



The ACTION call uses the EasyChair platform to manage the submission, review and notification processes. EasyChair is the most popular conference management software, being used for thousands of events worldwide. We build on the previous successful use of EasyChair to run similar calls and events in using the software to select candidates for the ACTION citizen science accelerator.

This document will explain the steps applicants must follow to make an application to the ACTION call through EasyChair.

1. The first step is to register for EasyChair. If you already have an EasyChair account, you may use your existing account and can skip to step 5. Otherwise, select **create an account** from the following screen:

A screenshot of the EasyChair login page. The page has a white background with a grey header and footer. The header contains the EasyChair logo (a yellow 'E' and 'C' in a circle) and the text "EasyChair The world for scientists" on the left, and "Help / Log in" with a chair icon on the right. The main content area is titled "Log in to EasyChair for ACTION 2019-2020" and includes a small disclaimer: "EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org." Below this is a login form with two input fields: "User name:" and "Password:". A red "Log in" button is positioned below the password field. At the bottom of 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](#)". The footer contains the text "Copyright © 2002 - 2019 EasyChair".

2. Click the box to indicate that you are not a robot. You may be asked to complete an additional task such as a captcha or image tagging task:

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

Continue

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3. Fill in the form with your first name, last name and email address and retype your email address to confirm its accuracy:

EasyChair
The world for scientists

Help / Log in

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 *
Last name *
Email: *
Retype email address: *

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](#).

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4. At this stage you will receive a confirmation email to the email address which you inserted into the form. Please find that email and click the confirmation link. The link should then redirect you to the ACTION open call page.
5. If you are not redirected or you already have an EasyChair account, please visit the ACTION [submission page](#) and log in using your account.
6. You will be asked which track you wish to submit to. Please select the ACTION 2019 track. The ACTION 2020 track is not currently open for submissions and your application may not be considered if you select the wrong track:

ACTION 2019-2020 (author) Help / Log out

New Submission ACTION Premium News EasyChair

Select a Track

ACTION 2019-2020 Submission Instructions
This conference has its own instructions for authors. Press the button below to read these instructions.

[Read ACTION 2019-2020 submission instructions](#)

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

ACTION 2019
 ACTION 2020

[Continue](#)

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7. You will then be asked for several details related to your application. The first of these is the author information, including first name, last name, email, country and organisation, as well as an optional web page if you wish to add it. While EasyChair will fill some or all of this information by default, please ensure it is accurate as we will use this information to contact you about your application:

ACTION 2019-2020 (author) Help / Log out

New Submission ACTION Premium News EasyChair

New Submission for ACTION 2019-2020

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

ACTION 2019-2020 Submission Instructions
This conference has its own instructions for authors. Press the button below to read these instructions.

[Read ACTION 2019-2020 submission instructions](#)

(ACTION 2019)

Author Information

Please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the author. It will not appear in public Web pages of this conference.
- **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.

Author

First name*: Bob
 Last name*: Smith
 Email*: Bob.Smith@email.com
 Country*: United Kingdom
 Organization*: Bob Smith Enterprises
 Web page:

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8. On the same page, you will be asked for a title and a minimum of three keywords for your application. These keywords will help us to classify your application internally and assign it to the most suitable reviewers. You will also be asked for the name and a brief profile of your organisation

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: *

Other Information and Files

Organisation name. * The name of the organisation submitting the proposal. Consortia need to select one organisation to lead. This organisation will make the submission.

Organisation profile. * Describe your organisation in a few lines. If you are submitting on behalf of a consortium, mention your partners as well.

9. At the end of this page, you will be asked to confirm your name and role at the organisation, as well as to confirm that you have permission to submit the application on behalf of your organisation. At this point you should upload the completed short proposal document (maximum **4 pages**, in **PDF** format) and the declaration of honour (in **PDF** format):

Your name. * Name of the person submitting the application.

Your role. * Your role in the organisation you are affiliated with.

Permission to submit. Confirm you have the permission to submit the proposal on behalf of your organisation, or for multiple participants, on behalf of the consortium.

I am allowed to submit the proposal on behalf of my organisation/consortium.

Short proposal. * Upload your completed proposal as PDF. You can find the template at actionproject.eu/apply-2019.

No file selected.

Declaration of honour. * Upload the signed and dated declaration of honour as PDF. You can find this document at actionproject.eu/apply-2019.

No file selected.

Ready?

