THE 21ST INTERNATIONAL CONFERENCE OF HONG KONG SOCIETY FOR TRANSPORTATION STUDIES 10-12 December, 2016

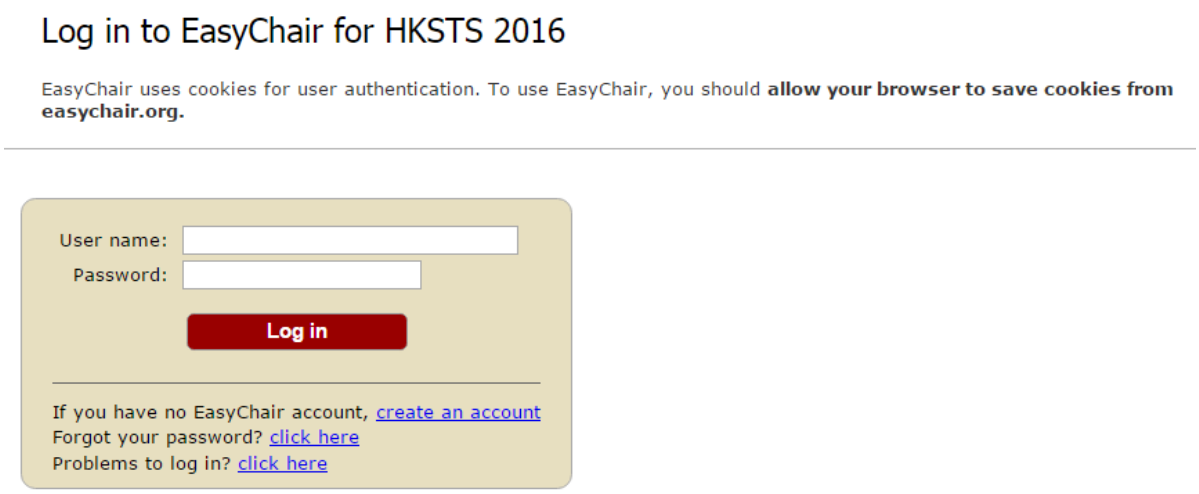
Authors are invited to submit the full paper (in pdf/doc/docx format) to the EasyChair paper management system (https://easychair.org/conferences/?conf=hksts2016) **by the deadline of 15th August, 2016** after receiving the notification of acceptance of abstracts. Please note that submission of papers does not constitute registration for the Conference. All participants must register and pay the appropriate registration fees; for more information, please visit the Conference Website: http://www.hksts.org/conf.htm.

The following guide is intended to support authors during the submission process on the paper management system.

