

# BPIPO2024: Belgian Preselection International Philosophy Olympiad 2024

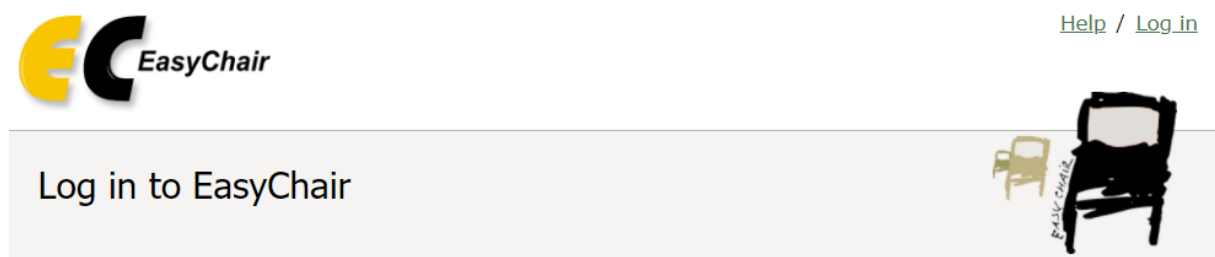
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- Step 1: create an account (pages 1-4)
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## Step 1: create an account

It suffices that only 1 person per school creates an account. This person is responsible for uploading all essays.


1. Go to <https://easychair.org/account/signin>




The screenshot shows the EasyChair website's login interface. At the top left is the EasyChair logo, consisting of a stylized 'EC' in yellow and black. To the right of the logo is the text 'EasyChair'. Further right, there are links for 'Help / Log in'. Below the logo, the text 'Log in to EasyChair' is displayed. On the right side of the login area, there is a small illustration of a chair. The main login form is a light beige box with rounded corners, containing two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log in' button. At the bottom of the form, there are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

2. Click on: **create an account**, if you do not have an EasyChair account on your school's e-mail address. In case you have, please proceed to step 2: upload the essays (page 5 of this document).

3. Check 'I'm not a robot' and click on 'continue'.

[Help](#) / [Log in](#)




## Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.


Please note that the use of EasyChair is subject to [our terms of service](#).


☐ Ik ben geen robot

  
reCAPTCHA  
[Privacy](#) - [Voorwaarden](#)

Continue

4. Fill in your first name, last name and twice your e-mail address. Do not use your own, personal e-mail address, but your **official e-mail address of your educational institution**. Thereafter, click on 'Continue'.

[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<sup>†</sup>: \*

Last name: \*

Email: \*


Retype email address: \*


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](#).

5. When you have continued, you should get a notification that the 'account application' has been received (see below). Subsequently, please check your e-mail.

Help / Log in



## Account Application Received

We received your application. A mail with further instructions has been sent to the email address [redacted]@gmail.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, 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.

6. You should have received an e-mail as is shown below.  
Click on the link in the e-mail.

EasyChair account confirmation  Inbox x

**EasyChair** <noreply@easychair.org>  
to [redacted]

Dear [redacted],

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=FMjCMtxN1pgD5TrUzn8C>

Best regards,  
EasyChair.

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Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

7. Fill in the mandatory fields. In the field '**Organization**', enter the name of your educational institution.  
Choose password and confirm your chosen password. Click on 'Create my account' to confirm and to finish the creation of your account.



[Help](#) / [Log in](#)

## 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

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Enter your personal data.

First name<sup>†</sup>: \*

Last name: \*

Organization: \*

Country/region: \*

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.*

Your personal Web page

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Enter your password

Password: \*

Retype the password: \*

[Create my account](#)

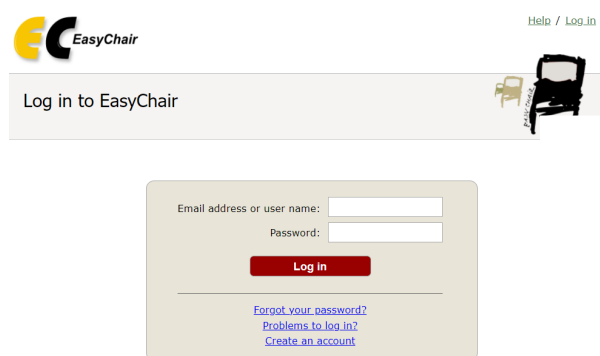
<sup>†</sup> Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).

## STEP 2: upload your essays

Nota bene:

- Each essay has to be anonymous and has to meet the following conditions:
  - o The name of the student is not mentioned
  - o The name of the school is not mentioned
  - o The pdf contains no references to the school, identity of the student or place of living/of the school
- Pdf's that are not anonymous and are not meeting the abovementioned conditions, will not be taken into consideration by the jury.

1. Go to <https://easychair.org/account/signin> and use your **e-mail address** and password (see step 1: create an account) to login



The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo. To its right are links for 'Help' and 'Log in'. Below the logo is a box labeled 'Log in to EasyChair' containing a small illustration of a chair. In the center is a login form with two input fields: 'Email address or user name:' and 'Password:'. Below these fields is a red 'Log in' button. At the bottom of the form are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

2. Go to <https://easychair.org/my/conference?conf=bpipo2024>



The screenshot shows the user dashboard on EasyChair. At the top left is the 'My EasyChair' logo. At the top right are links for 'Docs' and 'Log out'. Below the logo is a teal navigation bar with tabs for 'Conferences', 'CFP', 'Preprints', 'Slides', 'News', and 'EasyChair'. The main content area has a title 'BP-IPO2024 (Belgian Preselection International Philosophy Olympiad 2024)'. Below the title, it says 'You are logged in to BP-IPO2024 (Belgian Preselection International Philosophy Olympiad 2024).' and 'Use the links below to access BP-IPO2024.'.

Author

- [make a new submission](#)

3. You are automatically registered as an 'Author'. In order to upload your essays, click on '**Make a new submission**'

4. Read the BPIPO2024 submission instructions if necessary. Concerning 'Author Information', your personal details are already filled in automatically. The section below is used to upload the essay.
5. **Title:** Since the essays do not get a title nor is the title included in the file-name of the PDF, enter the same in this field for each essay, i.e. **ESSAY BPIPO2024**
6. **Keywords** are standard in the case of EasyChair, please just fill in the following three words:

Essay1

Essay2

Essay3

#### Title

The title should be entered as plain text, it should not contain HTML elements.

Title: \*

#### 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: \*

7. Fill in the **First name and the last name of the student**.
8. Indicate in **which language** the essay is written.
9. **Paper:** click on 'browse' and choose the correct **PDF**-file of the student's essay.
10. Click on **submit**.

## Other Information and Files

**First name student.** \* Please fill in the student's first name

**Last name student.** \* Please fill in the student's last name

**Language of the essay.** \* Choose the language in which the essay is written.

☐ English

☐ Dutch

☐ French

☐ German

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

No file chosen

## Ready?

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

**Submit**

Repeat step 2 for each essay of your school. Good luck!