



ICGLST23 Conference Submission Guide

Please review the guide below before you make a submission. it

Submissions should be related to the conference theme and relevant to the field. Make sure you have prepared your paper according to the formatting guidelines available here:

<https://icglst.mzumbe.ac.tz/formatting-guidelines-for-icglst23/>

All Submissions should be sent via easychair by **31st Mar 2023**

All authors are required to register for the conference and pay any associated fees. In addition, please note that the conference organizers reserve the right to make final decisions on the programme and to reject submissions that do not meet the guidelines.

If you have any questions or concerns, please contact us at:

icglst2023@easychair.org

Creating an easychair account

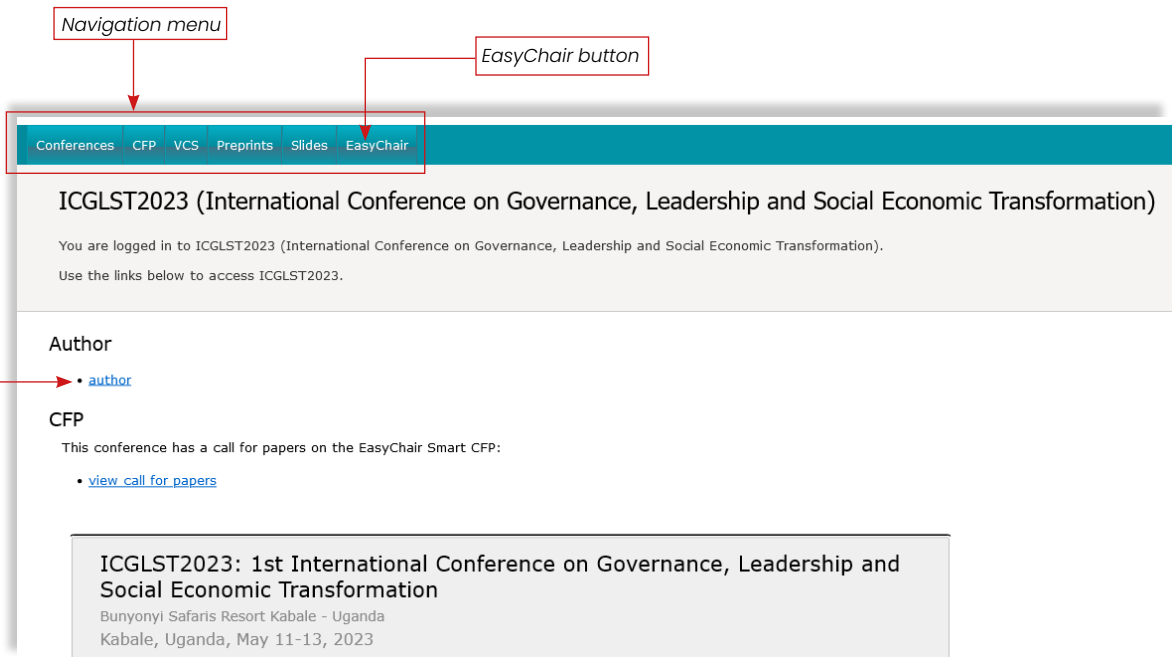
Follow the steps below to set an easychair account. (Skip to the next page if you have an existing account)

- Browse to <https://easychair.org/conferences/?conf=icglst2023>
- Click the Sign up button
- Check the “not a robot” checkbox and follow the instructions and then click continue
- Fill out all required fields with your information and click continue
- You shall then be sent a confirmation email
- Check your email inbox and click the sent link
- Finally, enter your personal data and password
- Click “Create my account”

