



## คู่มือการส่งบทความผ่านระบบ EasyChair สำหรับ Author การประชุมวิชาการระดับชาติ วลัยลักษณ์วิจัย ครั้งที่ 11

### 1 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่

#### 1.1 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่

คลิก URL: <https://easychair.org/conferences/?conf=walailakresearch2019>

#### 1.2 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่ Step 1

##### Signing up for EasyChair: Step 1

\*\*\*\*\*

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the words that you see in the image below and click on "Continue".
2. If you type the words 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 create an account.

\*\*\*\*\*

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image next to the distorted words.

พิมพ์ตัวเลขหรืออักษรตามที่ปรากฏ แล้วคลิก **Continue**



### 1.3 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่ Step 2

#### Signing up for EasyChair: Step 2

\*\*\*\*\*

Please fill out the following form. The required fields are marked by (\*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

\*\*\*\*\*

|   |                        |
|---|------------------------|
| First name <sup>†</sup> (*):            | Kosin                  |
| Last name (*):                          | Sirirak                |
| Email address (*):                      | por_kosin1@hotmail.com |
| Retype email address (*):               | por_kosin1@hotmail.com |
| <input type="button" value="Continue"/> |                        |

กรอกข้อมูลทั้งหมด แล้วคลิก **Continue**

<sup>†</sup> 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](#).

### 1.4 ระบบ EasyChair จะส่ง E-mail เพื่อยืนยันการสร้างบัญชีผู้ใช้ใหม่

#### Account Application Received

We received your application. A mail with further instructions has been sent to the email address por\_kosin1@hotmail.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.

##### *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, you 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*

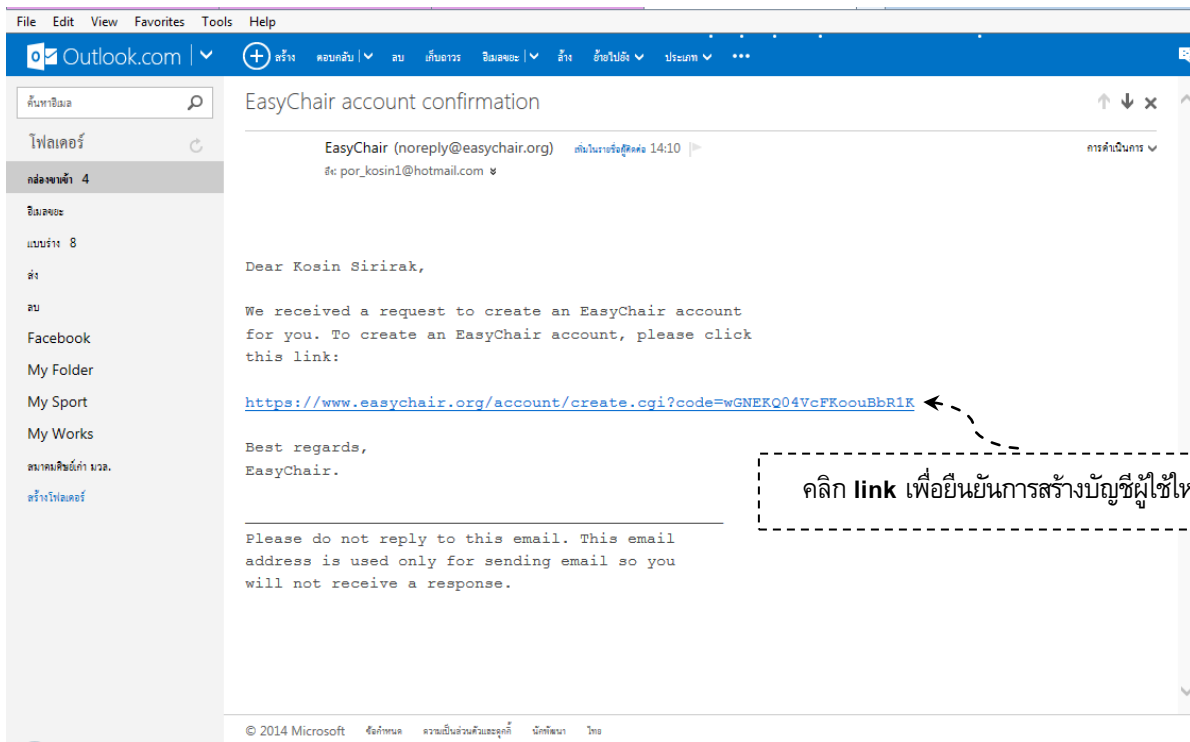
There might be general connection problems, for example your mail server may be unreachable for a long time.

