

INSTRUCCIONES PARA LA PRESENTACIÓN DE PAPERS

La presentación de *PAPERS* para el **VI Congreso de Innovación Educativa y Docencia en Red, INRED 2020** deberá realizarse mediante la plataforma **EasyChair**. Para ello, es necesario poseer un usuario EasyChair o bien crearlo la primera vez que acceda a dicha plataforma. A continuación, detallamos los pasos a seguir tanto para **darse de alta en EasyChair** como para **enviar su paper**.

1. Cómo darse de alta e ingresar a EasyChair

Pueden ocurrir dos casos:

- A) Si ya posee un usuario *EasyChair*, simplemente introduzca su “nombre de usuario” y “password” para acceder a la plataforma.
- B) En caso de no poseer usuario *EasyChair*, puede acceder a la plataforma *EasyChair* en la siguiente URL: <https://easychair.org/conferences/?conf=inred2020>

(Si tuviera algún problema al acceder al *link* anterior pruebe con otro navegador distinto)

Esta URL le llevará a la pantalla de inicio de *EasyChair* para el Congreso In-Red 2019:

The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo with the tagline 'The world for scientists'. To the right are links for 'Help / Log in'. The main heading is 'Log in to EasyChair for INRED 2020'. Below this is a cookie notice: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' A red-bordered box contains the message: 'Session timeout! You have to log in again.' The login form has two input fields: 'User name:' and 'Password:'. Below the fields is a red 'Log in' button. Underneath the form, there are three links: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'. A hand icon points to the 'create an account' link. A dashed blue box on the right contains the text: 'Ahora pulse sobre “create an account” para crear su usuario EasyChair.'

Una vez pulsado sobre “[create an account](#)”, aparecerá esta pantalla de confirmación:

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](#).

No soy un robot

reCAPTCHA
Privacidad - Condiciones

Continue

Realizada correctamente la verificación anterior, aparecerá la siguiente pantalla:

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**

First name[†] (*):

Last name (*):

Email address (*):

Retype email address (*):

Continue

Introduzca su nombre, apellidos y dirección de email

[†] 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, you can use a space. You may also be interested about [our policy for using personal information](#).

La dirección de email es muy importante, puesto que será donde recibirá un correo para activar su usuario en EasyChair. Si la dirección de email no es correcta, no podrá acceder a dicho correo y no será posible finalizar la creación de su usuario.

Una vez rellenados los datos, pulse el botón **Continue** y la plataforma le confirmará que su petición de usuario ha sido realizada con éxito, indicándole que ha recibido un correo en la dirección de email que usted ha suministrado con las instrucciones para proceder a la creación definitiva del usuario:



Account Application Received

We received your application. A mail with further instructions has been sent to the email address [@su_dirección_de_email](#)

If You Do not Receive the Instructions

If you do not receive our mail 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.

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, your mail server may spend a lot of time checking incoming mail for spam.

"Reply-me" mail protection.

Some mailers, when receiving a mail 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 get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

Mail box problems and quotas

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

Anti-spam filters

It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

General connection problems

There might be general connection problems, for example your mail server may be unreachable for a long time.

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, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account.

You can repeat your application at any time. Another mail will be sent to you.

Ahora acuda a su cuenta de correo y busque un mensaje recibido desde *EasyChair*. Pulse sobre el **link** que le propone el correo para finalizar la creación del usuario.

EasyChair <noreply@easychair.org>

para mí ▾

Dear

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

<https://easychair.org/account/create?code=clolD8QtscchxfcyLWM>

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

Please be aware that this is an unmonitored email alias, so please do not reply to this email.

To contact EasyChair use the EasyChair contact Web page

<https://easychair.org/contact>

Al pulsar sobre el link propuesto por el correo recibido, se le abrirá en el navegador el formulario para rellenar los datos. ¡Éste es el último paso en la creación de su usuario EasyChair!

Create an EasyChair Account: Last Step



Hello Xavier Illana! 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*:

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*:

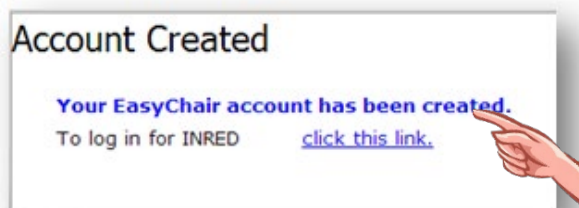
[Create my account](#)

Recuerde introducir su usuario

Asegúrese de rellenar los campos marcados con un (*).

Para finalizar su registro, pulse el botón [Create my account](#)

En este momento, **su usuario ha sido creado** y puede acceder a la plataforma mediante su usuario (**user name**) y su contraseña (**password**), pulsando sobre el link que le propone la pantalla de confirmación:





También puede acceder en cualquier otro momento **a través de la URL:**

<https://easychair.org/conferences/?conf=inred2020>

Le saldrá una pantalla como la de nuestro usuario ficticio:

INRED 2020	
Conference Information	
Acronym of the event:	INRED 2020
Name of the event:	VI Congreso de Innovación Educativa y Docencia en Red 2020
Web page:	http://inred.blogs.upv.es
Contact emails:	inred@upv.es
Submission page:	https://easychair.org/conferences/?conf=inred2020

BRAVO!

