

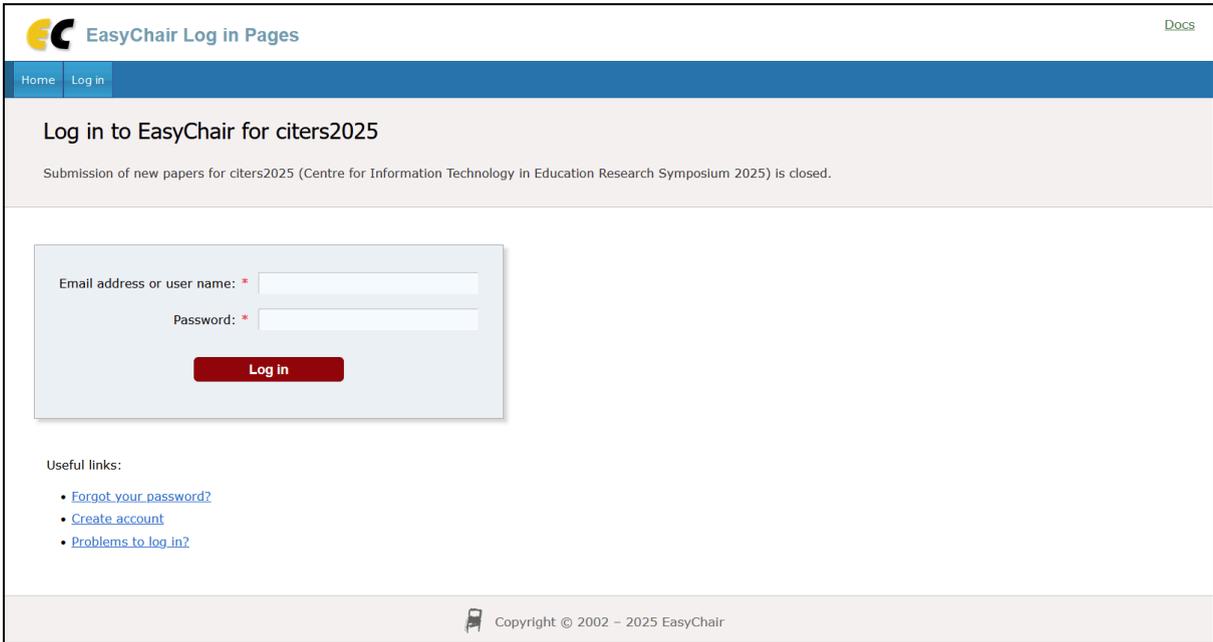
CITE Research Symposium 2025

Instruction for proposal submission through EasyChair

The submission and review of proposals will be made through the EasyChair online platform. Authors will be able to input the abstract, attach files and check the status of the submission.

To send the proposal through the EasyChair Platform, you must enter the following link:
<https://easychair.org/conferences/?conf=citers2025>.

To submit proposals, you must create an account with EasyChair. If you do not already have one, click on the “Create an account” link and follow the steps (see Figure 1, 2 and 3).



The screenshot displays the EasyChair login interface for the 'citers2025' conference. At the top, there is a navigation bar with 'Home' and 'Log in' links. Below this, the main heading reads 'Log in to EasyChair for citers2025'. A message states: 'Submission of new papers for citers2025 (Centre for Information Technology in Education Research Symposium 2025) is closed.' The central part of the page features a login form with two input fields: 'Email address or user name' and 'Password', both marked with an asterisk. A red 'Log in' button is positioned below these fields. Underneath the form, a 'Useful links' section provides three links: 'Forgot your password?', 'Create account', and 'Problems to log in?'. The footer contains the text 'Copyright © 2002 - 2025 EasyChair'.

Figure 1: Home page to create an account on EasyChair

(Continue on page 2)

Create Account

To use EasyChair, you must agree to our [Terms of Service](#).

You may also be interested about [our policy for using personal information](#).

To create an EasyChair account, you should fill out the following form.

We will email you a code that you will have to enter to activate your account.

The code will be valid for 120 minutes.

You have to make sure that your mailer does not reject emails from the domain easychair.org.