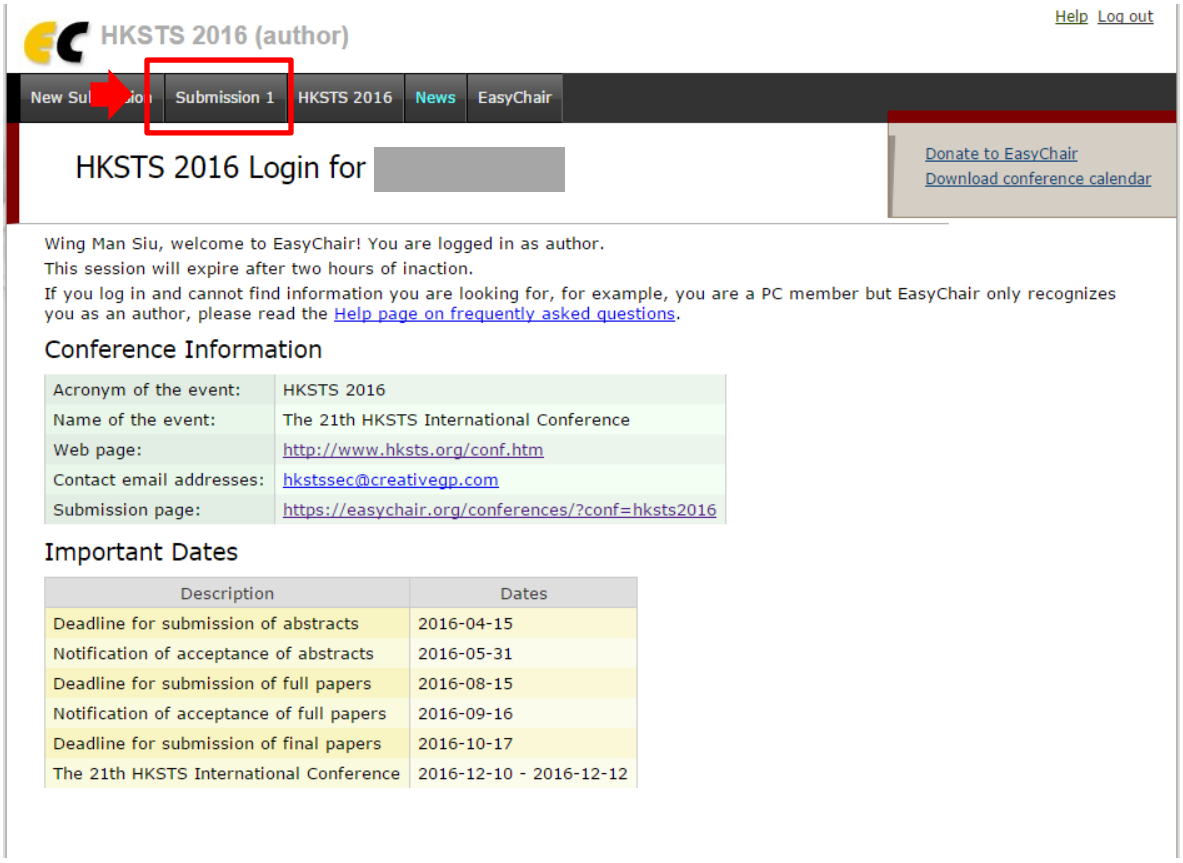
Paper Submission Instructions

1. Please go to the paper management system for HKSTS 2016: https://easychair.org/conferences/?conf=hksts2016 .

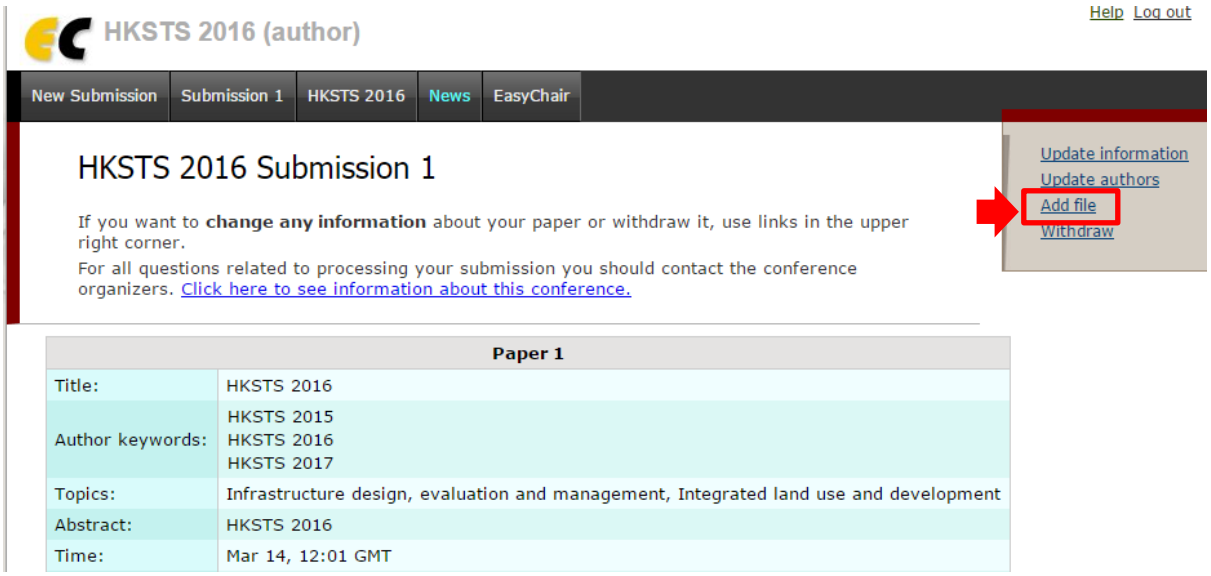
   1.1. Please log in with your username and password. Then click "Log in



