



# Getting Started with EasyChair





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# 1. Setting Up Your Account

First of all, you'll need to register an account with EasyChair. If you have used EasyChair at other conferences, you can use your EasyChair account as it is. In that case, please proceed to [2.Submitting Papers.](#)

If you would like to create a new account, please follow the steps below.

1) Go to <https://easychair.org/conferences/?conf=seatuc2025> and click [Create account].



Home Log in

## Log in to EasyChair for SEATUC 2025

Submission of new papers for SEATUC 2025 (South East Asian Technical University Consortium Symposium 2025) is open.

Email address or user name: \*

Password: \*

Log in

Useful links:

- [Forgot your password?](#)
- [Create account](#)
- [Problems to log in?](#)

2) It should take you to Account Creation Pages that will confirm that you are a human. Tick the checkbox, fill in the required information, and click [Continue].

私は人間です



hCaptcha  
プライバシー - 条項

First name <sup>?</sup> \* :   
 Last name: \*   
 Email: \*   
 Affiliation: \*   
 Country/region: \*   
 Password: \*   
 Retype password: \*

I agree to the EasyChair Terms of Service

**Continue**

**Affiliation** ▾

- Hanoi University of Science and Technology
- Ho Chi Minh City University of Technology
- King Mongkut's University of Technology Tonburi
- Suranaree University of Technology
- Universiti Teknologi Malaysia
- Institut Teknologi Bandung
- Universitas Gadjah Mada
- Shibaura Institute of Technology

First name	Append the middle name (if any) to the first name.
Last name	If you have only one name, use it as the last name.
Email	Provide your institution's address, if available.
Affiliation	See figure above. If your institution is not a partner university, enter the official name.

3) EasyChair<noreply@easychair.org> will send a verification code to your registered address.

4) Enter the verification code provided in the e-mail and click [Create Account]. The code is valid for 120 minutes.

Verification code: \*

**Create Account**

5) You've registered an EasyChair account.

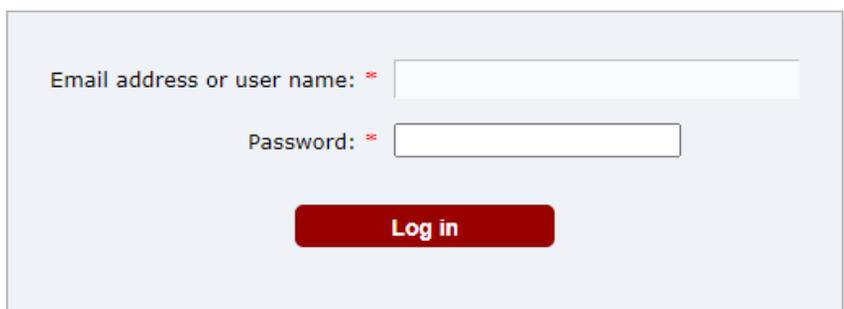
**Account Created**

Your EasyChair account has been created!

[Click here to log in.](#)

# 2. Submitting Papers

1) Go to <https://easychair.org/conferences/?conf=seatuc2025> and log in using the username and password you registered.

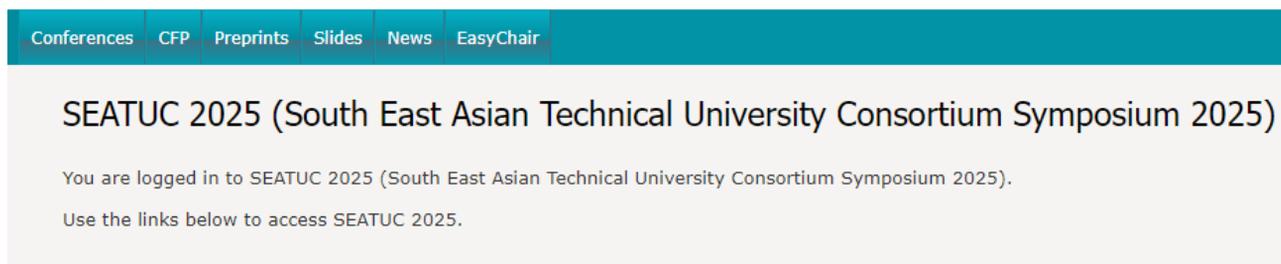


Email address or user name: \*

Password: \*

**Log in**

2) Click [make a new submission].



Conferences CFP Preprints Slides News EasyChair

## SEATUC 2025 (South East Asian Technical University Consortium Symposium 2025)

You are logged in to SEATUC 2025 (South East Asian Technical University Consortium Symposium 2025).  
Use the links below to access SEATUC 2025.

### Author

- [make a new submission](#)

3) Select the track for your paper to be submitted to and click [Continue]. See Call for Papers for more information on sessions and tracks.

