

## Uputstvo za slanje rada preko EasyChair

1. Selektujte polje za slanje rada u gornjem levom uglu

The screenshot shows the ETTRAN 2017 conference website. The main menu on the left includes 'Slanje radova' (Submit paper), which is highlighted with a red box. The right side of the page features the IEEE logo and three 'Conference supporter' boxes.

Otvara se link za prijavu:

The screenshot shows the EasyChair login page for the ETTRAN2017 conference. It features a logo for 'EasyChair The conference system', a 'Help / Log in' link, and a cartoon character. The main area contains fields for 'User name:' and 'Password:', a 'Log in' button, and links for account creation and password recovery.

- a. Unesite svoje korisničko ime i lozinku ukoliko već imate nalog na EasyChair.
- b. Ukoliko nemate nalog na EasyChair ovo kratko uputstvo će vam pomoći da napravite nalog na sajtu [www.easychair.org](http://www.easychair.org). Potrebno je ispratiti sledećih nekoliko koraka:
  - i. Kliknite na create an account (slika ispod)

Log in to EasyChair for (Ic)ETRAN2017

EasyChair uses cookies for user authentication. To use EasyChair, you should [allow your browser to save cookies from easychair.org](#).

User name:

Password:

[Log in](#)

If you have no EasyChair account, [create an account](#)  
 Forgot your password? [click here](#)  
 Problems to log in? [click here](#)

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ii. U tekstualnom polju, ukucajte slova ili brojeve koje vidite iznad

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image next to the text.

Type the text   
[Privacy & Terms](#)

[Continue](#)

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iii. U drugom koraku unesite svoje ime, prezime, kao i email adresu. Veoma je važno da koristite istu e-mail adresu koju ćete koristiti i tokom prijave rada. U slučaju da ćete rad prijaviti sa druge e-mail adrese, molim vas da, kao alternativnu adresu, dopišete adresu sa kojom ćete prijaviti rad za (Ic)ETRAN, kako bi sistem prepoznao da se radi o istoj osobi. Postupak dodavanja alternativne adrese objašnjen je na kraju ovog dokumenta.



[Help / Log in](#)



## Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (\*).  
Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name* (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retypre email address (*):	<input type="text"/>

**Continue**

\* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the [Help article about names](#). You may also be interested about [our policy for using personal information](#).

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- iv. Nakon toga, dobijete informaciju da vam je na email adresu koju ste uneli, poslat link na koji treba da kliknete, kako bi nastavili proces pravljenja naloga



[Help / Log in](#)



## Account Application Received

We received your application. A mail with further instructions has been sent to the email address [REDACTED].

### 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.

#### *Incorrectly typed email address*

This is still the most likely cause of delays.

#### *Slow mail processing*

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

#### *"Reply-me" mail protection*

Some mailers, 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 sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

#### *Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

#### *Anti-spam filters*

It is 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 kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair 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.

- v. Kada uđete na pomenuti link, otvorice vam se prozor kao na slici. Tu je potrebno da unesete ostale detalje o vama: Naziv firme, broj telefona, adresu, korisničko ime, kao i šifru (password) za vaš nalog. Štiklirajte polje „I agree To EasyChair Terms of Service“, i kliknite dugme „Create my account“

**EasyChair**  
The conference system

Create an EasyChair Account: Last Step

Hello [REDACTED]! To complete the creation of your account please fill out the following form. You should create the account within 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\*: [REDACTED]  
Last name (\*): [REDACTED]  
Organization (\*): [REDACTED]  
Your personal Web page: [REDACTED]

Enter your address.

Phone: [REDACTED]  
Address, line 1 (\*): [REDACTED]  
Address, line 2: [REDACTED]  
City (\*): [REDACTED]  
Post code (\*): [REDACTED]  
State (US only) (\*): [REDACTED]  
Country (\*): [REDACTED]

Enter your account information. Note that user names are case-insensitive

User name (\*): [REDACTED]  
Password (\*): [REDACTED]  
Retype the password (\*): [REDACTED]

\* Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#). You may also be interested about [our policy for using personal information](#).

- vi. Bićete automatski prebačeni na stranicu za logovanje gde ćete uneti vaše korisničko ime i šifru (podaci koje ste definisali na prethodnoj formi). Ulogujte se pritiskom na dugme Log in

**EasyChair**  
The conference system

Log in to EasyChair for (Ic)ETRAN2017

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from [easychair.org](#).