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 to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account.

You can repeat your application at any time. Another mail will be sent to you.



## 1.5 เปิด E-mail เพื่อคลิก link เพื่อยืนยันการสร้างบัญชีผู้ใช้ใหม่



## 1.6 ขั้นตอนการสร้างบัญชีผู้ใช้ใหม่ Last Step

### Signing Up for EasyChair: Last Step

Hello Kosin Sirirak! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:   
**User name por\_kosin is available!**

First name<sup>†</sup>:

Last name (\*):

Company/organization (\*):

Web site:

Phone (\*):

Address, line 1 (\*):

Address, line 2:

City (\*):

Post code (\*):

State (US only) (\*):

Country (\*):

Password (\*):

Retype the password (\*):

กรอกข้อมูลทั้งหมด  
แล้วคลิก **Create my account**

<sup>†</sup> 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](#).



## 1.7 ระบบ EasyChair จะแจ้งเตือนเมื่อเกิดข้อผิดพลาดจากการกรอกข้อมูล

### Error Found

The following error has been found:

- address 1 exceeds the maximal allowed length

Please go back to the previous page and try again.

#### ข้อผิดพลาดจากการกรอกข้อมูล

- User name ใช้งานอีเมลซ้ำซ้อน
- กรอกข้อมูลที่อยู่ยาวมากเกินไป
- รหัสผ่านต้องมีอักษรและตัวเลขปนกัน

คลิก [Back](#) กลับไปก่อนหน้า

## 1.8 ระบบ EasyChair แจ้งการสร้างบัญชีผู้ใช้ใหม่เสร็จสมบูรณ์

### Account Created

Your EasyChair account has been created.

To log in for WU Research 2019 [click this link.](#)

คลิก [click this link](#) เพื่อเข้าสู่ ระบบ EasyChair

## 1.9 กรอก User name และ Password เข้าสู่ระบบ EasyChair



Log in to EasyChair for 'WalailakResearch2019'

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](#)

กรอก User name และ Password  
เพื่อเข้าสู่ระบบ EasyChair



## 1.10 ยืนยันการใช้งานระบบ EasyChair

The screenshot shows the EasyChair Terms of Service page. At the top, there is a header with the EasyChair logo and the text "(author)". In the top right corner, there are links for "Help" and "Sign out". Below the header, the page title is "EasyChair Terms of Service", and there is a "Download" button. The main content area contains the following text:

The EasyChair Terms of Service have changed. To continue using EasyChair you **must agree to our new Terms of Service** as presented below. To agree to these terms, tick the box below and click on "Continue".  
You can **download** these Terms of Service by clicking on "Download".  
If you **disagree** with these Terms [click here to sign out](#).

These Terms of Service are relatively new. We are collecting feedback from our users that will be used to improve or clarify the terms. If you have questions or remarks, please send them to us through the "Contact" link under the menu item "Terms of Service".

**I agree to these Terms of Service** ←

EasyChair Terms of Service  
Thank you for choosing EasyChair!

(1) Terms and Conditions of Service

1.1 Cool Press Ltd ("we" or "us" or "Cool Press") provides EasyChair Conference Management services (the "Service") that allow you to manage document submission, reviewing, publishing, program generation, content management, registration, user management, email management and monitoring, and accounting for conferences, workshops, journals, books, special issues and any other events or publications. We ask that you read these Terms and Conditions of Service (the "Terms"), because your use of the Service constitutes your acceptance of these

A dashed box highlights the "I agree to these Terms of Service" checkbox and the "Continue" button, with a callout box containing the text: "คลิก **I agree to these Terms of Service** เพื่อยืนยันการใช้งานระบบ EasyChair แล้วคลิก **Continue**".

## 1.11 ระบบตอบยืนยันการใช้งานในระบบ EasyChair

The screenshot shows the EasyChair Terms of Service page after the user has agreed to the terms. The header and navigation links are the same as in the previous screenshot. The main content area now displays the following text:

Thank you! You can now continue to use EasyChair!



