

Građevinski fakultet Univerziteta u Beogradu

Korisničko uputstvo za korišćenje EasyChair platforme



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Sadržaj

Sadržaj	2
Spisak slika	2
Šta je EasyChair i čemu je namenjen?	3
Kako se otvara nalog na platformi EasyChair?	3
Prijava apstrakata putem EasyChair platforme	6
Ažuriranje apstrakata	8
Ažuriranje podataka o autorima	10
Postavljanje radova na EasyChair platformu	10
Povlačenje apstrakta i rada sa EasyChair platforme	12
Rezime	12

Spisak slika

Slika 1. Platforma EasyChair	3
Slika 2. Otvaranje naloga na platformi – 1. korak	4
Slika 3. Otvaranje naloga na platformi – 2. korak: unos podataka o korisniku	4
Slika 4. Obaveštenje korisniku da je prijava za otvaranje naloga primnjena od EasyChair-a	strane
Slika 5. Otvaranje naloga na EasyChair platformi – unos detaljnih podataka o korisniku	6
Slika 6. Formular za prijavu apstrakta i slanje rada putem EasyChair platforme	7
Slika 7. Prozor sa podacima o prijavljenom radu	8
Slika 8. Ažuriranje na EasyChair platformi	8
Slika 9. Editovanje apstakta na EasyChair platformi	9
Slika 10. Ažuriranje informacija o autorima	10
Slika 11. Postavljanje celog rada na EasyChair platformu	11
Slika 12. Obaveštenje o uspešno postavljenom radu na platform	11
Slika 13. Povlačenje (brisanje) apstrakta / rada sa EasyChair platforme	12

Šta je EasyChair i čemu je namenjen?

EasyChair je platforma koja omogućava jednostavno prijavljivanje apstrakata i radova za naučno savetovanje putem interneta, kao i recenzirranje svih prijavljenih radova.

Kako bi korisnik poslao apstrakt ili rad za neki naučni skup neophodno je da prvo otvori nalog na *EasyChair* platformi. Jednom otvorne nalog se može koristiti za sve skupove koji koriste *EasyChair* platformu za procesiranje radova i apstrakata.

S obzirom da je sve više naučnih i stručnih savetovanja koja koriste *EasyChair* platformu, Organizacioni odbor naučnog savetovanja SDHI-SDH je odlučio da se od 2018. godine radovi za savetovanje mogu poslati samo putem *EasyChair* platforme.

Kako se otvara nalog na platformi EasyChair?

Platformi se pristupa putem linka http://easychair.org/ .

Otvaranje naloga počinje klikom na link <u>Signup</u> u gornjem desnom uglu (Slika 1), čime se otvara prozor prikazan na slici 2. U ovom prozoru je potrebno da se u prazno polje prekuca slučajno dati tekst i pritisne dugme *Continue*.



Slika 1. Platforma EasyChair

	The world for scientists
Create a	1 EasyChair Account: Step 1
To use EasyCl	air, one should first create an account. The procedure for creating an account is the following.
1. You sho 2. If you t 3. After yo	uld type the text that you see in the image below and click on "Continue". pe the text correctly, you will be asked to fill out a simple form with your personal information. J filled out the form, EasyChair will send you an email with a link that you can use to complete the account crea
Enter the text y the text, click th	u see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot rea a reload image I next to the text.
urbano Bindow	Сператона-

Slika 2. Otvaranje naloga na platformi – 1. korak

Na ovaj način se otvara prozor u kome je potrebno uneti ime, prezime i email adresu korisnika, koja se unosi u dva poslednja polja. Kada se sva polja popune, potrebno je da se klikne na dugne *Continue*.

Create an Easy	Chair Account: Step 2		
Please fill out the followin	g form. The required fields are marked	by (*)	
Note that the most com	mon reason for failing to create an	account is an incorrect emai	il address so please type your
entail address correctly.			
First name [†] ('): Ime		
Last name ('): Prezime		
Email address (*):		
Retype email address ():		
	Continue		

Slika 3. Otvaranje naloga na platformi – 2. korak: unos podataka o korisniku

Dalja uputstva za nalog se šalju korisniku putem unete email adrese, o čemu *EasyChair* daje obaveštenje (Slika 4).