Ahora ya, una vez ha conseguido registrarse en la plataforma **EasyChair**, sólo le queda el último y más importante paso: **el envío del paper**.

¡VAMOS A ELLO!

2. Cómo enviar el *PAPER* al Congreso INRED 2020

Una vez creado su usuario, está en disposición de enviar su *paper*. Para ello, tiene que ingresar en *EasyChair* con su nombre de usuario y contraseña y pulsar sobre **New Submission** en la barra de menú que le aparece en la parte superior de la pantalla.

EC INRED 2020 (author) Help / Log

New Submission | Submission 1 | INRED 2020 | News | EasyChair

New Submission for INRED 2020

Please note that INRED 2020 has several tracks but new submissions are allowed only for one track (INRED 2020).

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 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 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.

Si es la primera vez que envía una comunicación, la plataforma le presentará las “Condiciones del servicio” (*Terms of Service*). Una vez leídas deberá marcar el check **“I agree to these Terms of Service”** y aceptarlas pulsando el botón

EasyChair Terms of Service

The EasyChair Terms of Service have changed. To continue using EasyChair you **must agree to our new Terms of Service** as presented below. To agree to these terms, tick the box below and click on "Continue". You can **download** these Terms of Service by clicking on "Download". If you **disagree** with these Terms [click here to sign out](#).

These Terms of Service are relatively new. We are collecting feedback from our users that will be used to improve or clarify the terms. If you have questions or remarks, please send them to us through the "Contact" link under the menu item "Terms of Service".

I agree to these Terms of Service

EasyChair Terms of Service

Thank you for choosing EasyChair!

(1) Terms and Conditions of Service

1.1 Cool Press Ltd ("we" or "us" or "Cool Press") provides EasyChair Conference Management services (the "Service") that allow you to manage document submission, reviewing, publishing, program generation, content management, registration, user management, email management and monitoring, and accounting for conferences, workshops, journals,

Una vez aceptadas las condiciones del servicio se le presentará la pantalla siguiente, donde tendrá que rellenar toda la información referente al *paper* que desea presentar.

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 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 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) (click here to add an associate)

First name[†]:

Last name *

Email: *

Country: *

Organization: *

Web page:

corresponding author
 presenter

Author 2 (click here to add yourself) (click here to add an associate)

First name[†]:

Last name *

Email: *

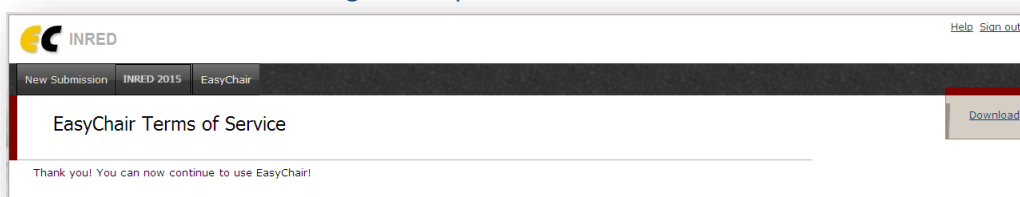
Country: *

Organization: *

Web page:

En esta pantalla incluirá los siguientes elementos de información: autores; título de la comunicación, abstract, *paper* y otra información (elección de ámbito temático), y palabras clave.

¡OJO! Si en lugar de la pantalla anterior le saliera ésta:



Pulse de nuevo en **“New Submission”** y le llevará a la pantalla mostrada anteriormente para introducir los datos de autores.

- ✓ **AUTORES (Authors).** En esta zona de la pantalla le aparecen distintas cajas para rellenar la información de los autores del *paper*. **Debe rellenar una ficha como la siguiente para cada autor y es necesario completar todos aquellos campos marcados con (*)**.



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

First name[†]:

Last name *

Email: *

Country: *

Organization: *

Web page:

corresponding author
 presenter

Para añadir sus datos en alguna de las fichas de autor, simplemente pulse en “**(click here to add yourself)**” y se completarán los campos con los datos de su usuario *EasyChair*.

Rellene tantas fichas como autores tenga su *paper*. Aquellos autores marcados como “***Corresponding author***” recibirán un email comunicándoles la presentación del *trabajo*. Al menos uno de los autores debe ser marcado como “***Corresponding author***”.

La pantalla le presenta fichas para incluir inicialmente hasta tres autores, si necesita incluir más autores pulse en el texto “**(click here to add more authors)**” que aparece tras la ficha del tercer autor.