User name: [REDACTED]  
Password: [REDACTED]

If you have no EasyChair account, [create an account](#)  
Forgot your password? [click here](#)  
Problems to log in? [click here](#)

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2. Po završenoj prijavi, na stranici koja se otvorila, kliknite na link **(Ic)ETRAN 2017** i pratite uputstva.

My Conferences

This page shows conferences you have been involved in EasyChair:  
If you cannot find here what you are looking for, [try this page explaining common problems](#).  
If you would like to [view your roles](#) instead, click on "My roles".

**new CFP (Calls for Papers) Service added to EasyChair**  
Click the CFPs menu tab to access the new service. The Smart CFP module is now integrated with the rest of EasyChair, making it especially easy to publish CFPs for conferences hosted by EasyChair.  
The new service can also be accessed by using the link <https://easychair.org/cfp/>

To access a conference, click on its acronym

Acronym	Name
(Ic)ETRAN2017	4th International Conference on Electrical, Electronic and Computing Engineering

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Otvoriće se prozor u kome su izlistani svi radovi koje ste do sada poslali. Ukoliko nemate radove, lista će biti prazna. Za unos novog rada selektujte polje „**New Submission**“

(Ic)ETRAN2017 (author)

New Submission My Submissions (Ic)ETRAN2017 CFP News EasyChair

My Submissions for (Ic)ETRAN2017

Using this submission system you can manage your papers submitted to (Ic)ETRAN2017. You can submit new papers, resubmit previously submitted papers, or change information about authors. This page is for your information only, use the menu on the top of this page to make any changes.

If you submitted a paper using the system, then the paper number should appear in the menu.  
If you log in and do nothing (not even click on the menu) for more than two hours, the system will close the connection. In this case you will have to log in again. Keep this in mind if you are likely to submit a new version of your paper several minutes before the submission deadline.  
Additional information about submission to (Ic)ETRAN2017 can be found at the [\(Ic\)ETRAN2017 Web page](#). Questions about submissions can be sent to the conference contact emails [Predrag.Petkovic@elfak.ni.ac.rs](mailto:Predrag.Petkovic@elfak.ni.ac.rs).

#	authors	title	track	information	paper
4	Dražen Petković and Predrag Petković	Design of RF power amplifiers at 40 GHz	TFT	<a href="#">information</a>	

3.Otvoriće se prozor za unos podataka o radu:

3.aNajpre izaberete sekciju u prozoru “**Select a Track**”(nazivi sekcija su na engleskom, ali možete pratiti uobičajene skraćenice). Napominjemo da EasyChair prepoznaje “sekciju” pod nazivom “Track”:

(Ic)ETRAN2017 Submission Instructions  
This conference has its own instructions for authors. Click on the button below to read these instructions.

Please select the track relevant for your submission and click "Continue".

Electronics (EL)  
 Telecommunications (TE)  
 Computing and information engineering (RT)  
 Control Systems (AU)  
 Nuclear engineering and technology (NT)  
 Acoustics (AK)  
 Antennas and propagation (AP)  
 Biomedical engineering (BT)  
 Artificial intelligence (VI)  
 Electric circuits and systems, and signal processing (EK)  
 Power engineering (EE)  
 Metrology (ML)  
 Microelectronics and optoelectronics, nanosciences and nanotechnologies (MO)  
 Microwave technique, technologies and systems (MTT)  
 New materials in electrical and electronic engineering (NM)  
 Robotics and flexible automation (RO)  
 IcETRAN2017 - If you are not sure about the track (topic)

**Continue**

Aktivirajte Windows  
Idite u dijalog „Postavke“ da biste aktivirali Windows.

pritisnete polje “Continue”

3.bOtvoriće se prozor za unos podataka o autorima.

Unos podataka je olakšan tako što EasyChair koristi podatke koji se već nalaze u bazi: ukoliko ste vi (ko)autor, pritisnite **click here to add yourself** i podaci o vama biće automatski unešeni; ukoliko unosite podatke o osobi koju ste anije uneli kao saradnika, pritisnite **click here to add an associate** i otvorice se lista sa podacima vaših saradnika, koju ćete moći da editujete.

