An Authors Guide to Submitting a Paper to Global Telehealth 2015

GT 2015

This guide is intended to support authors in the different stages required for Global Telehealth 2015 paper submissions.
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Global Telehealth 2015
An Authors Guide to Submitting a Paper

Introduction

The submission and review of papers for Global Telehealth 2015 (GT2015) will be managed through an online conference paper management system called “EasyChair” <www.easychair.org>. This system gives you, the author, complete control over your submission. You can upload your paper and make necessary changes to it, when needed.

This guide is intended to support authors in the different stages required for GT2015 paper submissions:

1) Creating an EasyChair account as an author
2) Paper (Full or Short) Submission
3) Manuscript (camera-ready copy) Submission
4) Paper Submission Themes and Length Expectations
5) Paper Submission Preparation in Word or LaTeX
6) Important Dates

Only papers that are accepted in stage 2 will be submitted to stage 3. In stage 2 and 3, our committee members will review your paper and notify you of the result.

Should you encounter problems and need help, please contact <gt2015@coachorg.com>.
Creating an EasyChair account as an author

First, you will need to set up an account (username and password) as an author. Go to <https://www.easychair.org/conferences/?conf=gt2015>. This link will bring up a login page for GT2015 (Figure 1). Select “create an account” to register an account.

![Login page of EasyChair for GT2015](image)

You will then be automatically directed to a new page (as shown in Figure 2). Fill in the textbox with the distorted words that appear directly above it, and click on “Continue.”

![Enter information to sign up](image)

Then, follow the on-screen instructions and complete the form (as shown in Figure 3), and click on “Continue.”
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 (*)
Last name (*)
Email address (*)
Retype email address (*)

Continue

1 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.

Figure 3. Fill out the form

After registering, you will receive an email similar to the one in Figure 4. Use the link provided in the email to continue the account registration process.

Figure 4. Login email

Fill out all of the required information (as shown in Figure 5), and click the “Create my account” button to finalize the account registration process.
Figure 5. Create an account

After the account is registered, you may log in to GT2015 simply by clicking on the “click this link” link (as shown in Figure 6).

Figure 6. Link to the login page

Note 1: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

Note 2: After you log in, you may be directed to a landing page that informs you that you are not logged into a particular conference (as shown in Figure 7). The specific webpage for the GT2015 conference is: <https://www.easychair.org/conferences/?conf=gt2015>.
To continue to the GT2015 conference page, you must check the ‘I agree to these Terms of Service’ box, then click the ‘Continue’ button (as shown in Figure 8).

Congratulations, you have successfully signed up as an author for GT2015 and can now continue to use EasyChair (as shown in Figure 9).
Figure 9. Successful login screen
Full or Short Paper(s) Submission by December 15, 2014 (EXTENDED)

After logging in to the “EasyChair” website for GT2015, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new paper (as shown in Figure 10).

Follow the on-screen instructions and fill out all of the required information (as shown in Figure 11). Once you have filled out everything and uploaded your paper, click the “Submit” button to finish your paper submission.
Figure 11. Paper submission
Note 3: You must use the same email address that you signed up with when creating the EasyChair account

When the abstract submission is completed, you can check the submitted information and make changes (as shown in Figure 12).

Figure 12. Changing your submission(s)

- **Updating information about your submission**: Select “Update information” from the right-hand menu of the Submission screen; correct information as desired then press the “Change Information” button to save alterations.

- **Updating author information for your submission**: Select “Update authors” from the right-hand menu of the Submission screen; correct any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.

- **Submitting another version of your paper**: If you want to change the uploaded paper, select “Upload a new version” from the right-hand menu of the Submission screen. Next, select the file from your computer that you wish to upload. Then, submit your new paper by selecting the “Submit a New Version” button.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation e-mail from gt2015@easychair.org.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email. Paper decisions will be provided by February 16, 2015.
Manuscript (Camera-ready copy for proceedings) Submission by March 2, 2015

* An author whose paper was accepted, as per reviewer comments and suggested edits, can submit a manuscript.

You can submit a full manuscript only by updating the submission you submitted as a paper (as shown in Figure 14). You may change the title, paper, and keywords by selecting “Update information.” You may also update authors using the “Update authors” page. Most importantly, you have to submit a manuscript by selecting “Upload a new version” from the right-hand menu of this screen.

- **Updating information about your submission:** Select “Update information” from the right-hand menu of the Submission screen; correct and fill out the form, and press the “Change Information” button.
- **Updating author information for your submission:** Select “Update authors” from the right-hand menu of the Submission screen; correct any information regarding the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- **Uploading the manuscript:** Select “Submit a new version” from the right-hand menu of the Submission screen. Select the file from your computer that you wish to upload. Submit your manuscript by selecting the “Upload a New Version” button.

![Figure 14. Full paper submission](image)
Paper Submission Themes and Length Expectations

National and international papers are invited under three guided themes:

1. **Cultural and socio-economic factors**
   Papers are welcomed and encouraged here that identify the non-technical factors that enable successful clinical adoption and broad use. The international perspectives driving tele, mobile and virtual healthcare would be found in these papers.

2. **Latest, cutting edge technology**
   Trends and innovations in technology are underpinning much of the advances in use. Papers – representing new thinking, patterns of growth and change, evolutions in clinical support and integration advances in technology, both current and upcoming – are encouraged.

3. **Extending access**
   Enabling underserved populations to access better care through the tele, mobile and virtual technologies is the subject of papers in this stream. Showing the use of telehealth in rural or remote areas or in resource limited clinical settings is particularly of interest.

Topics of interest include, but are not limited to, the following:

- clinical applications of telemedicine
- teleconsultation and telecollaboration
- teleprocedures and robotic or remote surgical methods
- telehomecare and remote patient monitoring
- tele, mobile or virtual patient data collection and use
- tele-education, tele-learning and clinical education
- evaluation and benefits of telehealth
- integration of tele, mobile and virtual health
- mobile, web and wireless applications
- telehealth and mobile health software and systems
- telehealth and mobile health technologies and methodologies
- tele, mobile and virtual health policy and governance issues
- international and global issues in telehealth
- reverse innovation
Original unpublished contributions in all fields of telehealth (and closely related areas of mobile and virtual health) are invited. These may be offered as:

- **Full papers** (maximum 5 pages or approximately 2500 words, not previously published) subject to expert peer review by an international program committee of technical experts, or as

- **Short papers** (maximum 2 pages or approximately 100 words, not previously published) also subject to peer review

Accepted full papers will appear in a commercially published and Medline indexed e-book in an IOS Press series “Studies in Health Technology and Informatics”.

Accepted short papers will appear in separate electronic proceedings to be distributed to delegates at the event.

Submissions must contain a clear statement of aims, methods, results and conclusions for the work reported. Papers will be judged on originality, significance, technical quality, relevance to the conference and presentation. Submission of a full or short paper will imply an undertaking that, should it be accepted, at least one author will register and attend the conference to present the work.
**Structure and Format of Submission using MS Word or LaTex**

Submissions should be prepared in Word or LaTeX (then converted to PDF when uploading to EasyChair). You can find IOS Press book formatting instructions at: [www.iospress.nl/service/authors/latex-and-word-tools-for-book-authors](http://www.iospress.nl/service/authors/latex-and-word-tools-for-book-authors)

Instructions for the Preparation of an Electronic Camera-Ready Manuscript in MS Word:

![Instructions to authors Word - IOS Press](image1)

Instructions for the Preparation of an Electronic Camera-Ready Manuscript in LaTeX:

![Instructions for authors LaTeX - IOS](image2)
## Important Dates

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