EasyChair The world for scientists	Help / Log in
Account Application Received	
We received your application. A mail with further instructions has been sent to the email address nemannail@yahoo.com.	
If You Do not Receive the Instructions	
If you do not receive our mail with instruction on how to create an account, please read the following information. Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.	
Incorrently-typed annul address This is still the most likely cause of delays. Som mail processing Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam. Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam. Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam. Some mailes, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are s	ent by a computer program, so if your email address uses such a
protection, you will never get our mail, it you have such a protection and it is consigurable, coordigue it to accept mail from the domain easychait.org. Mail box proteins and guidas Some mail sent by EasyChair bounces back because the mail box of the receiver is over guida.	
The possible that your spam filters will classify our mail as spam. Please check your spam mail boxes. General connection problems There might be general connection problems, for example your mail server may be unreachable for a long time.	
Unfortunately, we have no resources to cope with all possible indies of mail server (mis)behavior. If you believe you have a problem related to your mail server and not to solve it grinds, try to get and use an email address from not of major mail hosts, such as a Google Hali, Yahoo Hali, or Hotmail. You will be able to change your email adress in EavyChair or have multiple email addresses associated with your account later.	
You can repeat your application at any time. Another email will be sent to you.	

Slika 4. Obaveštenje korisniku da je prijava za otvaranje naloga primnjena od strane EasyChair-a

Ukoliko je email adresa korektno uneta, korisnik bi trebalo da dobije email sa sledećim sadržajem:

"Dear Ime Prezime,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://easychair.org/account/create.cgi?code=9zH0FcfaKkisD9I8u8IS

Best regards, EasyChair."

Putem linka koji je dobio korisnik pristupa prozoru u koji unosi svoje podatke (Slika 5). Polja na slici 5 koja su označena zvezdicom (*) su <u>obavezna</u>, dok su ostala polja opciona. Takođe, neophodno je da se označi opcioni kvadrat da se korisnik slaže sa uslovima korišćenja *EasyChair* platforme.

Korisničko ime i šifra se definišu u poslednjem delu upitnika na slici 5. Pri zadavanju korisničkog imena treba voditi računa da nisu sva imena dostupna. Ukoliko je neko korisničko ime već registrovano na *EasyChair*-u, program će o tome dati obaveštenje.

Klikom na dugme Create my account procedura za otvaranje naloga je završena.

Dalje informacije na engleskom jeziku u vezi sa otvaranjem naloga mogu se naći na linku <u>https://easychair.org/help/article.cgi?art=account_creation</u>.