Veoma je važno da koristite istu e-mail adresu sa kojom ste prijavljeni na EasyChair. U slučaju da ste se prethodno na EasyChair prijavili sa druge e-mail adrese, molim vas da, kao alternativnu adresu, dopišete adresu sa kojom ćete prijaviti rad za (Ic)ETRAN, kako bi sistem prepoznao da se radi o istoj osobi. Postupak dodavanja alternativne adrese objašnjen je na kraju ovog dokumenta.

Ukoliko vaš rad ima više od tri autora kliknite na polje „**Click here to add more authors**“. Postupak ponovite potreban broj puta dok ne unesete imena svih autora.

[\(Ic\)ETRAN2017 \(author\)](http://easychair.org/conferences/submission_new.cgi#(frNaZXkjYeQAW9))

New Submission for (Ic)ETRAN2017

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (\*).

(Ic)ETRAN2017 Submission Instructions  
This conference has its own instructions for authors. Click on the button below to read these instructions.

[Read \(Ic\)ETRAN2017 submission instructions](#)

(Electronics)  
Author Information  
For each of the authors 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. An email address can be omitted for authors who do not have a Web page. The authors will also have no submission page.
- 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.

**Podaci o vama** **Lista saradnika**

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

First name<sup>\*</sup>:   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:   
 corresponding author

**Author 2 (click here to add yourself) (click here to add an associate)**

First name<sup>\*</sup>:   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:   
 corresponding author

**Author 3 (click here to add yourself) (click here to add an associate)**

First name<sup>\*</sup>:   
Last name (\*):   
Email (\*):   
Country (\*):   
Organization (\*):   
Web page:   
 corresponding author

**Click here to add more authors**

**Dodavanje polja za novog autora**

Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names.](#)

**Title and Abstract**  
The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (\*):

3.c Pomerite vidljivi deo prozora do polja za unos naslova i apstrakta „Title and Abstract“ i unesite Naslov rada, Apstrakt i Ključne reči (svaka reč u posebnom redu)

Title and Abstract  
The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (\*):

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.

Keywords (\*):

3.d Pomerite vidljivi deo prozora do polja za unos ostalih podataka o radu:

Selektujte sledeće podatke:

1. U polju **Category** Izaberite kategoriju rada Regularni rad, Rad po pozivu / Plenarno predavanje
2. Polje **Young author award/Nagrada za najboljeg mladog istraživača** selektujte ukoliko je prvi autor kandidat za ovu nagradu.
3. Polje **EDU section** selektujte ukoliko rad pripada polju obrazovanja u naučnim oblastima koje pokriva ETRAN
4. Polje **ETRAN** selektujte isključivo ako želite da Vaš rad pisan na engleskom bude prihvaćen za nacionalnu ETRAN konferenciju
5. U polje **IEEE/ETRAN** upišite broj članske kartice ukoliko ste član udruženja IEEE ili naziv institucije u kojoj radite ukoliko je ona kolektivni član Društva za ETRAN (Izmirena članarina za 2017.)
6. U polju Paper pritiskom na dugme **Choose file** izaberete PDF fajl u kome se nalazi Vaš rad.
7. Na kraju u polju **Ready?** kliknite na dugme **Submit** (Obavezno samo jednom!!!) i rad će biti prosleđen do uredništva konferencija ETRAN, odnosno IcETRAN.

## Topics

Please select topics relevant to your submission from the following list.

## Other Information and Uploads

The following part of the submission form was added by (Ic)ETRAN2017. It has neither been checked nor endorsed by EasyChair

**Category (\*).** Select the category your paper belongs to/Izaberite kategoriju rada

- Regular paper (3 to 6 pages) / Regularni rad (3-6 stranica)
- Invited paper (up to 12 pages) / Rad po pozivu (do 12 stranica)
- Plenary paper (unlimited) / Plenarno predavanje (bez ograničenja)

1

**Young author award (YAA)/Nagrada za najbolji rad mladog istraživača (NRMI).** To be eligible for YAA, the first author must satisfy the condition given within "Instructions for Authors". The paper must be presented at the conference.

Da bi konkurisao za NRMI prvi autor mora zadovoljavati kriterijume date u "Uputstvo za autore".

The paper is eligible for the "Young author award" - Konkuriše za "Nagrada za najbolji rad mladog istraživača"

2

**EDU Section.** The paper must simultaneously belong to EDU and to some other section listed under "scope". The final decision is brought by reviewers and the chair of the section based on the paper's content.

Paper belongs to the education section / Rad iz oblasti obrazovanja

3

**ETRAN.** In parallel with International IcETRAN conference, the National (Serbian) ETRAN Conference goes on. Check if you want your paper to be presented at ETRAN (instead of IcETRAN).

