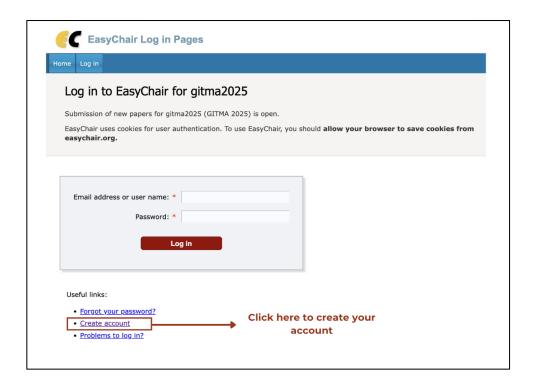


Step-by-Step For Submitting a Paper on EasyChair

The Annual Conference of GITMA June 2-4, 2025

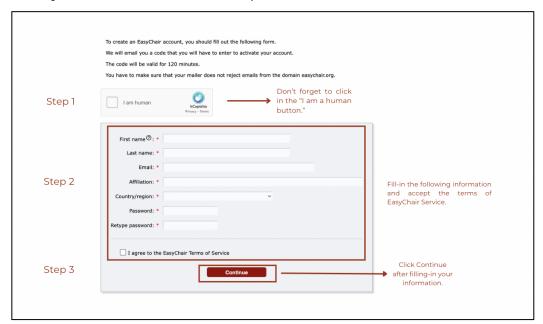
Note: Please make sure to fill in the sections with asterisks as they are mandatory. Otherwise EasyChair won't allow you to continue with the next steps of the submission process.

- 1. Click the following EasyChair link to get started with your submission.
- 2. Once you click the link, **you will need to create an account** if you do not have one yet. However, **if you already have an EasyChair account**, skip steps 2-5.
- 3. Create an Account

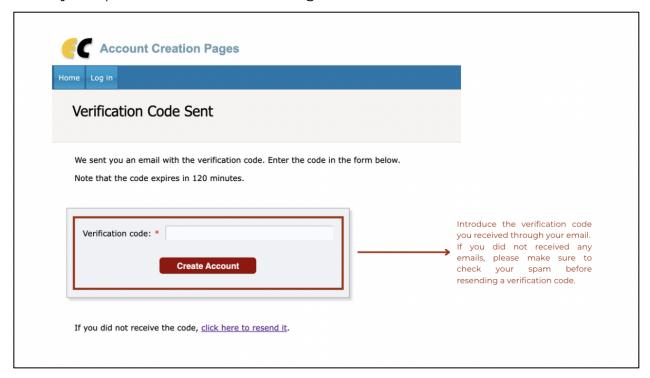




4. Fill in your information and set a password.

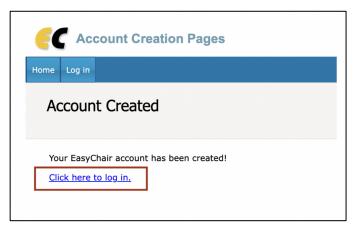


5. Once you have created an account, you will receive an email with a verification code. Introduce such code to verify your account. Please remember to check your spam folder before resending the verification code.

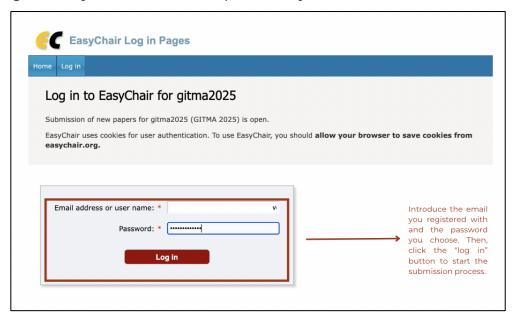




6. Once you have introduced your code, the EasyChair website will redirect you to the following page, please click on the "click here to log in" button in order to log in.

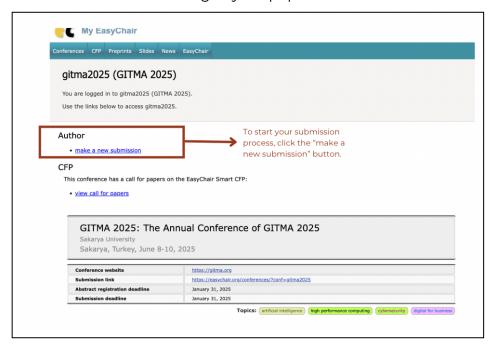


7. Log-in with your email and the password you have created.

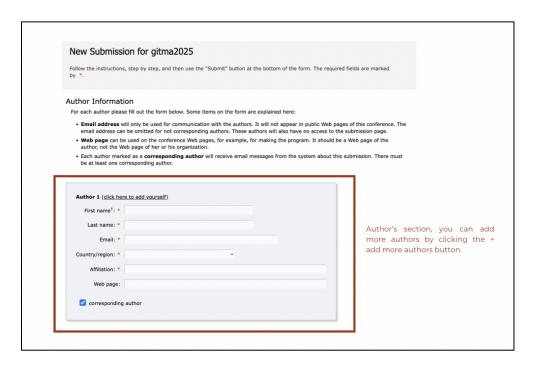




8. Click on the "make a new submission" button found underneath the "Author" headline in order to start filling in your paper's information.

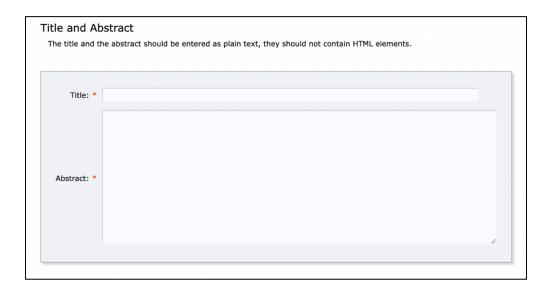


9. Fill in the author or author's information. You can add as many authors as needed by clicking the add another author button.





10. Fill in the Title of your paper and provide an abstract.

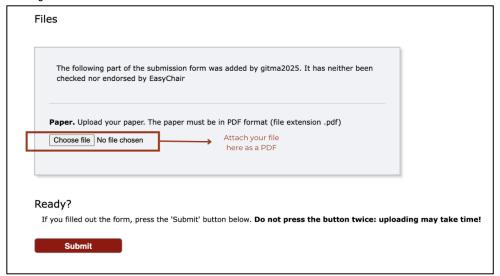


11. Fill in the Keywords section, make use of only one keyword per line.

Example:

AI, E-governance, Education

12. Attach your file in a PFD format.





13. Once you have uploaded your paper press the "submit" button.



- 14. Once you have successfully submitted your paper, you will receive a confirmation email from EasyChair.
- 15. Finally, The GITMA 2025 Conference team will get in touch with you soon to inform you about the next steps.