o Ana Todorovic! To complete the creation of your account please fill out the following form. You should create the account in 30 minutes, otherwise you will have to fill out this form from scratch. To use EasyChair, you must agree to its Terms of Service (view terms), (download terms), I agree to EasyChair Terms of Service Enter your personal data. First name [†] : Ime Last name (*): Prezime Organization (*): four personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 1 (*): City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
o Ana Todorovic! To complete the creation of your account please fill out the following form. You should create the account in 30 minutes, otherwise you will have to fill out this form from scratch. To use EasyChair, you must agree to its Terms of Service (view terms), (download terms), I agree to EasyChair Terms of Service Enter your personal data. First name [†] : Ime Last name (*): Prezime Organization (*): four personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 1 (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
To use EasyChair, you must agree to its Terms of Service (view terms), (download terms), I agree to EasyChair Terms of Service Enter your personal data. First name [†] : Ime Last name (*): Prezime Organization (*): four personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 1 (*): City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
I agree to EasyChair Terms of Service Enter your personal data. First name [†] : Ime Last name [†] : Prezime Organization (*): Organization (*): Enter your address. Phone: Address, line 1 (*): Address, line 1 (*): City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
Enter your personal data. First name ¹ : Ime Last name (*): Prezime Organization (*): four personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 1 (*): City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
First name [†] : Last name (*): Prezime Organization (*): Your personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 2: City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive Enter your account information. Note that user names are case-insensitive
Last name (*): Prezime Organization (*): four personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 2: City (*): Post code (*): State (US only) (*): Country (*): Tocountry (*): Enter your account information. Note that user names are case-insensitive
Organization (*): Your personal Web page: Enter your address. Phone: Address, line 1 (*): Address, line 2: City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
rour personal Web page:
Enter your address. Phone: Address, line 1 (*): Address, line 2: City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
Phoe: Phoe: Address, line 1 (*): Phoe: Address, line 2: Phoe: City (*): Phoe: Post code (*): Phoe: State (US only) (*): T Country (*): T Enter your account information. Note that user names are case-insensitive
Address, line 1 (*): Address, line 2: City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
Address, line 1 (*): Address, line 2: City (*): Post code (*): State (US only) (*): Country (*): Enter your account information. Note that user names are case-insensitive
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Post code (*): State (US only) (*): Country (*): Inter your account information. Note that user names are case-insensitive
State (US only) (*): Country (*): Terr your account information. Note that user names are case-insensitive
Country (*):
Enter your account information. Note that user names are case-insensitive
User name (*):
User name (*): Password (*):
User name (*): Password (*): etype the password (*):

Slika 5. Otvaranje naloga na EasyChair platformi – unos detaljnih podataka o korisniku

Prijava apstrakata putem EasyChair platforme

Rad ili apstrakt za naučno savetovanje se šalju putem linka za slanje radova koji se nalazi za internet strani savetovanja. Apstrakti i radovi za 19. Savetovanje SDHI-SDH mogu se poslati putem linka:

https://easychair.org/account/signin?l=R47EukG6yZc9p3aBzenmK6#

Putem ovog linka otvara se formular za prijavu apstrakta i podnošenje rada, koji je delom prikazan na slici 6. U ovom formularu treba uneti podatke o svim koautorima, pri čemu treba označiti selektovanjem odgovarajućih opcionih kvadrata koji koutor je odgovoran za korespodenciju, i koji koautor će predstaviti rad na savetovanju. Nekoliko koautora može biti zaduženo za korespodenciju, ali samo jedan može da prezentuje rad na savetovanju.

U drugom delu formulara (koji je prikazan na slici 6) unose se naslov rada, apstrakt, ključne reči i bira se jedna ili više oblasti kojoj taj rad pripada.

EasyChair - korisničko uputstvo



Title (*): Naslov rada za SDHI-SDH 18

```
The abstract should not exceed 300 words
```

```
Apstrakt treba ukratko da predstavi ceo rad, da pruži uvid u metodologiju koja
je primenjena, kratka prikaz najvažnijih rezulta i najvažnije zaključke.
Apstrakt ne bi trebalo da sadrži reference, skraćenice (osim ukoliko se ne radi
o opšte poznatim skraćenicama), žargon, tabele , slike, itd.
```

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.

kliučna reč 1 kliučna reč 2 kliučna reč 3 kliučna reč 4 Keywords (*):			
Topics			
Please select topics relevant to your submission	from the following list.		
Hidrotebnički objekti	Numerički modeli u hidrotebnici		
🗆 Rečna hidraulika	Zaštita od poplava		
🗆 Hidraulika podzemnih voda	🗆 Merenja u hidrotehnici		
🗆 Hidroenergetika	🗆 Uticaj hidrotehničkih objekata na životnu sredinu		
🗆 Komunalna hidrotehnika 🔹 Deterministički hidrološki modeli			
Hidrologija za obnovljive izvore energije	Hidrologija velikih voda		
Padavine kao ulaz za hidrološke analize	Uticaj klimatskih promena na vodne resurse		
Ekohidraulika i ekohidrologija	Upravljanjem čvrstim otpadom		
🗹 Integralno upravljanje vodama			
Uploads			
The following part of the submission form wa Paper. Upload your paper. The paper must l	as added by SDHI-SDH 18. It has neither been checked no be in MS Word format (file extensions .doc and .docx)	or endorsed by EasyChair	
Ready? If you filled out the form, press the 'Submit' but	tton below. Do not press the button twice: uploading	may take time!	
Submit			