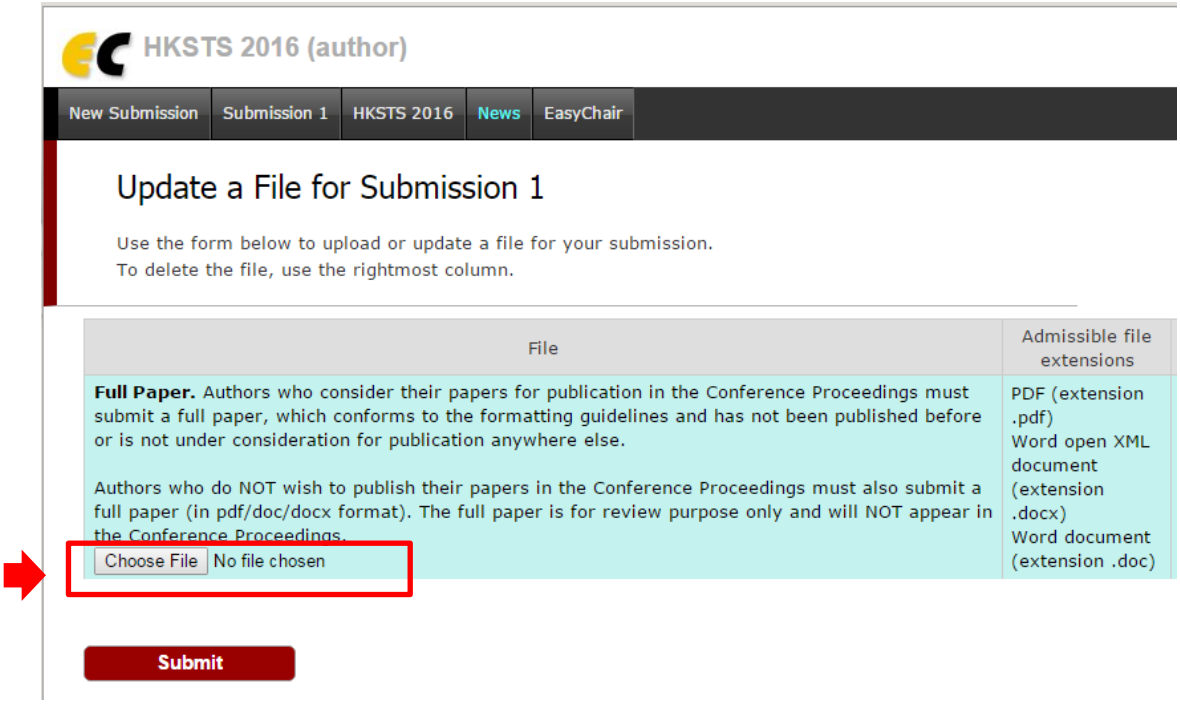
1.2. Click your previous submission (the one with submission number) to a submission of your abstract.



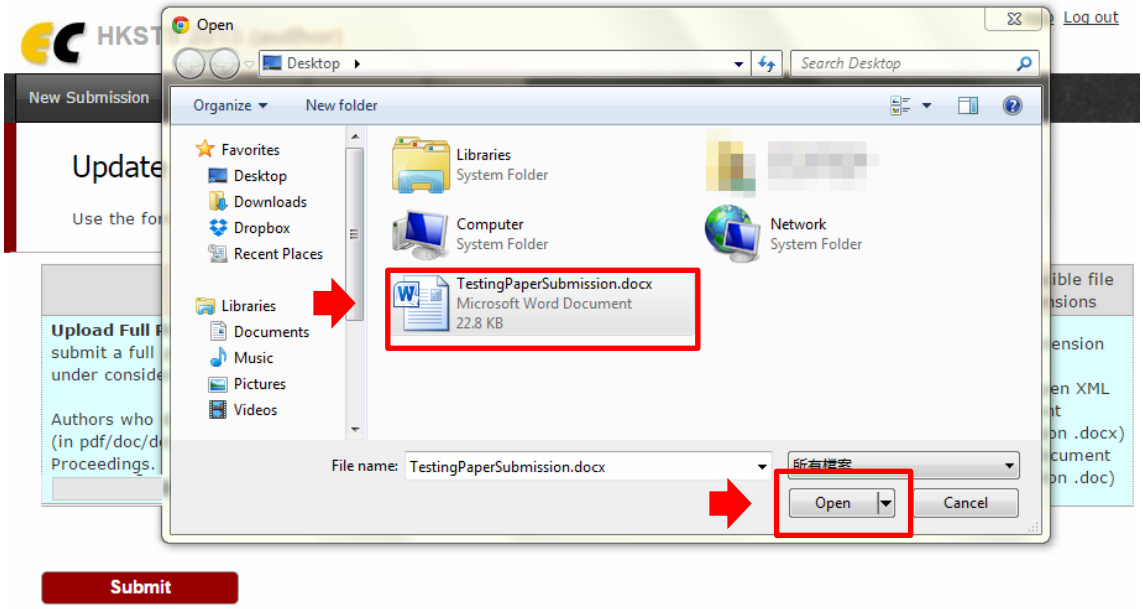
1.3. Click the “Add file” in the upper right corner.