\*Popunite ukoliko želite da Vaš rad bude prikazan na nacionalnoj ETRAN konferenciji umesto na IcETRAN konferenciji.

ETRAN

4

**IEEE/ETRAN.** If you are IEEE Member please enter your Membership number:

Upišite broj članske karte IEEE ili naziv institucije u kojoj radite ukoliko je ona kolektivni član Društva za ETRAN.

5

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

[Choose File] No file chosen

6

## Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

7

**Submit**

Time je postupak završen.

U nastavku je opisan postupak dodavanja alternativne e-mail adrese.

## Dodavanje alternativne adrese

U horizontalnom tabu „EasyChair“ izaberete opciju „My Account“

The screenshot shows the EasyChair interface for the (Ic)ETRAN2017 conference. At the top, there is a navigation bar with links: New Submission, My Submissions, (Ic)ETRAN2017, CFP, News, and EasyChair. The EasyChair link is highlighted with a red box. A vertical menu on the right also has a red box around the 'EasyChair' section. Under 'EasyChair', the 'My account' option is highlighted with a red box. The 'My account' section contains links such as 'account information and updates', 'My recent roles', 'My receipts', 'Terms of Service', 'Apply for a new conference installation', 'EasyChair home page', and 'Log out'. On the left, there is a sidebar with a list of links including Publish with us, Donate to EasyChair, EasyChair news, Smart CFP, Account information and updates, My conferences, My recent roles, My EasyChair receipts, EasyChair Terms of Service, Apply for a new conference installation, EasyChair home page, and Log out.

Tada se otvorи prozor „My Account“ sa vašim podacima (prikazan na donoj slici).

Iz vertikalnog menija sa gornjeg desnog ugla izaberete opciju „Email addresses“.

The screenshot shows the 'My Account' page. At the top, there is a navigation bar with links: New Submission, My Submissions, (Ic)ETRAN2017, CFP, News, and EasyChair. Below the navigation bar, the page title is 'My Account'. A vertical menu on the right has a red box around the 'Email addresses' option. The 'Email addresses' section contains links: Change password, Email addresses (highlighted with a red box), and Merge accounts. A note at the bottom of the page says: 'Using this page you can manage your personal and account-related information. To change your personal information use the table below. For other changes, use the links in the context menu in the upper right corner.' Below this note, there is a color explanation: 'information can be updated on this page' (yellow background) and 'information can be updated using links in the context menu' (green background). A 'Personal Information' section is visible at the bottom.

Otvoriće se prozor „Manage Email Addresses“.

Na dnu stranice, u polju „Add New Alternative Address“ možete upisati alternativnu adresu.

Upišite novu adresu i pritisnite „Add“

Submissions   Reviews   Status   PC   Events   Email   Administration   (Ic)ETRAN2017   Support   CFP   News   EasyChair

## Manage Email Addresses

Each EasyChair user has the main email address and zero or more alternative email addresses. You can manage your EasyChair email addresses using this page.

You email addresses are given in the table below. The main email address **Predrag.Petkovic@elfak.ni.ac.rs** is shown in the top row of the table. All other addresses are alternative addresses. If you want to make an alternative email address into the main address, use the column "main" in the table. If you want to delete an alternative email address, tick the column "delete". Click on "Apply" to apply your changes. We recommend that you read "Help" before making any changes related the email addresses.

Address	main?	delete?
Predrag.Petkovic@elfak.ni.ac.rs	<input checked="" type="radio"/>	<input type="checkbox"/>
predrag@elfak.ni.ac.rs	<input type="radio"/>	<input type="checkbox"/>

**Apply**

**Add New Alternative Address** ←

To add a new alternative email address type in the address in the form below. The new alternative email address must be your email address and you must not have an account associated with this address. After that, EasyChair will send you further instructions by email to the email address you specified.

You should check that the email address you specify can accept EasyChair email. If, after submitting request to add alternative email, you did not receive email from EasyChair, you should check your spam folder or contact your system administrators.

New alternative address (\*):   
Your password (\*):

**Add**

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Kada EasyChair sistem prihvati vašu alternativnu adresu, možete u prozoru „Manage Email Addresses“ da promenite uloge unetima adresama (glavna<->alternativna) ili da izbrišete iz sistema adresu koju ne koristite.