Slika 6. Formular za prijavu apstrakta i slanje rada putem EasyChair platforme

Ažuriranje apstrakata

Autori vrlo jednostavno mogu pristupiti svom radu na EasyChair platformi. Prilikom svakog narednog ulaska na platformu, autor će videti listu prijavljenih radova (Slika 7). Svakom radu se može jednostavno pristupiti na dva načina (Slika 7):

- klikom na link Information u nastavku naziva rada, ili
- klikom na dugme *Submission*, koje, ukoliko je autor prijavio nekoliko apstrakata / radova, postaje padajući meni *My Submissions* u kome se može pristupiti svakom od prijavljenih radova.



Slika 7. Prozor sa podacima o prijavljenom radu

C SDHI-	I-SDH	18 (author)							Help / Log out
ew Submission	Submis	ion 1 SDHI-SDH 18 CFP	D News	s Alerts EasyChair					
SDHI-SI If you want t For all quest about this co	DH 1 to chan tions rel	8 Submission 1 ge any information abou ated to processing your sul ce.	it your pa bmission y	oper, use links in the upper right corner. you should contact the conference organizers. <u>Click</u>	. here to see information				Locate informatio Locate authors Add file Withdraw
			Paper 1						
Title:	Ут	ицај климатских промена	на велию	е воде на два слива у Србији					
Author keyword	rds: K/I c/I	дропошки модели IV-light тода пикова иматске промене ив реке Колубаре ив реке Топлице							
Topics:	De	terministički hidrološki mo	deli, Utica	aj klimatskih promena na vodne resurse					
Abstract:	Хи из се жи Ко Сс Ко Сс (п: ве по по пр ре пр	дротехнички објекти се да обрано порвалиот период ефекат клинатсских проме вотин вок већние кодорто позтин вок већние кодорто поку разултата коделоци кој разултата хидропоци окој разултата хидропоци окој разултата хидропоци различки период кој бојбених ексорачења изнад прата (и рабјених за референтки п узултати оваже знализе с узултати оваже знализе с	имензион за. Оцени вна не уко ехничкого ребало за (тицај кли греци Тог ког модел обијени и кидролош нетода пи нати за д ериод. Ре 21. века. в могу кој byчити у "	чику преня доотоцине великих вода чен канатила закое од оснотренет инза, дос плучкуја експлнцитно у прорачун. Како ја пројнатана неколо одекноја, утицај инатоток протина на велике воде на реци инатоток протина на велике за рецијана на при кој сало са решија за свечку кавитила кои пројекција примењења је нетода нетода кои пројекција примењења је нетода нетода кои пројекција на примењења је нетода нетода кој салота и кои кои са реши са редовањих кој са обида на кои недорањечки, објектата, инатото на индикатор повећања неродањих са објектата,					
Submitted:	Jan	15, 13:48 GMT							
Last update:	Jai	15, 14:00 GMT							
				Aut	hors				
first name last	st name	email	country	org	anization	Web page	corresponding?	speaker	
Jasna Pla	dorović avsic	jplavsic@grf.bg.ac.rs	Serbia	University of Belgrade - Faculty of Civil Engineering University of Belgrade - Faculty of Civil Engineering	g,Institute for Hydraulic and Environmental Engineering	http://nikom.grf.bg.ac.rs/	1	1	

Slika 8. Ažuriranje apstrakta na EasyChair platformi

Pristupanjem nekom radu otvara se prozor prikazan na slici 8, gde su prikazani osnovni podaci o autorima, naslov, apstrakt, ključne reči i teme kojima apstrakt pripada.