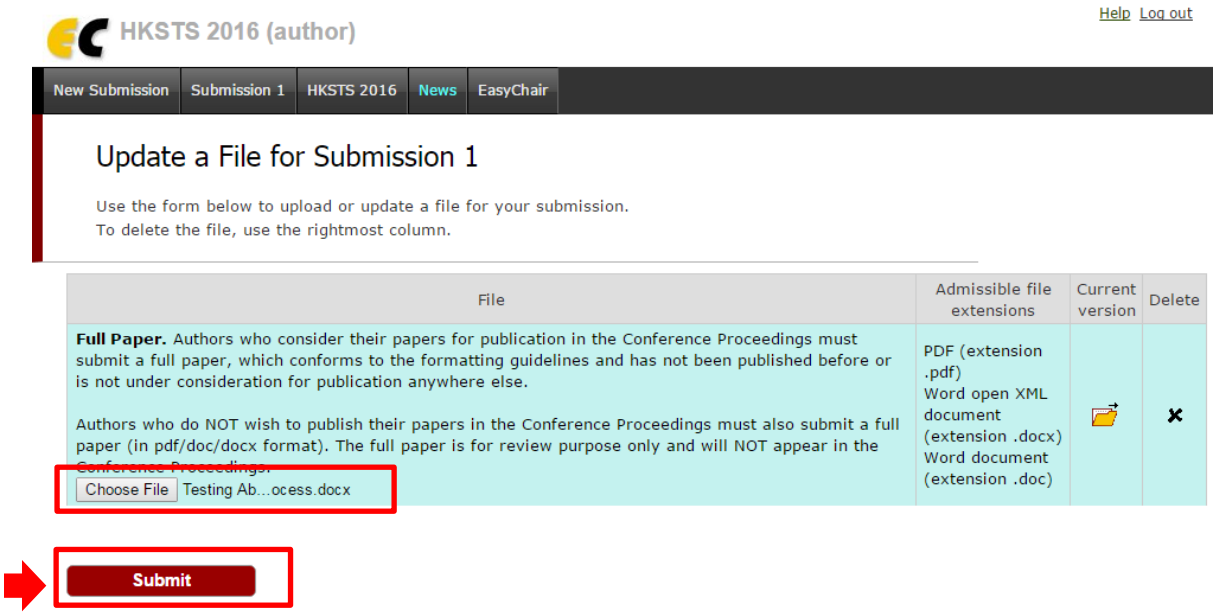
1.4. Please click the “choose file” button to browse the files in your computer.



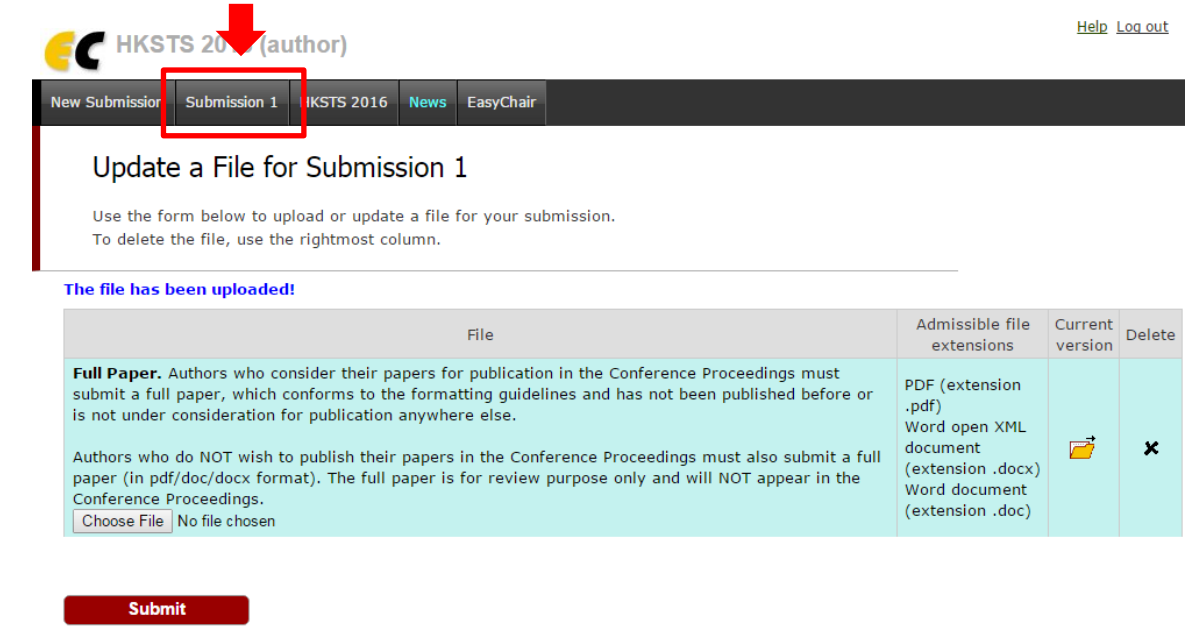
1.5. Please choose document only in pdf/doc/docx format to submit your paper and click “open” to upload the paper.



