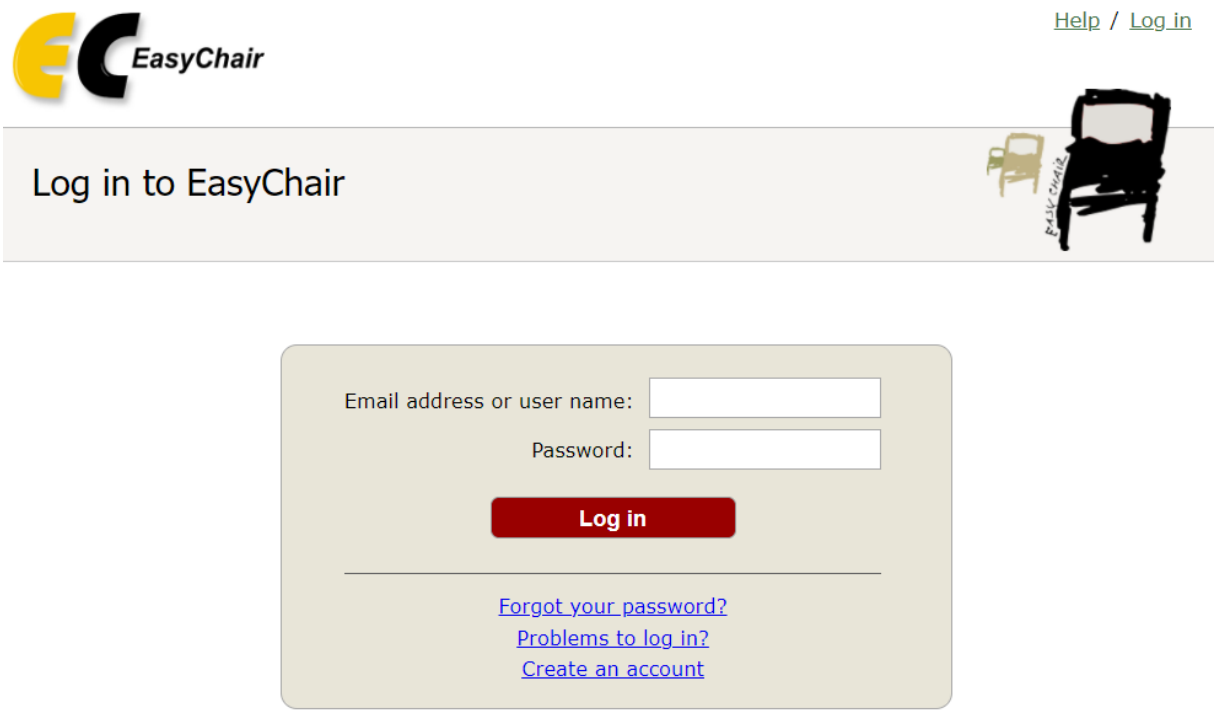
BPIPO2024: Belgian Preselection International Philosophy Olympiad 2024

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

Step 1: create an account

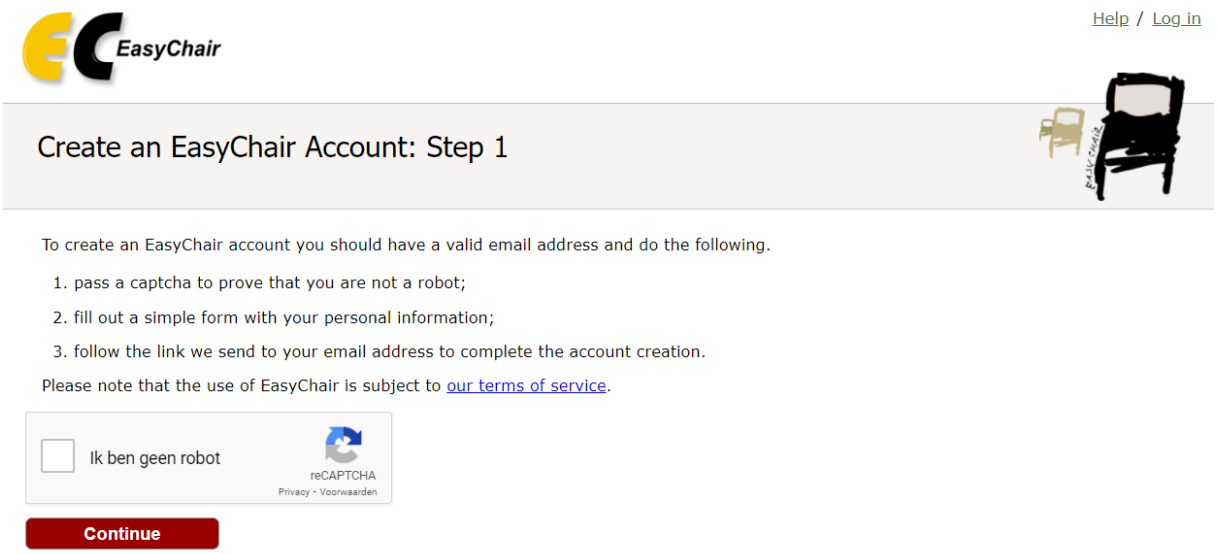
It suffices that only 1 person per school creates an account. This person is responsible for uploading all essays.