I am human  [Privacy - Terms](#)

First name[Ⓜ]: *

Last name: *

Email: *

Affiliation: *

Country/region: *

Password: *

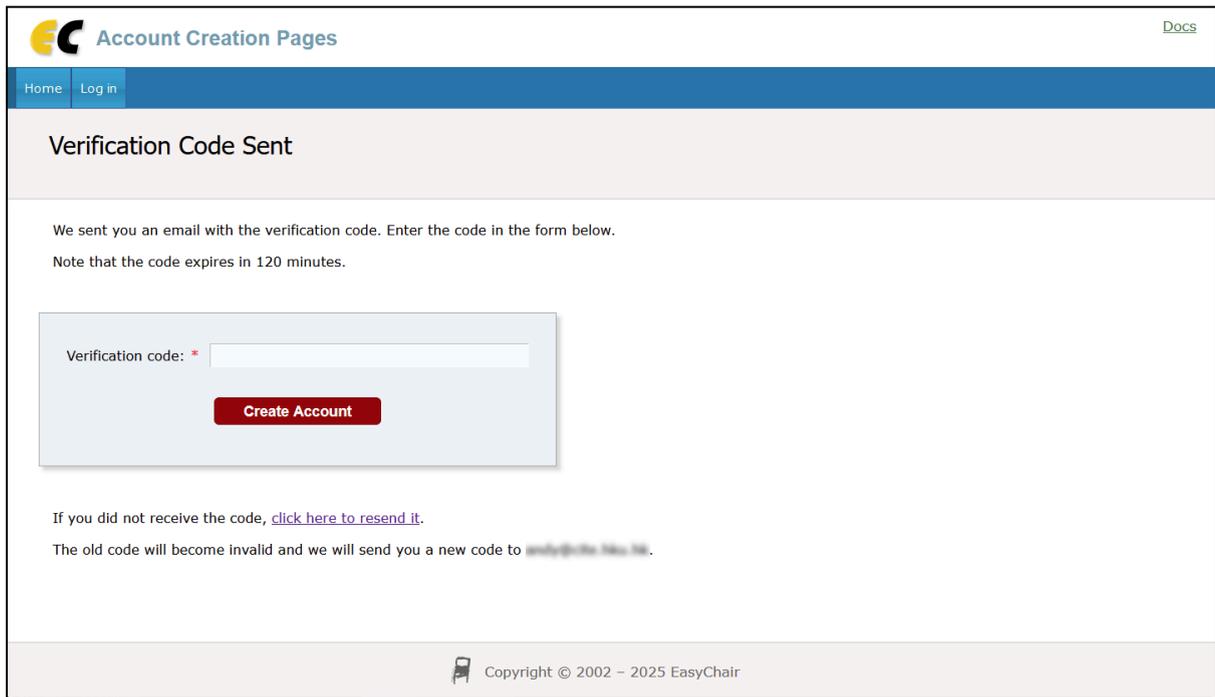
Retype password: *

I agree to the EasyChair Terms of Service

Figure 2: Passing a captcha, then fill out the form with your information

(Continue on page 3)

Once you see the “Verification Code Sent” page (see Figure 4), please check your email for the code, enter it into the “Verification Code” field and click “Create Account”.



The screenshot shows the 'Account Creation Pages' header with a 'Docs' link. Below the header is a navigation bar with 'Home' and 'Log in' links. The main content area is titled 'Verification Code Sent'. It contains the following text: 'We sent you an email with the verification code. Enter the code in the form below. Note that the code expires in 120 minutes.' Below this is a form with a text input field labeled 'Verification code: *' and a red 'Create Account' button. Further down, it says: 'If you did not receive the code, [click here to resend it.](#) The old code will become invalid and we will send you a new code to [\[redacted\]](#).' At the bottom, there is a footer with a printer icon and the text 'Copyright © 2002 – 2025 EasyChair'.

Figure 4: Verification Code Sent

IMPORTANT: Please carefully check your email address when you complete the registration form. The verification code will be sent there to finish creating your EasyChair account (see Figure 5). If you enter a wrong email, you must repeat the entire process.