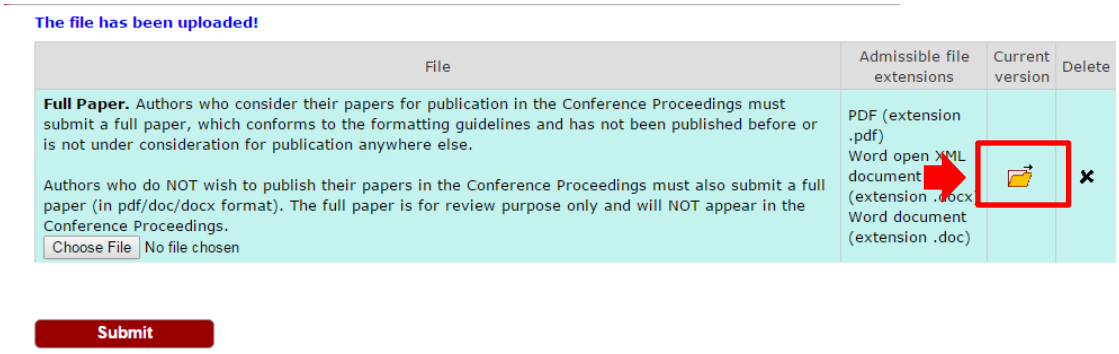
1.6. Once you click “open”, the name of the document would be shown on the webpage. Please check the name and then click “Submit” to finish the submission process.



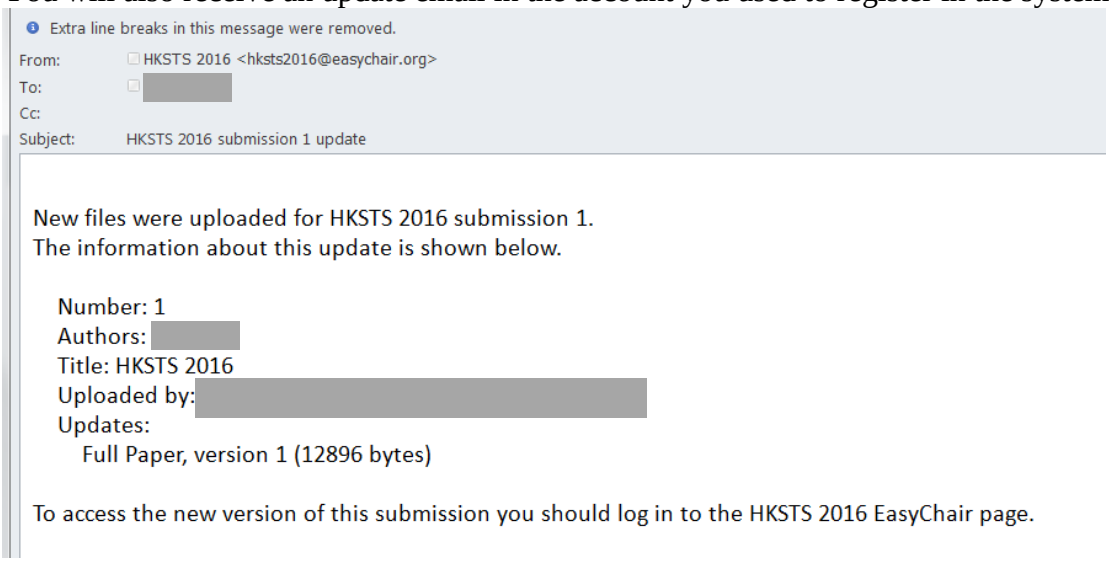
1.7. Upon successful submission, the system will show the status of “File Uploaded”. You can view your submission by clicking the “Submission xxx”.