How to make a submission

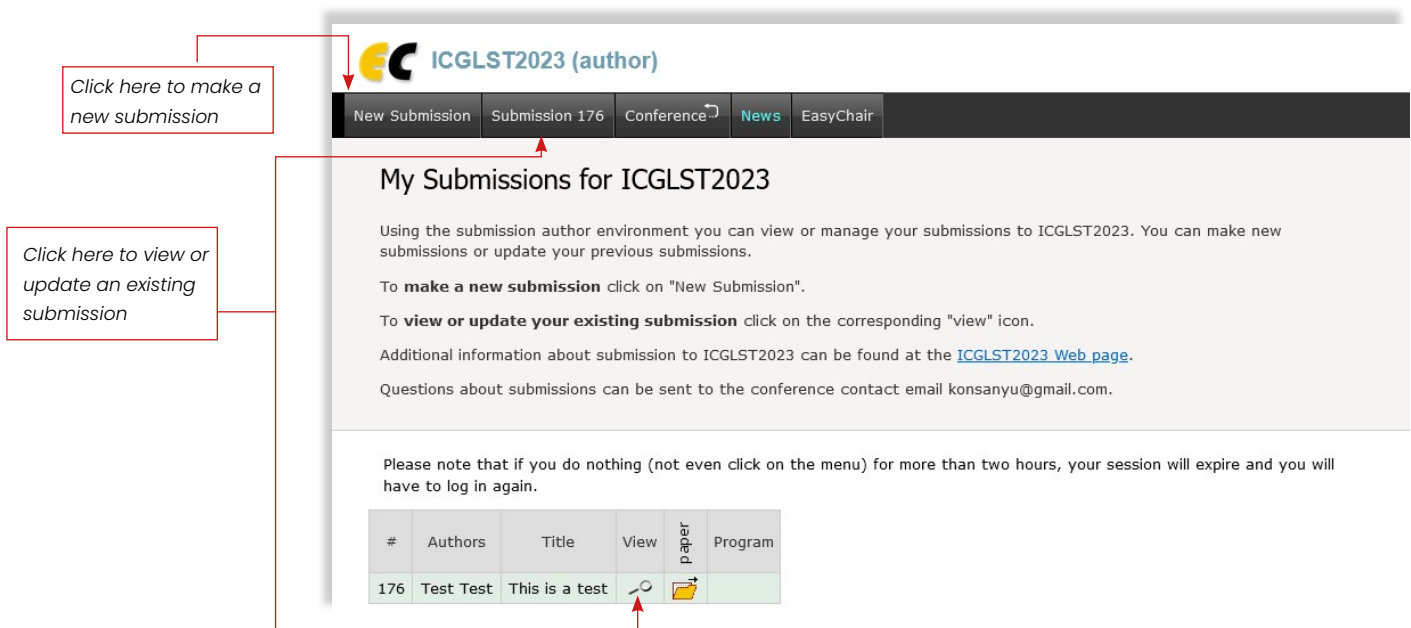
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- Visit the submission link below and log in using your credentials. <https://easychair.org/conferences/?conf=icglst2023>
- Click on **"Author"** to proceed. If you are unable to find **"Author"**, go to the **navigation menu** and place the cursor over **"EasyChair"** button. Then click **"my recent roles"** on the drop down menu to reveal **"Author"**.



The screenshot shows the EasyChair website interface. At the top, a navigation menu is highlighted with a red box, containing links for 'Conferences', 'CFP', 'VCS', 'Preprints', 'Slides', and 'EasyChair'. A red box labeled 'Navigation menu' points to this menu, and another red box labeled 'EasyChair button' points to the 'EasyChair' link. Below the navigation menu, the page title is 'ICGLST2023 (International Conference on Governance, Leadership and Social Economic Transformation)'. The user is logged in, and the page displays the 'Author' section with a link to 'author'. Below this, the 'CFP' section is visible, indicating a call for papers on the EasyChair Smart CFP, with a link to 'view call for papers'. At the bottom, a box provides details for 'ICGLST2023: 1st International Conference on Governance, Leadership and Social Economic Transformation', including the location (Bunyonyi Safaris Resort Kabale - Uganda) and dates (Kabale, Uganda, May 11-13, 2023).

After clicking on **"Author"** you should be able to view the page below including the **options/buttons** to make a new submission or update an existing one.