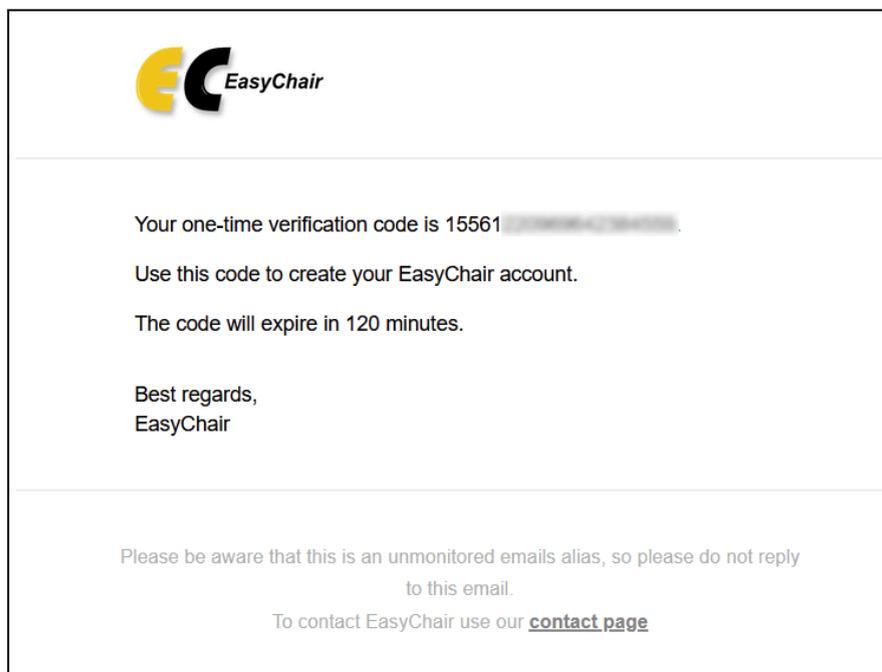


Figure 5: Sample email from EasyChair with the verification code

(Continue on page 4)

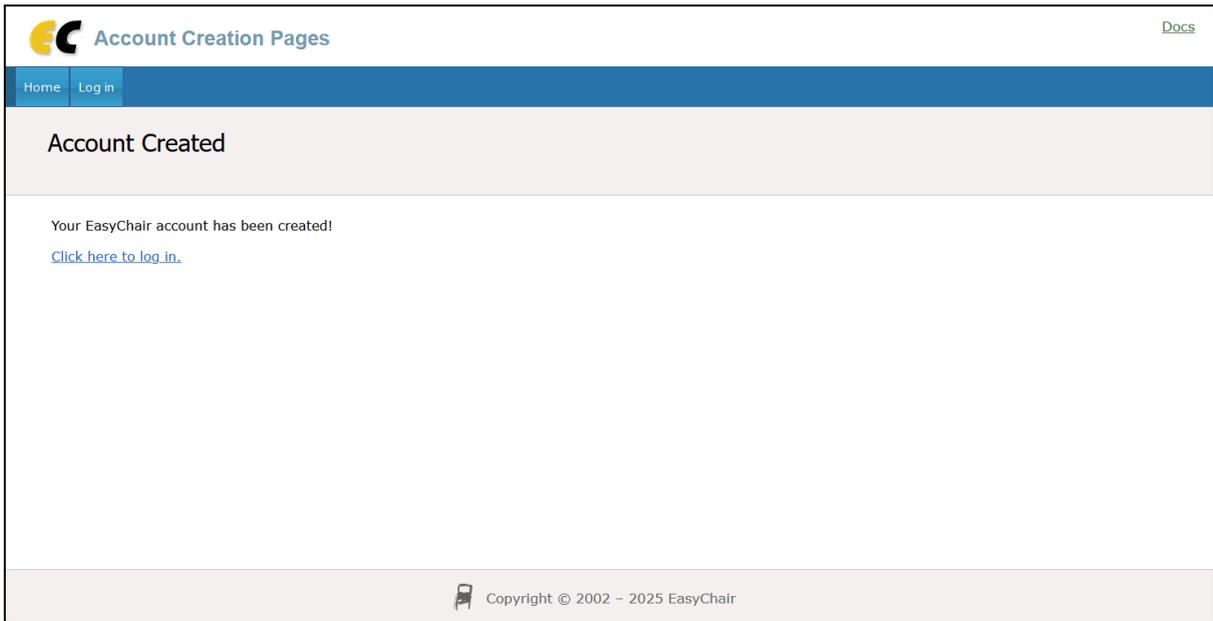


Figure 6: Account created successfully

Once you have your EasyChair account, login with it (you may need to [visit this link](#) again) and click on the “[make a new submission](#)” link under “Author” to submit your proposal (see Figure 7).