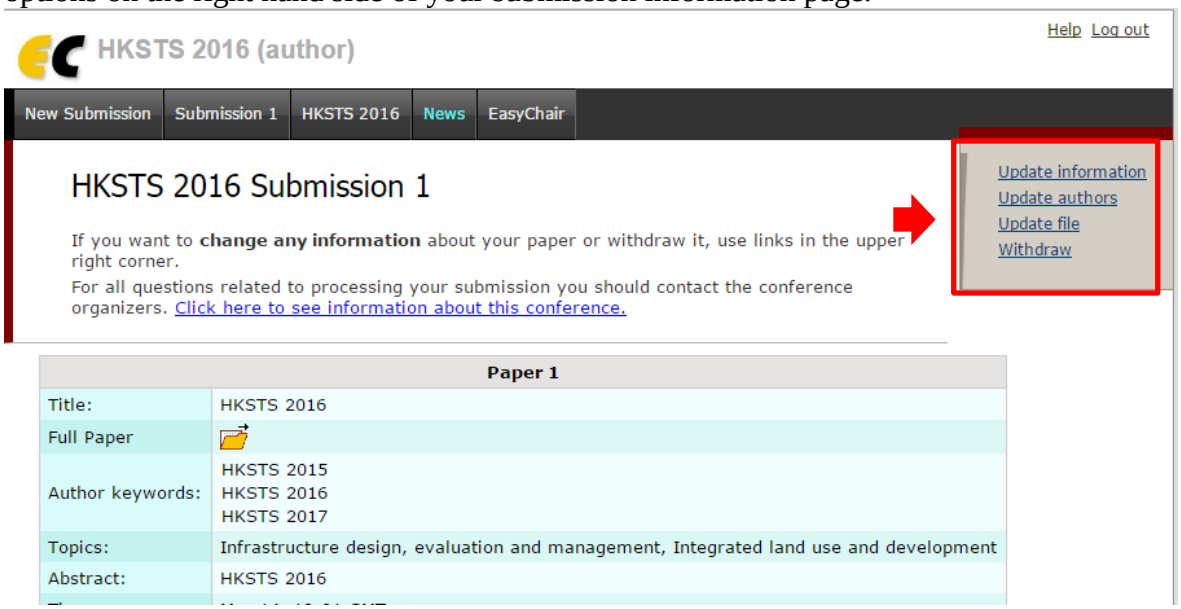
1.8. The yellow folder button shows that your full paper has already been submitted to the system. By clicking the "yellow folder", you can download your paper from the system and compare with your own version of the paper to check if there is anything different.



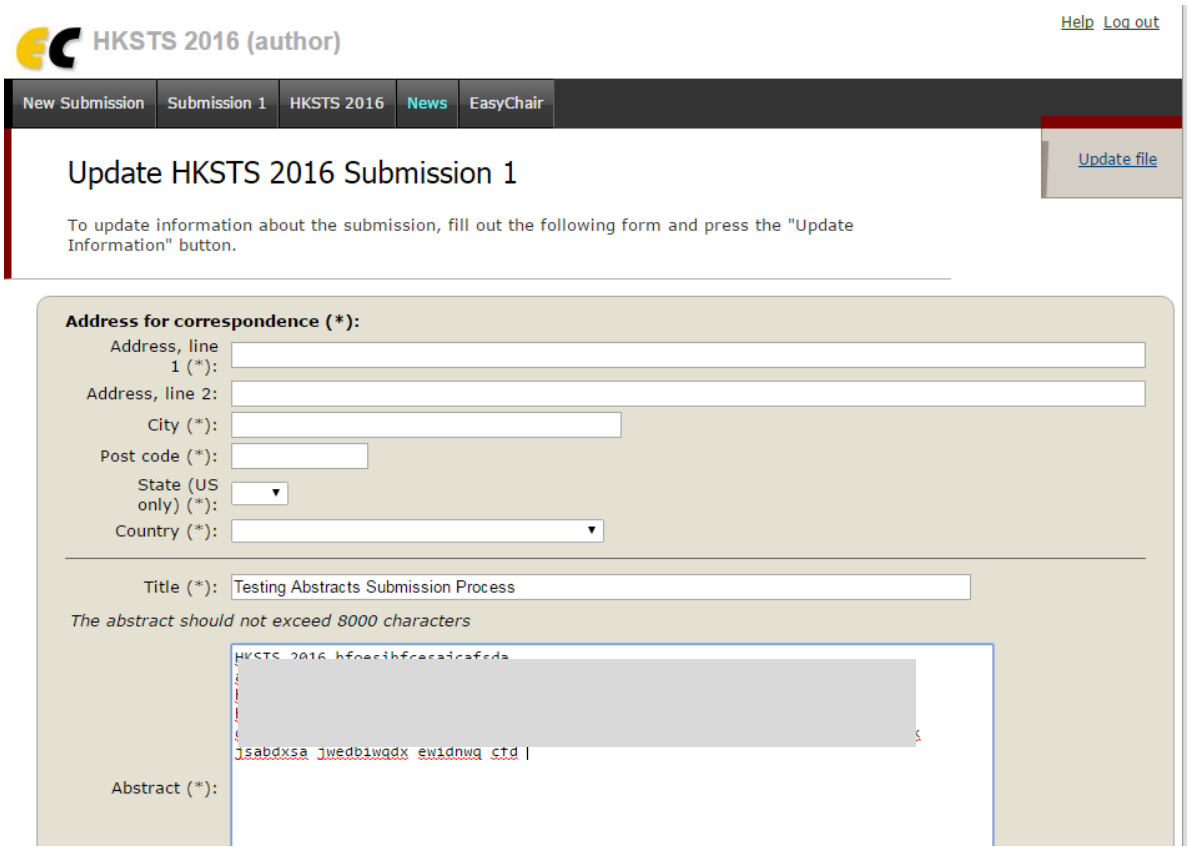
1.9. You will also receive an update email in the account you used to register in the system.