The screenshot shows the 'My Submissions for ICGLST2023' page. At the top, there is a navigation bar with 'New Submission', 'Submission 176', 'Conference', 'News', and 'EasyChair'. A red box labeled 'Click here to make a new submission' points to the 'New Submission' button. Below the navigation bar, the page title is 'My Submissions for ICGLST2023'. The page content includes instructions on how to make a new submission or view/update existing submissions. A red box labeled 'Click here to view or update an existing submission' points to the 'view' icon in the submission table. Below the instructions, a table lists the user's submissions. A red box points to the 'view' icon in the first row of the table.

Click here to make a new submission

Click here to view or update an existing submission

EC ICGLST2023 (author)

New Submission Submission 176 Conference News EasyChair

My Submissions for ICGLST2023

Using the submission author environment you can view or manage your submissions to ICGLST2023. You can make new submissions or update your previous submissions.



To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to ICGLST2023 can be found at the [ICGLST2023 Web page](#).

Questions about submissions can be sent to the conference contact email konsanyu@gmail.com.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	View	paper	Program
176	Test Test	This is a test			

At this stage we expect you to choose the most appropriate action when deciding to submit your paper. If you had submitted your abstract/paper earlier then you can choose the option to update your submission. Only authors making submissions for the first time should choose the option of **New submission**.

Making a new submission

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- Click on **"New Submission"** and proceed as per instructions on the page. You are expected to enter information about the author(s), Paper (Title, abstract, atleast 3 keywords, and upload the paper). Please note that the paper must be in PDF format. *Please refer to [step 01](#) if you are unable to find the **New submission** button.*
- Click submit to complete the process.

EC ICGLST2023 (author)

New Submission | Submission 176 | Conference ↗ | News | EasyChair

My Submissions for ICGLST2023

Using the submission author environment you can view or manage your submissions to ICGLST2023. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to ICGLST2023 can be found at the [ICGLST2023 Web page](#).

Questions about submissions can be sent to the conference contact email konsanyu@gmail.com.

Updating an existing submission

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- Click on **"Submission [N0.]"** or the search icon at the bottom (magnifying glass) to view your submission.

EC ICGLST2023 (author)

New Submission | Submission 176 | Conference ↗ | News | EasyChair

My Submissions for ICGLST2023

Using the submission author environment you can view or manage your submissions to ICGLST2023. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to ICGLST2023 can be found at the [ICGLST2023 Web page](#).

Questions about submissions can be sent to the conference contact email konsanyu@gmail.com.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	View	paper	Program
176	Test Test	This is a test			

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Updating an existing submission

Upon clicking “**Submission [NO.]**” you will view the old submission along with corresponding metadata. This page has options/functions on right to **update information, authors, files** and **withdraw** a submission.

The screenshot shows the 'ICGLST2023 (author)' interface. At the top, there are navigation tabs: 'New Submission', 'Submission 176', 'Conference', 'News', and 'EasyChair'. The main heading is 'ICGLST2023 Submission 176'. Below this, there is a message: 'If you want to **change any information** about your paper, use links in the upper right corner. For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)'

On the right side, there is a vertical menu with the following options: 'Update information', 'Update authors', 'Update file', and 'Withdraw'.

The submission details table is as follows:

Submission 176	
Title	This is a test
Paper:	(Dec 12, 07:34 GMT)
Author keywords	Test1 Test2 Test3
EasyChair keyphrases	name surname line (95), paper title (60), email address (60), country line (60), orcid line (40), time new roman (31), type style (30), table head (30), table footnote (30)
Abstract	Test Abstract
Submitted	Dec 12, 07:34 GMT
Last update	Jan 01, 00:00 GMT

Below the submission details is an 'Authors' table:

first name	last name	email	country	affiliation	Web page	corresponding?
Test	Test	email@email.org	Uganda	Test org		✓

These options allow you to modify the following aspects or metadata of your submission.

Update information

- Title
- Abstract
- Keywords

Update file

- Add a new file
- Delete a file

Update authors

- Existing authors
- Add new authors

Withdraw

- Withdraw a submission

Click on any of these options and follow the instructions to update your submission accordingly.

In case of any challenges please get in touch with us via email at:

icglst2023@easychair.org