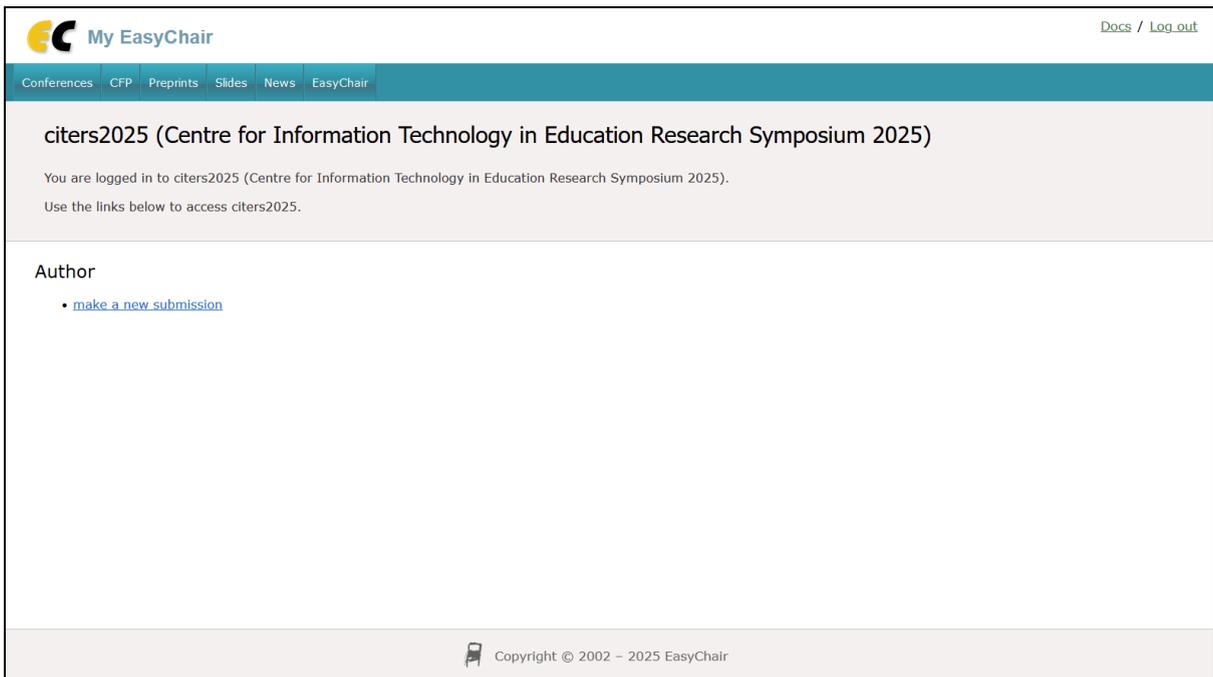


Figure 7: Submission link after login as with the author role

(Continue on page 5)

Make sure you read the provided submission instructions first by clicking on the red “Read instructions” button (see Figure 8).

You should also download the provided submission template by clicking on “Submission templates” on the top-right corner of the page (see Figure 8).

Fill in all the required fields in the submission form and submit your proposal.

New Submission for citers2025

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 *.

citters2025 Submission Instructions

This conference has its own instructions for authors. Press the button below to read these instructions.

Read instructions

Author Information

For each author 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 not corresponding authors. 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.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

Author 1 (click here to add yourself) (click here to add an associate)

First name*:

Last name*:

Email*:

Country/region*:

Affiliation*:

Figure 8: Proposal submission form

If you still have any questions about the submission process, please contact us by email: citers@cite.hku.hk. You can also visit our conference website for the most up to date information here: <https://citters2025.cite.hku.hk>.