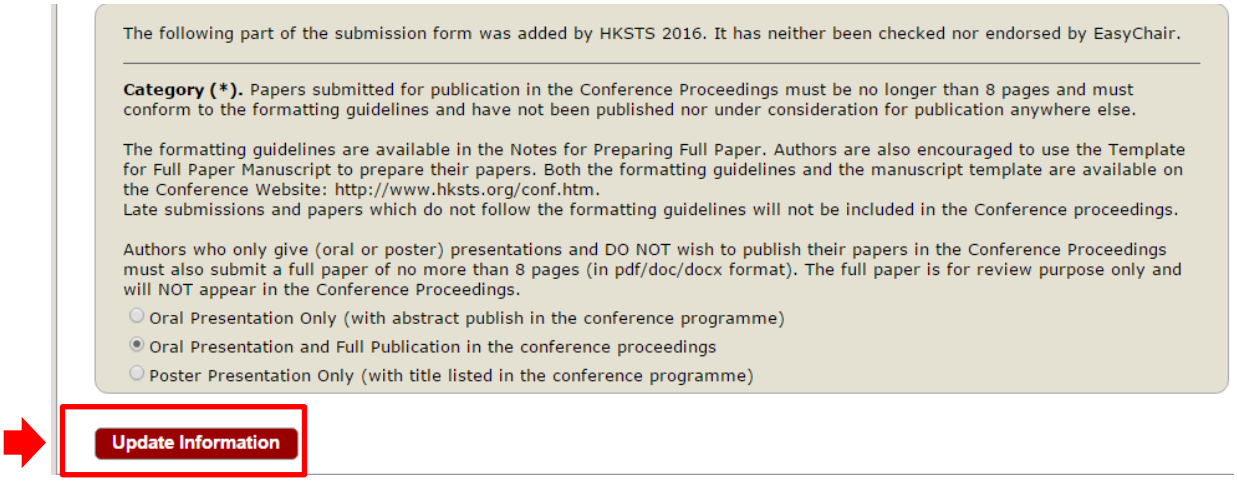


2. If you wish to make certain change about your information or your paper, you can use the options on the right hand side of your submission information page.

