



II. ULUSLARARASI İSLAM VE BİLİM SEMPOZYUMU 2018  
26 - 29 EKİM, 2018, İSTANBUL, TR  
<https://easychair.org/conferences/?conf=ubs2018>  
Easychair Yazarlar İçin Kullanım Kılavuzu

## EASYCHAIR KONFERANS YÖNETİM SİSTEMİ YAZARLAR İÇİN KULLANIM KILAVUZU

EasyChair ile ilgili herhangi bir sorun yaşamanız durumunda, [ubadsekretery@gmail.com](mailto:ubadsekretery@gmail.com) adresine bildirebilir veya aşağıda iletişim bilgileri verilen kişilere ulaşabilirsiniz.

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### EasyChair Yazarlar İçin Kullanım Kılavuzu

## 1. EasyChair Nedir?

EasyChair dünya genelinde yaygın olarak kullanılan bir konferans yönetim sistemidir. Bu sistem sayesinde yazarların bildirimlerini/bildiri özetlerini sisteme gönderebilmesi ve program kurulunun bildirimleri değerlendirilmesi çevrimiçi ortamda olmakta ve daha kolay bir hâl almaktadır. UİBS2018 sempozyumu için de bildiri yönetimi EasyChair sistemi üzerinden gerçekleştirilmektedir. Bu sisteme <https://easychair.org/conferences/?conf=ubs2018> bağlantıyı kullanarak ulaşabilirsiniz.

## 2. Üye Olma ve Giriş Yapma

EasyChair’de bir konferansa üye olmak gibi bir durum yoktur. Bunun yerine kullanıcı EasyChair sistemine üye olur ve herhangi bir sempozyuma/konferansa bildirimini yollayabilir. Örneğin; bir yazar sadece UİBS2018 sempozyumuna üye olamaz. Bunun yerine EasyChair’e üye olur ve ardından UİBS2018 için oluşturulmuş bağlantıyı (sayfanın en yukarisında verilen bağlantı) kullanarak sempozyumuna bildiri yollayabilir. EasyChair’e üye olmak için aşağıdaki adımlar takip edilebilir.

- <https://easychair.org/conferences/?conf=ubs2018> adresine tıklayın. Karşınıza gelecek ekran şekil-1’deki gibi olacaktır. Bu ekrandan 1 numara ile gösterilmiş “sign up for an account” bağlantısına tıklayın.

number 1.

EasyChair  
The world for scientists

Help / Log in

Log in to EasyChair for UİBS2018

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.

User name: korayozsoy  
Password: \*\*\*\*\*  
Log in

If you have no EasyChair account, [create an account](#)  
Forgot your password? [click here](#)  
Problems to log in? [click here](#)

Figure 1

Şekil 1



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- b. Karşınıza çıkacak ekran şekil-2'deki gibi olacaktır. Ekranda gördüğünüz güvenlik kodunu girip "continue" butonuna tıklayınız.

### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.



Şekil 2

- c. Daha sonra şekil-3'teki ad, soyad ve e-posta alanlarını doldurup, "continue" butonuna basınız.

### 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 <sup>†</sup> (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>

[Continue](#)

<sup>†</sup> 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.](#)

Şekil 3



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- d. Şekil 4'teki ekran görüldükten sonra, 3. aşamada verdiğiniz e-posta adresine şekil 5'teki gibi bir e-posta gidecektir.

Account Application Received



We received your application. A mail with further instructions has been sent to the email address korayozsoy32@gmail.com.

**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. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

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

Şekil 4

EasyChair account confirmation Inbox x



EasyChair <noreply@easychair.org>

to me

Dear Koray Ozsoy,

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

<https://easychair.org/account/create.cgi?code=nXyK7kwmXvUKpGLIfiA1>

Best regards,  
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

Şekil 5



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- e. Şekil 5'teki 2 numara ile gösterilen bağlantıya tıklayın. Karşınıza şekil 6'daki ekran gelecektir. Bu ekranda size sorulan bilgileri doldurup "Create my account" bağlantısına tıklayın.

Enter your personal data.

First name<sup>\*</sup>:

Last name (\*):

Organization (\*):

Your personal Web page:

---

Enter your address.

Phone:

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

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Enter your account information. Note that user names are case-insensitive

**User name \*\*\*\*\* is available!**  
Available names: \*\*\*\*\*

User name (\*):

Password (\*):

Retype the password (\*):

**Create my account**

Şekil 6

- f. Karşınıza gelecek ekran şekil 7'deki gibi olacaktır. Bu aşamaya kadar başarıyla geldiyse EasyChair'e üye oldunuz demektir.

Account Created

**Your EasyChair account has been created.**

To log in for 3Dprintturkey 2018 [click here.](#)

Şekil 7

- g. Artık <https://easychair.org/conferences/?conf=ubs2018> bağlantısına tıklayıp belirlemiş olduğunuz kullanıcı adı ve şifreyle giriş yapabilirsiniz.



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### 3. Bildiri Gönderme

Sisteme giriş yaptıktan sonra şekil 8. deki gibi ekran görüntüsü karşınıza gelir.

#### UİBS2018 (II. Uluslararası İslam ve Bilim Sempozyumu)

You can log in to UİBS2018 using any of the following roles:

- [chair](#)
- [CFP manager](#)

This conference accepts new submissions. You can log in as an author to make a submission:

- [enter as an author](#) **click**

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)



Figure 9

Yeni bir bildiri yüklemek için şekil 9'da görüldüğü üzere **New Submission** yazısını tıklamanız gerekmektedir. Bu işlemi yaptıktan sonra şekil 10'da görüldüğü gibi yazar(lar) ve bildiri hakkında bilgileri gireceğiniz alanları doldurmanız yeterli olacaktır. Alanların doldurulmasından sonra aynı ekran alanında altta yer alan **Uploads** kısmında bildirinizi sisteme yükleyip **Submit** butonuna basarak bildirinizi sisteme yükleme işlemi tamamlarsanız.

#### New Submission for UİBS2018

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 of the authors 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 authors who are not corresponding. 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](#)) ([click here to add an associate](#))

First name†:

Last name (\*):

Email (\*):

Country (\*):

Organization (\*):

Web page:



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**Author 2** ([click here to add yourself](#)) ([click here to add an associate](#))

First name<sup>†</sup> (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:

corresponding author

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

First name<sup>†</sup> (\*):   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:

corresponding author

**Click here to add more authors**

<sup>†</sup> 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**

**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 (\*):

**Uploads**

The following part of the submission form was added by 3Dprintturkey 2018. It has neither been checked nor endorsed by EasyChair

**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!**

Şekil 10