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

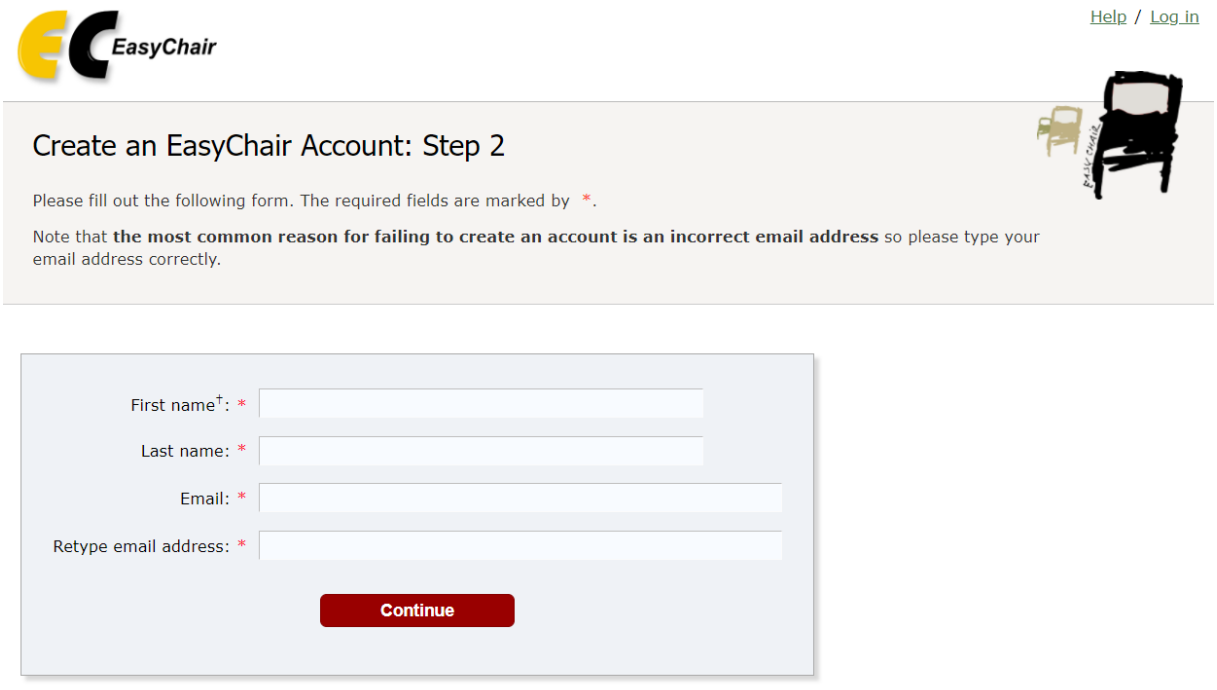


2. Click on: **create an account**, if you do not have an EasyChair account on your school's e-mail address. In case you have, please proceed to step 2: upload the essays (page 5 of this document).