Session	
TS-FastTrack	Technical Session –FastTrack
TS	Technical Session
PS	Poster Session
WiPS	Work-in-Progress Session
WS	Workshop Session

Track
1. Mechanical, Mechatronic and Robotics Engineering
2. Electrical and Electronic Engineering
3. Computer Engineering, Computer Science and ICT
4. Earth Science and Environment
5. Civil Engineering, Architecture, Urban Planning and Design
6. Chemical Engineering and Applied Chemistry
7. Materials Science and Engineering
8. Industrial and Manufacturing Engineering
9. Bioscience, Bioengineering and Life Science
10. Basic and Applied Mathematics
11. Business, Technology Management

4) Fill out the Author Information section as the page requests.

Click [\[click here to add yourself\]](#) to enter your account information. Be sure to tick at least one corresponding author. Communications regarding this submission will be sent to the corresponding author(s).

**Presenter must tick the presenter checkbox.**

If you have more than three authors, click [\[click here to add more authors\]](#) link under the third author listing.

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

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Affiliation: \*

Web page:

corresponding author

presenter

5) Scroll down and fill out the Title, Abstract and Keywords section. Remember to include at least three keywords and put each keyword on a separate line.

#### Title and Abstract

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

Title: \*

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: \*

6) Scroll down and upload your manuscript to 【Paper】 field.

•TS-FastTrack、TS、PS、WS…to be peer reviewed

•WiPS…to be checked the format

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

ファイルの選択 ファイルが選択されていません

※For each manuscript format, please download from 【Submission templates】 in the upper right corner of the page.

 SEATUC 2025 (author)

[Docs](#) / [Log out](#)

New Submission | Submission 1 | Templates | Help | Conference | News | EasyChair

New Submission for SEATUC 2025 (TS-5. Civil Engineering, Architecture, Urban Planning and Design)

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 \*.

[Submission templates](#)

#### Author Information

For each author please fill out the form below. Some items on the form are explained here.

7) When you have finished, click 【Submit】 at the bottom of the page. When submitting a manuscript for reviewing/checking, you do not need to submit a file in the 【Camera-ready paper】 field.

8) If everything went correctly, you'll receive an e-mail like below. Confirm your submission number (Red part in the figure below) .

S2 SEATUC 2025 <seatuc2025@easychair.org> 

宛先: [Redacted]

Dear authors,

We received your submission to SEATUC 2025 (South East Asian Technical University Consortium Symposium 2025):

Authors : [Redacted]  
Title : [Redacted]  
Number : [Redacted]   
Track : [Redacted]

The submission was uploaded by [Redacted]. You can access it via the SEATUC 2025 EasyChair Web page

<https://easychair.org/conferences/?conf=seatuc2025>

Thank you for submitting to SEATUC 2025.

Best regards,  
EasyChair for SEATUC 2025.

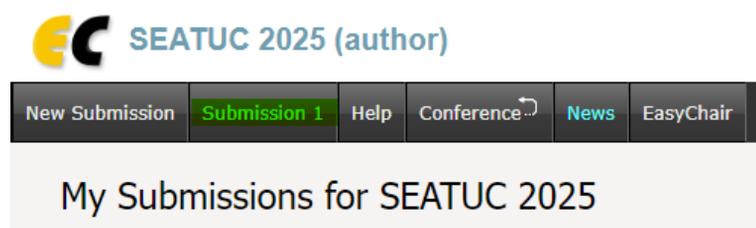
# 3. Submitting Camera-ready and Modifying or Withdrawing a Submission

During the submission period, you may modify your application information, update your submitted manuscript, or withdraw your submission.

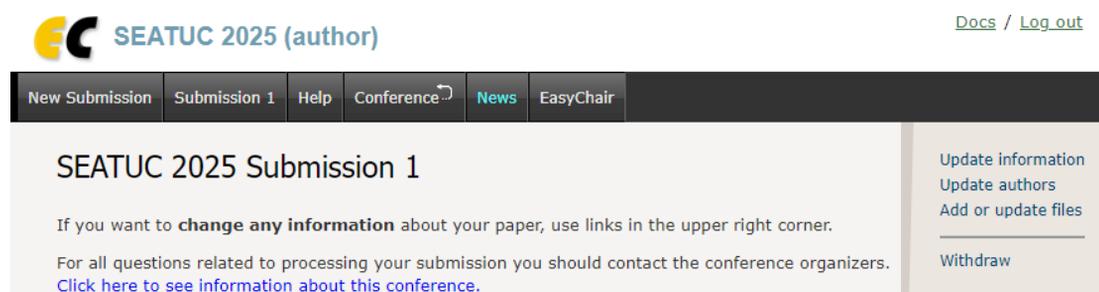
1) Go to <https://easychair.org/conferences/?conf=seatuc2025> and log in using the username and password you registered.

2) In the menu bar at the top, there should be a button labeled [Submission #] (in the figure below, Submission 1) . Click the button to open the submission information page.

※If you have multiple submissions, it will be labeled [My Submission] and have a drop-down list of your submissions.



3) To modify or withdraw your submission, use the links in the upper right corner.



Update information	Modify the Title, Abstract and Keywords
Update authors	Add, modify and/or delete author information
Add or update files	Submit a Camera-ready paper and update the submitted manuscript
Withdraw	Withdraw the submission



**Graduate School Section  
Shibaura Institute of Technology**

**<https://forms.office.com/r/ttK8GUP1PK>**