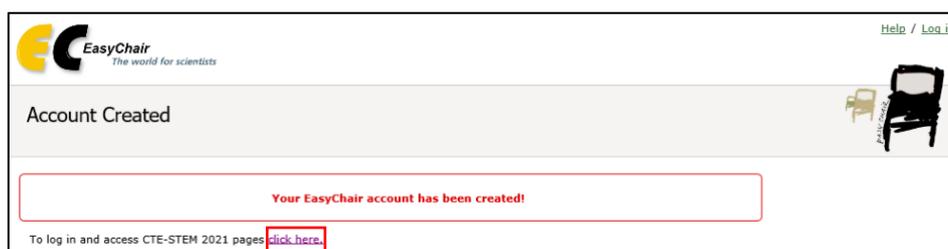
Retype the password: *

[Click here](#)

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](#).

4. The account has been created. Log in for CTE-STEM 2021 International Teacher Forum by clicking **“click here”**.



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Help / Log in

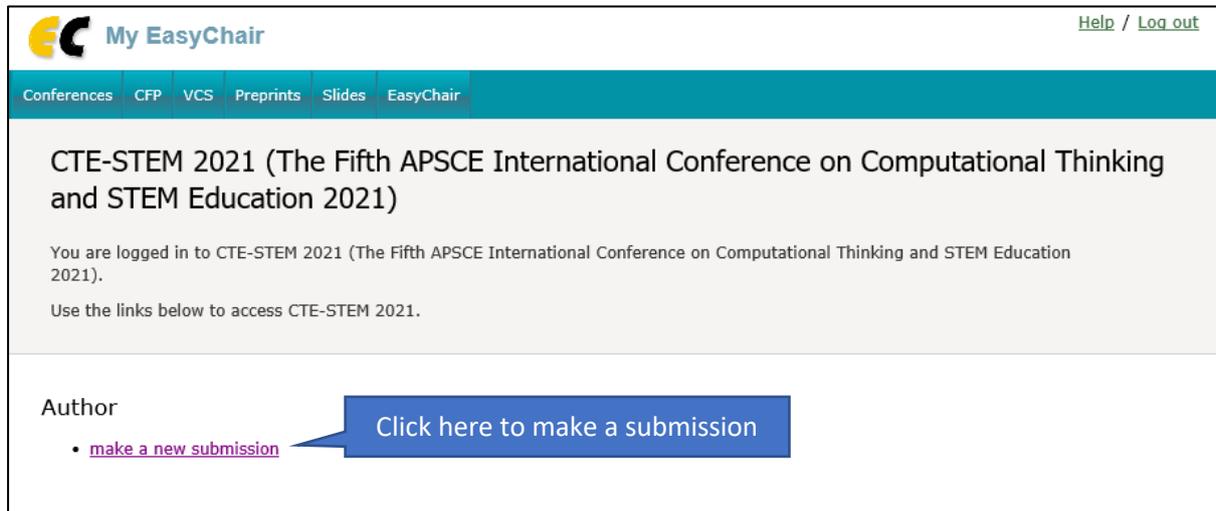
Account Created

Your EasyChair account has been created!

To log in and access CTE-STEM 2021 pages [click here](#).

Step 2: Paper Submission

1. After logging-in to your account, you can continue as an author to make a submission in “**author**”.



My EasyChair [Help / Log out](#)

Conferences CFP VCS Preprints Slides EasyChair

CTE-STEM 2021 (The Fifth APSCE International Conference on Computational Thinking and STEM Education 2021)

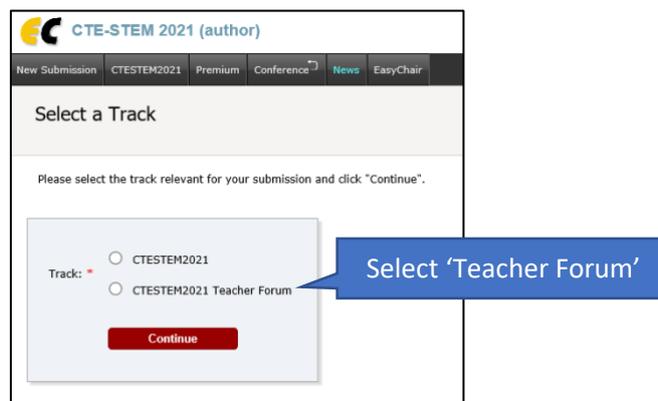
You are logged in to CTE-STEM 2021 (The Fifth APSCE International Conference on Computational Thinking and STEM Education 2021).

Use the links below to access CTE-STEM 2021.

Author

- [make a new submission](#) Click here to make a submission

2. You will be asked to select the track. In this case, select the Teachers Forum track.



CTE-STEM 2021 (author)

New Submission CTESTEM2021 Premium Conference News EasyChair

Select a Track

Please select the track relevant for your submission and click "Continue".

Track: CTESTEM2021 CTESTEM2021 Teacher Forum

[Continue](#)

Select 'Teacher Forum'

3. Next, provide the author(s) information.
 - Please mark the corresponding author and the speaker.
 - If there are more than three authors, please click “**Click here to add more authors**”.

The screenshot shows a web form for adding authors. It contains three identical sections, each for an author. Each section has the following fields: First name, Last name, Email, Country (dropdown), Organization, and Web page. Below these fields are two radio buttons: 'corresponding author' (checked) and 'presenter'. A blue callout box points to a link at the bottom of the form that says 'Click here to add more authors'. Below the form, there is a note: '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 [Help article about names](#).'

4. Provide the submission details (i.e. Title, Abstract, and Keywords). The abstract should contain **no more than 250 words**. Author should type **at least 3 keywords (at most 5), one per line**.

The screenshot shows a form for submission details. It is titled 'Title and Abstract' and includes a note: 'The title and the abstract should be entered as plain text, they should not contain HTML elements.' There are three main input areas: 'Title' (a single-line text box), 'Abstract' (a large multi-line text area), and 'Keywords' (a multi-line text area). Below the 'Keywords' field, there is a note: '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.'

5. After that, **please upload and submit your manuscript as a single MS Word file that is editable for Secretariat's format check. Please include authors' names, affiliations and email addresses in the file.**

After format check, Secretariat will upload the manuscript with authors' identities removed in PDF format for IPC review. Therefore, the review process will be anonymous.

Before submitting your manuscript, please give your manuscript file a final read-through to ensure it fulfils the standard format and paper-length required by CTE-STEM 2021 International Teacher Forum.

Files

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

Ready?

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

6. Once submission is successful, you will see the screen below. If you need to update your submission, click "Submission (no.)" on the main menu, then click option(s) on the vertical menu bar in the upper right corner. **Please note that you will not be able to submit updated file after the submission due date (Feb 15, 2021).**

CTE-STEM 2021 (author)
[Help](#) / [Log out](#)

New Submission
Submission 1
CTESTEM2021
Premium
Conference
News
EasyChair

CTE-STEM 2021 Submission 1

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.](#)

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

[Withdraw](#)

Submission 1						
Title:	Test					
Track:	CTESTEM2021 Teacher Forum					
Author keywords:	Test1 Test2 Test3					
Abstract:	Test					
Submitted:	Nov 12, 02:42 GMT					
Last update:	Nov 12, 02:42 GMT					

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
Beng Keat	Liew	liew_beng_keat@rp.edu.sg	Singapore	Republic Polytechnic	http://www.rp.edu.sg	✓