Apstrakt se može editovati klikom na komandu *Update information*, koja se nalazi u gornjem desnom uglu prozora prikazanom na slici 8. Klikom na ovu liniju otvara se prozor prikazan na slici 9, u kome je moguće menjati naslov i teksta apstrakta, ključne reči i oblasti kojima apstrakt pripada.



Slika 9. Editovanje apstakta na EasyChair platformi

Ažuriranje podataka o autorima

Podaci o autorima se mogu menjati klikom na komandu *Update authors*, koja se nalazi ispod komande *Update information*. Komandom *Update authors* se mogu dodavati / brisati autori, menjati njihov redosled (komanda *Reorder authors*) i ažurirati podaci o njima. Sve izmene koje se odnose na autore se vrše u prozoru prikazanom na slici 10. Klikom na komandu *Update submission information* u gornjem desnom uglu otvara se prozor za editovanje apstrakta kao na slici 9.

	E SDHI-SDH 18 (author)											
New Submiss	ion My Sul	omissions SDHI-SDH 18	CFP N	ews Alerts EasyChair								
Auth	or Info	rmation for SDH	I-SDH	18 Submission 1 author, add new authors or delete an existing	1	Add new author Reorder authors						
author	The use of Email addre	some fields is explained be sses below will only be use pages of this conference.	elow. ed for com	munication, with the authors. They will not a	ppear	Update submissi		ormat	ion			
	Web page of the EasyChai Every author must be at le	in be used in the conferen ir Smart Program. marked as a correspond east one corresponding aut	ice Web pa ing autho hor.	ages, for example, for producing the program	n using em. There	2						
To update	any informa	ation click on the table cell	containin	g this information.								
First name	Last name	Email	Country	Organization	Web page do un			speaker	delete?			
Andrijana	// Todorović	را sdhi.admin@grf.bg.ac.rs	Serbia	University of Belgrade, Faculty of Civil Engineering,Institute for Hydraulic and Environmental Engineering	http://ł	// nikom.grf.bg.ac.rs/	// yes	۲				
Jasna 🥖	Plavsic 🖉	jplavsic@grf.bg.ac.rs 🥖	// Serbia	University of Belgrade - Faculty of Civil 🧳 Engineering		ı	// yes	0	×			

Slika 10. Ažuriranje informacija o autorima

Postavljanje radova na EasyChair platformu

Autori prihvaćenih apstrakata bi trebalo da podnesu ceo rad u formi WORD datoteke (.*doc* i .*docx* ekstenzije) za savetovanje putem *EasyChair* platformu. Svi radovi moraju biti oblikovani prema šablonu koji se nalazi na internet strani savetovanja.

Ukoliko se rad postavlja na platformu naknadno (po odobrenju apstrakta), potrebno je najpre otvoriti prozor za ažuriranje apstakta klikom na link *Information* u nastavku naziva rada, ili *Submission / My Submissions*. Zatim je potrebno komandom *Update information* u gornjem desnom uglu (Slika 8) otvoriti prozor za editovanje apstrakta (Slika 9). U ovom prozoru potrebno je odabrati komadu *Add file*, čime se otvara prozor prikazan na slici 11, gde je potrebno definisati putanju do datoteke (*Choose file*), i potvrditi unos (*Submit*).

Nakon postavljanja rada na *EasyChair* platformu, autor dobija obaveštenje da je rad postavljen, a u prikazu apstrakta se nalazi i polje *Paper* (Slika 12), gde se nalazi link prema radu.