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

10. At this point, you will be shown a confirmation screen with the details of your completed application. Please check this screen carefully for any errors. We highly recommend you check both uploaded files (by clicking the relevant icons) to ensure that they appear correctly:

ACTION 2019-2020 (author) Help / Log out

New Submission Submission 5 ACTION Premium News EasyChair

ACTION 2019-2020 Submission 5

The submission has been saved!

Paper 5

Title: Title

Short proposal: (Jul 25, 13:20 GMT)

Declaration of honour: (Jul 25, 13:20 GMT)

Track: ACTION 2019

Author keywords: Key
Word
Here

EasyChair keyphrases: citizen science (96), citizen science project (47), action open call (47), successful applicant (40)

Submitted: Jul 25, 13:20 GMT

Last update: Jul 25, 13:20 GMT

Organisation name: Org

Organisation profile: Orrrg

Your name: Bob Smith

Your role: Bob

Permission to submit: I am allowed to submit the proposal on behalf of my organisation/consortium.

Authors					
first name	last name	email	country	organization	Web page corresponding?
Bob	Smith	neal.reeves@soton.ac.uk	United Kingdom	Bob Smith Enterprises	✓

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11. If there are any issues with the submission or if you later need to change any of the details, you can do so by selecting the update information, update authors or update files links. Please note, you may change any or all of the information and files within your application at any point prior to the closure of submissions on the 31st of October at 12pm (noon) CET. We cannot accept any changes after this time.

12. Selecting update information will return you to the question fields for steps 8 and 9, during which time you can update any or all of the information contained in these fields:

ACTION 2019-2020 (author) Help / Log out

New Submission Submission 5 ACTION Premium News EasyChair

Update ACTION 2019-2020 Submission 5

Update files

To update information about the submission, fill out the following form and press the "Update Information" button.

Title: *

Type keywords, one per line, to characterize your submission. You must specify at least three keywords.

Keywords: *

Organisation name (*). The name of the organisation submitting the proposal. Consortia need to select one organisation to lead. This organisation will make the submission.

Org



Organisation profile (*). Describe your organisation in a few lines. If you are submitting on behalf of a consortium, mention your partners as well.

Orrrg

Your name (*). Name of the person submitting the application.

Bob Smith

13. Selecting update authors will allow you to correct the information inserted during step 7, including the first and last name of the submitting author, email, country and web page:



[Help / Log out](#)

[New Submission](#) | [Submission 5](#) | [ACTION](#) | [Premium](#) | [News](#) | [EasyChair](#)

Author Information for ACTION 2019-2020 Submission 5

[Update submission information](#)

Using this page you can update your information. The use of some fields on the form is explained below.

- **Email** below will only be used for communication, with the authors. It will not appear in public Web pages of this conference.
- **Web page** can be used in the conference Web pages, for example, for producing the program using the EasyChair Smart Program.



This conference is configured to have a single author, so you cannot add more authors.

To **update** any information click on the table cell containing this information.

First name	Last name	Email	Country	Organization	Web page
Bob	Smith	neal.reeves@soton.ac.uk	United Kingdom	Bob Smith Enterprises	

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14. Finally, selecting update files will allow you to upload a new version of the short template and declaration of honour forms:





[Help / Log out](#)

[New Submission](#) | [Submission 5](#) | [ACTION](#) | [Premium](#) | [News](#) | [EasyChair](#)

Update Files for Submission 5

Use the form below to **upload or update** files for your submission.

All files are mandatory and cannot be deleted.

File	Admissible file extensions	Current version
Short proposal (*) . Upload your completed proposal as PDF. You can find the template at actionproject.eu/apply-2019 . <input type="button" value="Browse..."/> No file selected.	PDF (extension pdf)	
Declaration of honour (*) . Upload the signed and dated declaration of honour as PDF. You can find this document at actionproject.eu/apply-2019 . <input type="button" value="Browse..."/> No file selected.	PDF (extension pdf)	

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15. If you log out of EasyChair or leave the page and wish to find these options again, you can find a summary of your application details and make changes by selecting the submission number from the links at the top of the page:

[New Submission](#) | [Submission 5](#) | [ACTION](#) | [Premium](#) | [News](#) | [Alerts](#) | [EasyChair](#)

16. If you have no changes to make, your application is complete and we will contact you when we have completed the reviewing and shortlisting process. Thank you for applying to the ACTION open call.