EasyChair User Guide

This guide is designed to help you submit your application for the PartArt4OW Open Call. It will explain the submission process on EasyChair only.

About EasyChair

The PartArt4OW open call uses the EasyChair platform to manage the submission, review, and notification process. EasyChair is a conference management software, used for thousands of events worldwide, originally designed for the submission and review of academic papers. This platform is utilised for its proven efficiency in managing similar calls and events to select candidates for the PartArt4OW accelerator.

1. User Registration

The first step is to register for an account on EasyChair. If you already have an EasyChair account, e.g., from conferences you have submitted to using the same system, you may use your existing account and skip to step 2.

If you do not yet have an account on EasyChair, you will need to register. Please note that this is a registration on the EasyChair platform, which is not owned or run by PartArt4OW. If you need to register, select "Create an account" from the following screen:

You will first need to confirm that you are a real person, and you will need to enter your personal details (name and email):

This will trigger an account confirmation email to be sent to the email address you provided. Please find that email and click the confirmation link. The link should then redirect you to the PartArt4OW call page. You may have to indicate that you would like to access PartArt4OW as an **author**. From here, you can start your new submission:

2. Submission Templates

Before you start the submission form on EasyChair, please make sure that you have all the documents you need to attach. These are:

1. A filled-in application form of no more than five pages.
2. A Declaration of Honour signed by (a representative of) the lead applicant.
3. A Letter of Intent from the Harbour.

You can find templates for all three documents on the PartArt4OW open call page (https://partart4ow.eu/the-calls) or in the 'Templates' tab on EasyChair:

Once you have all your documents prepared and properly filled in, you can start on the submission form.

3. Authors

The first part of the application form relates to the 'authors' of your application, including first name, last name, email, country, and organisation, as well as an optional web page if you wish to add it.

PA4OW (author)

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New Submission for PA4OW

Click on "Submission templates" to **download submission templates for this conference.**

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

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.

Author 1 (click here to add yourself)

First name†: * [   ]

Last name: * [   ]

Email: * [   ]

You can add as many authors as you like by using the "Click here to add more authors" link. <u>You are required to add at least one contact person for each organisation from every organisation or group that is part of your application</u>:

- If you are applying as an individual, your own details will suffice.
- If you are a group of individuals, please add all of them.
- If you are applying as a single organisation, add at least one additional member of staff.
- If you are applying as a consortium of various organisations, add at least one author from each organisation.

Please ensure the information is accurate as we will use it to contact you about your application and to prepare your contract if your application is successful! Only authors that have the 'corresponding author' checkbox ticked will receive automated emails from the system.

4. Application Details

Following the author information, you will need to answer a series of questions about your application.

First, you need to provide an application title, and at least three keywords. The keywords should reflect what your application is about and will help us to classify your application internally and assign it to the most suitable reviewers, as well as for statistics we develop about the call.

Title

The title should be entered as plain text, it should not contain HTML elements.

Title: *

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: *

This information will be followed by more details about your application. Please follow the guidance provided with each field to fill the form to the best of your knowledge.

Who is applying field

Who is applying should correspond to the authors you have entered earlier. For example, if you entered authors from three organisations, you should select 'consortium of organisations'. This information will help us prepare your contract:

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Who is applying? * Please indicate in which formation you are applying.

Single organisation ▾

Lead Country. * Is the lead applicant based in an EU Member State or Horizon Europe Associated Country (see Annex 1)?

The next set of questions is important for us to better understand your project and assess whether your application is eligible. Additionally, some questions are included for statistical purposes, helping us gather insights about the focus of different applications. Please make sure that the information you enter here matches up with your application form and fill in all the fields.

5. Document Upload

The last part of the application form consists in the upload of three files, the Application Form, the Letter of Intent from the Harbor that you selected for hosting the Sailing Lab and the Declaration of honour. This is where you need to upload the documents you prepared beforehand (see step 2). Please select the appropriate file from your computer for each of the documents. Please notice that EasyChair will allow you to upload only file in PDF format.

Application Form. * Upload your application form. It must be in PDF format (file extension .pdf). Please note that the first page is for instruction purpose only and must be removed from the final version of the application form that you are going to submit.

[Scegli file] Nessun file selezionato

Declaration of honour. * Upload your Declaration of honour. It must be in PDF format (file extension .pdf) and signed by an authorised person.

[Scegli file] Nessun file selezionato

Letter of Intent from the Harbor. * Letter of Intent from the Harbor

[Scegli file] Nessun file selezionato

6. Submitting Your Application

Once you have filled in all the details and you have uploaded the requested documents, hit the 'Submit' button at the bottom of the page.

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

[**Submit**]

You should then be forwarded to a confirmation page like below. The number at the top (in the example) is your **submission ID**, which will be used to refer to your submission going forward.

You can use the links in the top right corner to update the application details or files.

You should get an email from EasyChiar, confirming your submission. If you do not receive this email within 3 hours after submission, please get in touch with us or with the helpdesk of EasyChair to confirm whether your application has been received!

This email also includes a link back to the PartArt4OW submission page. If you would like to make any changes to your application, such as adding or removing authors, adding an updated application form, or changing any of the details you entered, please do not start a new submission but simply update the details on EasyChair. You can come back to your

application at any time up to the submission deadline by logging into EasyChair through the link in this email. You can also use this link to withdraw your application should you wish to do so.

IMPORTANT NOTE:

We strongly recommend that you do not wait until the final hours to submit your application. The platform may experience slowdowns due to high traffic or the submission process might take longer than expected. Make sure to complete your submission well in advance of the deadline to avoid any last-minute issues.

7. Further Information

If you have any questions about your application or the application process, please send us an email at opencallpartart4ow@gmail.com , participate in one of our webinars, or visit the open call website: PartArt4OW Open Call.

Acknowledgements