## 2 ขั้นตอนการส่งบทความผ่านระบบ EasyChair สำหรับ Author

### 2.1 กรอก User name และ Password เข้าสู่ระบบ EasyChair

คลิก URL: <https://easychair.org/conferences/?conf=walailakresearch2019>

EasyChair  
The conference system

Log in to EasyChair for ' WalailakResearch2019

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](#)

กรอก User name และ Password  
เพื่อเข้าสู่ระบบ EasyChair

### 2.2 ระบบ EasyChair สำหรับการประชุมวิชาการระดับชาติ “วลัยลักษณ์วิจัย” ครั้งที่ 11

WalailakResearch2019 (author)

New Submission WalailakResearch2019 News EasyChair

WalailakResearch2019

Conference Information

|                       |   |
|-----------------------|---|
| Acronym of the event: | WalailakResearch2019  |
| Name of the event:    | The 11th Walailak Research National Conference  |
| Web page:             | <a href="https://research.wu.ac.th">https://research.wu.ac.th</a>   |
| Contact emails:       | <a href="mailto:wuird.walailak@gmail.com">wuird.walailak@gmail.com</a>  |
| Submission page:      | <a href="https://easychair.org/conferences/?conf=walailakresearch2019">https://easychair.org/conferences/?conf=walailakresearch2019</a> |



## 2.3 ขั้นตอนการส่งบทความ

The screenshot shows the 'WalailakResearch2019 (author)' website. At the top, there is a navigation bar with 'New Submission', 'WalailakResearch2019', 'News', and 'EasyChair'. Below this is a header for 'WalailakResearch2019'. A 'Conference Information' table is displayed:

|                       |   |
|-----------------------|---|
| Acronym of the event: | WalailakResearch2019  |
| Name of the event:    | The 11th Walailak Research National Conference  |
| Web page:             | <a href="https://research.wu.ac.th">https://research.wu.ac.th</a>   |
| Contact emails:       | <a href="mailto:wuird.walailak@gmail.com">wuird.walailak@gmail.com</a>  |
| Submission page:      | <a href="https://easychair.org/conferences/?conf=walailakresearch2019">https://easychair.org/conferences/?conf=walailakresearch2019</a> |

คลิกเลือก **New Submission** เพื่อเริ่มส่งบทความ

## 2.4 ขั้นตอนการกรอกข้อมูลบทความ

The screenshot shows the 'New Submission for WalailakResearch2019' form. It includes instructions and a section for 'Authors'. The 'Authors' section contains the following text:

For each of the authors please fill out the form below. Some items on the form are explained below.

- **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 authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should be at least one corresponding author.

The form for 'Author 1' includes the following fields:

- First name<sup>†</sup> (\*)
- Last name (\*)
- Email (\*)
- Country (\*)
- Organization (\*)
- Web site
- Corresponding author:

A red dashed arrow points from the 'Click here to add more authors' link to the 'Note' below the form.

<sup>†</sup> 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.](#)

กรณี Author มีหลายคนให้คลิกเลือก [Click here to add more authors](#) เพื่อเพิ่ม Author



### Title, Abstract and Other Information

The title and the abstract should be given as a plain text, they should not contain HTML elements.

Title (\*):

Abstract (\*):

กรอกชื่อเรื่องบทความ

กรอกบทคัดย่อ

### 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 (\*):

กรอกคำสำคัญอย่างน้อย 3 คำ ดังตัวอย่าง

คำสำคัญ 1

คำสำคัญ 2

คำสำคัญ 3

### Upload Paper

The submission should be in one of the following formats:

1. PDF (file extension .pdf).
2. Word document (file extension .doc).
3. Word open XML document (file extension .docx).

Either upload your submission or tick "I will submit the paper later".

Paper:  ยังไม่ได้เลือกใหม่

I will submit the paper later

อัปโหลดไฟล์บทคัดย่อตามแบบฟอร์มบทคัดย่อ

คลิกเลือก I will submit the paper later เมื่อต้องการส่งบทความภายหลัง

### Ready?

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

คลิกเลือก Submit เมื่อต้องการส่งบทความ

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