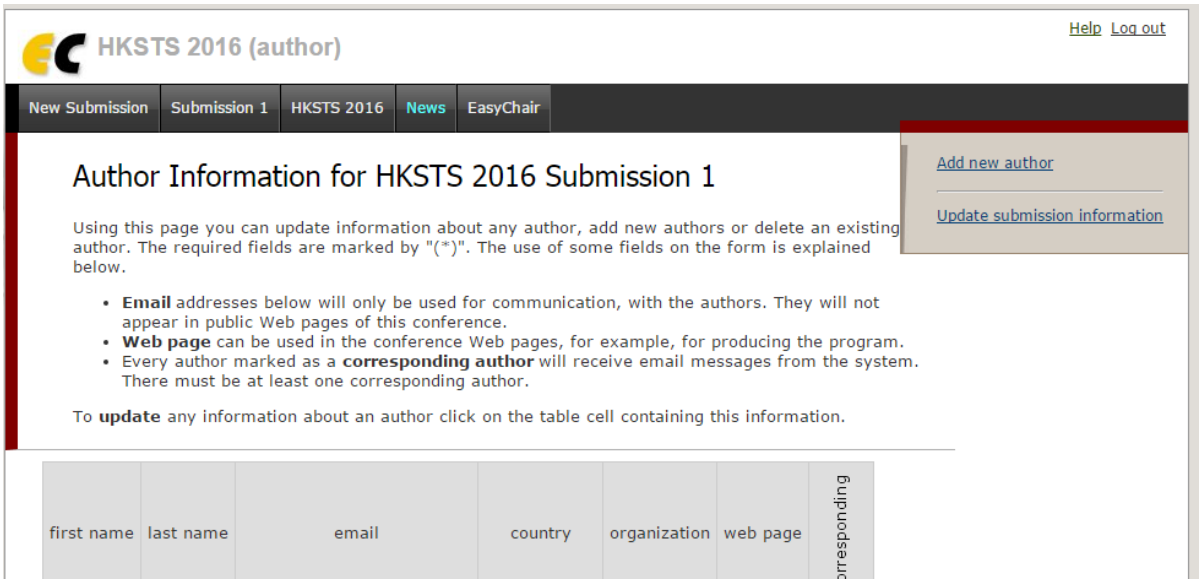


2.1 To change your information, click the "Update information", make the change and click the "Update Information" at the bottom of the page.

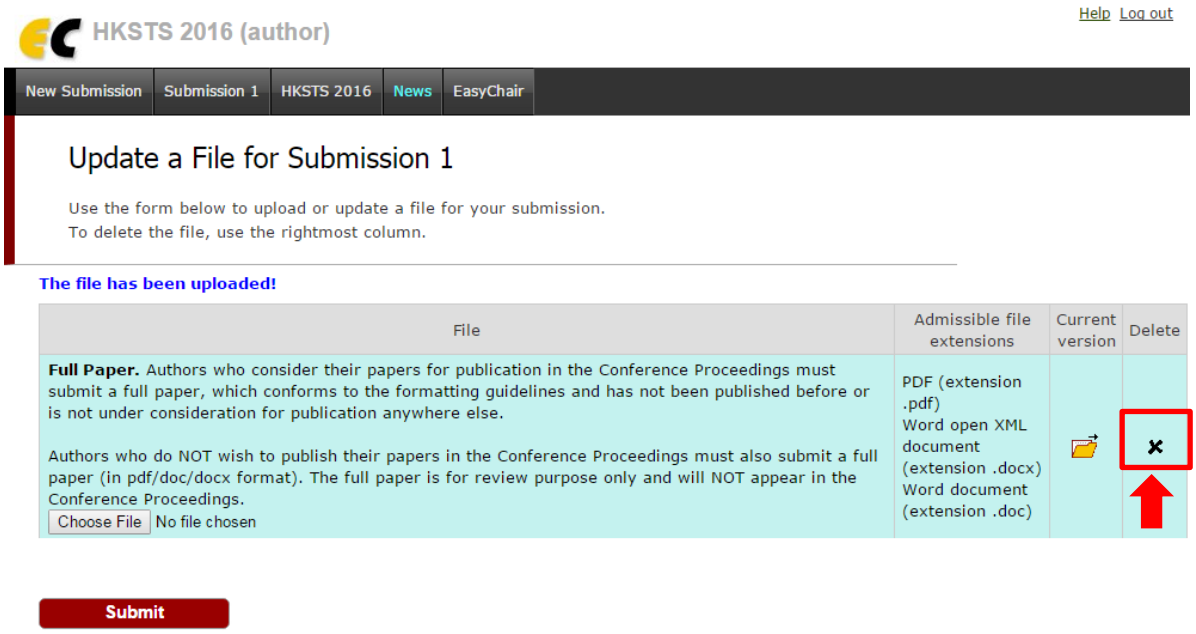




2.2 To change the authors, click “Update authors” and follow the instructions.



2.3 To upload new version of the paper, click “Update file” and click the “Delete” icon in the next page. Then upload the new paper following the previous instructions about paper submission. You will receive new notification email about your update status.



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