



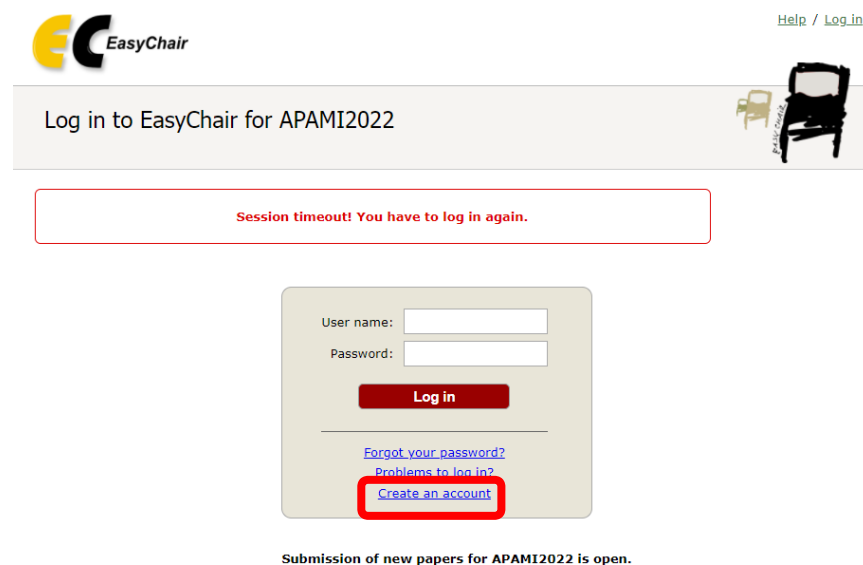
2022 ASIA PACIFIC ASSOCIATION FOR MEDICAL INFORMATICS [APAMI]

EasyChair teaching

(Register and log in, upload documents)

Sign up and log in

1. Please click on the following URL to enter EasyChair:
<https://easychair.org/conferences/?conf=apami2022>
2. After entering the webpage, you will see the following picture noodle.
3. Please log in to your EasyChair account. If you do not have an account, please click create an account to apply for a new account.



The screenshot shows the EasyChair website interface. At the top left is the EasyChair logo. At the top right are links for 'Help / Log in'. Below the logo is a navigation bar with the text 'Log in to EasyChair for APAMI2022' and an illustration of two chairs. A red-bordered box contains the message: 'Session timeout! You have to log in again.' Below this is a login form with the following elements:

- User name:
- Password:
- Log in** button
- [Forgot your password?](#)
- [Problems to log in?](#)
- [Create an account](#) (highlighted with a red box)

Below the login form, it states: 'Submission of new papers for APAMI2022 is open.'

4. Enter your basic information and email address (please fill in the email address correctly):



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 [†] :	*	<input type="text"/>
Last name:	*	<input type="text"/>
Email:	*	<input type="text"/>
Retype email address:	*	<input type="text"/>

[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.](#)

5. You will receive an account verification email
6. Click on the link attached to the letter, enter the necessary information for authentication, Complete the account application.

Upload documents

1. Please click "make a new submission" to upload your documents:

APAMI2022 (2022 ASIA PACIFIC ASSOCIATION FOR MEDICAL INFORMATICS)

You are logged in to APAMI2022 (2022 ASIA PACIFIC ASSOCIATION FOR MEDICAL INFORMATICS).

Use the links below to access APAMI2022.

Author

- [make a new submission](#)

2. Please enter author

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Web page:

corresponding author

3. Please fill in your literature

[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 first and last name, [read the Help article about names](#).

Title and Abstract

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

Title: *	<input type="text"/>
Abstract: *	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>

Keywords

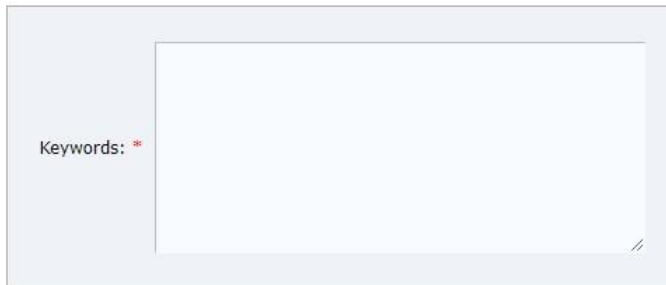
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
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4. Select your document pdf file and click "Submit".

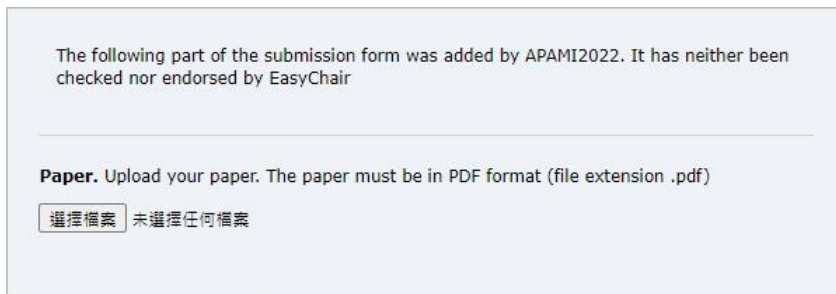
Keywords

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.



A screenshot of a web form section for entering keywords. On the left, the text "Keywords: *" is displayed. To the right is a large, empty rectangular text input area with a light blue background and a thin border. A small cursor icon is visible at the bottom right corner of the input area.

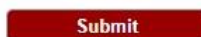
Files



A screenshot of a web form section for uploading files. At the top, a disclaimer reads: "The following part of the submission form was added by APAMI2022. It has neither been checked nor endorsed by EasyChair". Below this is a horizontal line. Underneath the line, the text says: "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)". At the bottom, there is a button with the Chinese text "選擇檔案" (Select file) and the status "未選擇任何檔案" (No files selected).

Ready?

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



A red rectangular button with the word "Submit" written in white text.

5. After the upload is successful, you will see your document information and receive a system confirmation email.