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]:

Last name *

Email: *

Country: *

Organization: *

Web page:

corresponding author
 presenter



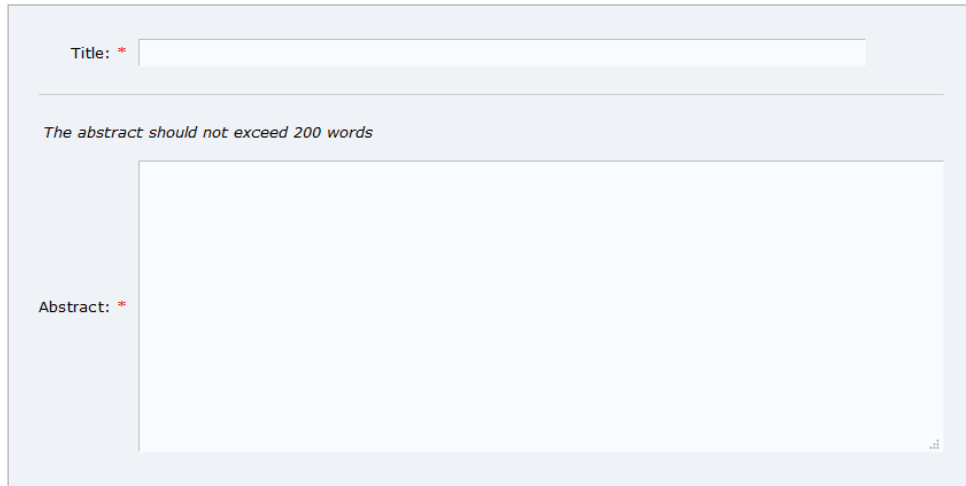
Click here to add more authors

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

- ✓ **TÍTULO, ABSTRACT (Title, Abstract).** Introduzca el título y el abstract (Tienen que ser textos planos, no deben contener caracteres HTML), cuya longitud está limitada a 200 palabras.

Title and Abstract

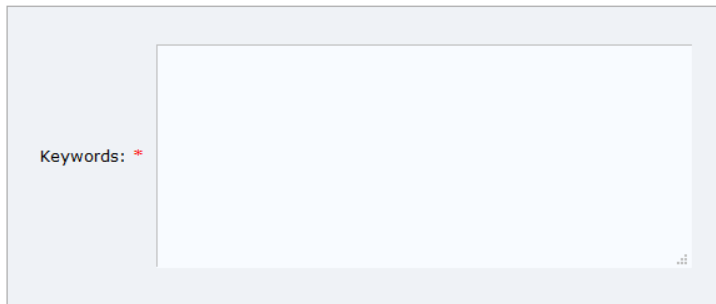
The title and the abstract should be entered as plain text, they should not contain HTML elements.



- ✓ **PALABRAS CLAVE (Keywords):** En esta pantalla, incluya al menos **tres** palabras clave que caractericen su contribución. Introduzca **UNA POR LÍNEA** (sin comas, guiones, puntos, etc.)

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.

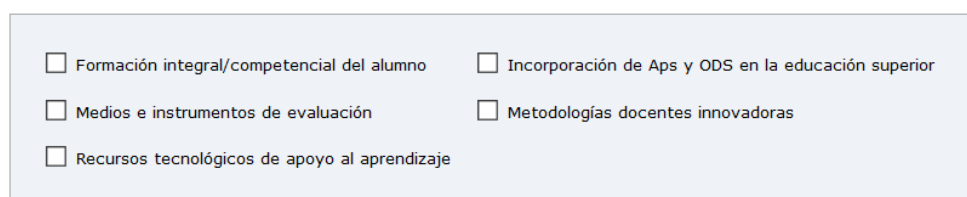


- ✓ **TOPICS**

Seleccione la temática sobre la que presenta el trabajo:

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics.



✓ **FILES**

Para formalizar la presentación de su trabajo **es necesario adjuntar el fichero de su comunicación con la [plantilla facilitada](#)**

Files

The following part of the submission form was added by INRED 2020. It has neither been checked nor endorsed by EasyChair

Paper. * Por favor, envíe su trabajo. El trabajo debe estar en formato word (.docx), o en caso de l^ateX en formato pdf.

No se ha seleccionado ningún archivo.

✓ **¿PREPARADO? (Ready?)**

Una vez rellenado todos los datos anteriores ya puede pulsar el botón para enviar su *paper*.

Ready?

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



¡Pulse sólo una vez el botón!

El envío puede tardar un poco, espere a que el navegador le conteste que el envío se ha realizado correctamente sin volver a pulsar el botón.

Una vez se ha realizado el envío con éxito, se le mostrará un mensaje de confirmación.


Así mismo, cada autor que haya marcado como "Corresponding autor" recibirá un mensaje de email como el siguiente confirmando el envío:



inred2020@easychair.org

INRED 2020 submission 1

Para

 Se han quitado los saltos de línea adicionales de este mensaje.

Dear authors,

We received your paper:

Authors :

Title : Programación

Number : 1

The paper was submitted by  <inred2020@easychair.org>

Thank you for submitting to INRED 2020.

Best regards,
EasyChair for INRED 2020.

Y... **¡Enhorabuena, ha finalizado el proceso!**

Una vez aceptada la contribución, **la organización se pondrá en contacto con usted** para comunicarle la aceptación o no del paper.

¡GRACIAS!