ew Submission My	Submissions SDHI-SDH 18 CFP ^C News EasyChair
SDHI-SDH If you want to c For all questions here to see info	H 18 Submission 3 thange any information about your paper, use links in the upper right corner. Is related to processing your submission you should contact the conference organizers. Click Withdraw
	The file has been uploaded!
	Paper 3
Title:	GLUE Conditioned Flow Projections Under Climate Change
Paper:	🚰 (Jan 24, 16:07 GMT)
Author keywords:	Climate Change Flow projections HBV-light Hydrological Signatures GLUE Method
Topics:	Deterministički hidrološki modeli, Uticaj klimatskih promena na vodne resurse
Abstract:	Climate change impact on water resources is generally quantified in terms of relative changes in characteristic flows (e.g. annual runoff, median annual flows, etc.) over a future period compared to the baseline one. These changes are estimated under the assumed emission scenarios and with one or more modelling chains (combinations of the Global and Regional Climate Models, and a hydrological model). Since different modelling chains (icombinations of the Global and Regional Climate Models, and a hydrological model). Since different modelling chains yield different projections, estimates of these relative changes are uncertain. High prediction uncertainty is reflected in a wide 90 per cent prediction uncertainty band (90PPU) or in a distribution that resembles the uniform distribution. Therefore, research in robustness of the modelling chains has been conducted. The goal of the research is to appoint higher probabilities to the projections obtained by the more robust chains, and in that way reduce the uncertainty in flow projections under climate change. In this research, the hydrologic projections are conditioned on the hydrologic signatures over the baseline period. High flow projections (2nd percentile of the daily flows) are conditioned on the high-segment of the flow duration curve (FDC), projections of the median flows are conditioned on the FDC mid-segment. The projections of total annual runoff are conditioned on the entire FDC. The likelihoods are quantified in terms of Nash-Sutcliffe efficiency coefficient (NSE) evaluated from the FDCs of the flows simulated by the modelling chains and the observed FDC.
Submitted:	Jan 18, 12:48 GMT
Last update:	Jan 24, 16:06 GMT

Slika 12. Obaveštenje o uspešno postavljenom radu na platform

Rad se može postaviti na platformu zajedno sa apstraktom (samo za autore radova po pozivu). U sekciji *Uploads* u dnu prozora za prijavu apstrakta (Slika 6) potrebno je definisati putanju do datoteke klikom na dugme *Choose file*, a zatim potvrditi unos klikom na dugme *Submit*.

Povlačenje apstrakta i rada sa *EasyChair* platforme

Apstrakt i rad, ukoliko je postavljen, mogu se jednostavno povući (obrisati) sa platforme komandom*Withdraw* (gornji desni ugao u prozoru za editovanje apstrakta, Slika 8). Ovo znači da apstrakt neće biti štampan u knjizi apstrakata, rad neće biti svrstan u Zbornik radova niti u Program savetovanja. Prilikom povlačenja apstrakta/rada, autori opciono mogu da pošalju poruku organizatorima i Naučnom odboru (Slika 13).

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Slika 13. Povlačenje (brisanje) apstrakta / rada sa EasyChair platforme

Rezime

Zainteresovani za učešće na savetovanju SDHI-SDH mogu prijaviti apstrakte i poslati radove po prihvatanju apstrakata putem *EasyChair* servisa. Postupak je sledeći:

- 1. Otvoriti nalog na EasyChair platformi
- 2. Pristupiti nalogu 19. Savetovanja SDHI-SDH na EasyChair platformi putem linka: https://easychair.org/account/signin?l=R47EukG6yZc9p3aBzenmK6#
- 3. U prozoru za prijavu apstrakata:
 - uneti podatke o svim koautorima (označiti koji autori su zaduženi za korespodenciju, i koji autor bi prezentovao rad na savetovanju)
 - uneti tekst apstrakta i ključne reči
 - označiti oblast (jednu ili više) kojima taj apstrakt pripada.

Nakon isteka roka za prijavu apstrakata 16.5.2021., Naučni odbor će pregledati prispele apstrakte i doneti odluku o njihovom prihvatanju. Svi autori će biti obavešteni putem e-pošte o odluci koji je Naučni odbora.

4. Postaviti word datoteku sa celim radom na platformu, ukoliko je apstrakt prihvaćen.

Autori po potrebi mogu ažurirati apstrakte ili radove do 1.9.2021., kada je rok za dostavljanje radova. Nakon toga izmene više neće biti moguće.