EasyChair Submission Guide – Inlife 2025

1. Create an EasyChair Account

- Visit https://easychair.org/
- Click on "Sign up for an account" and follow the instructions to create a new account.
- Activate your account via the confirmation email sent by EasyChair.

2. Login and Access the Conference

- Go to https://easychair.org/account/signin
- Log in using your EasyChair credentials.
- After logging in, search for 'INLIFE 2025' or use the direct submission link provided by the organizer (https://easychair.org/conferences?conf=inlife2025)

3. Submit Your Abstract

- Click on "New Submission".
- Fill in the required information such as title, author details, abstract, and keywords.
- Upload your abstract file in PDF or DOC format if requested.
- Click on 'Submit' to complete the abstract submission.

4. Upload Full Paper (after abstract acceptance)

- Once your abstract is accepted, log in again to EasyChair.
- Navigate to your submission.
- Click 'Add file' or 'Update file' to upload your full paper (PDF/DOC).
- Make sure the file meets the formatting guidelines set by the conference.

5. Monitor Submission Status

- Use your EasyChair dashboard to check the status of your paper.
- You may receive updates via email or directly in the system (e.g., reviews, acceptance notice).

6. Tips

- Ensure your file is properly named
- Follow formatting and length requirements.
- Contact the conference secretariat if you face technical issues

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