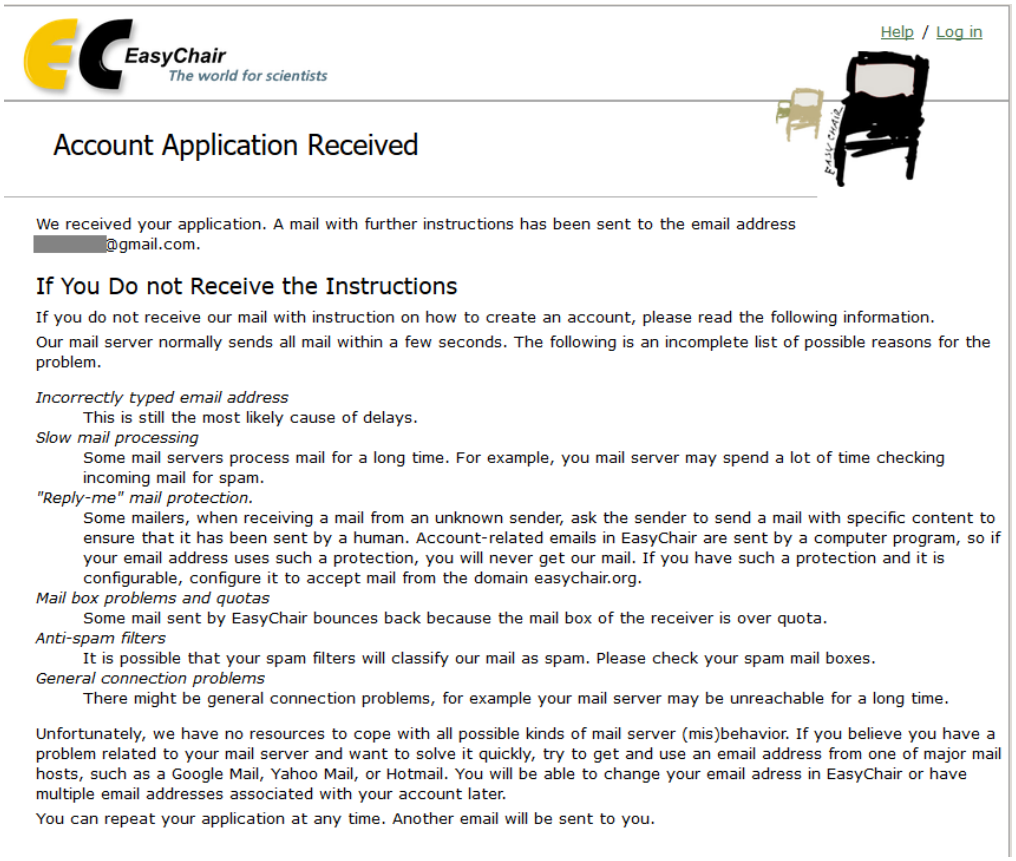
3. Check ‘I’m not a robot’ and click on ‘continue’.



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’.



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.



EasyChair
The world for scientists

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, 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.

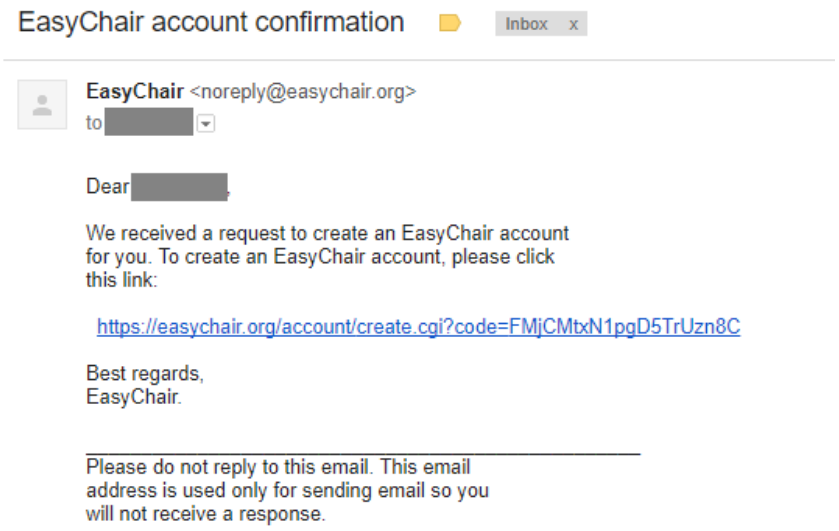
Anti-spam filters
It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

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. You will be able to change your email adress 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],

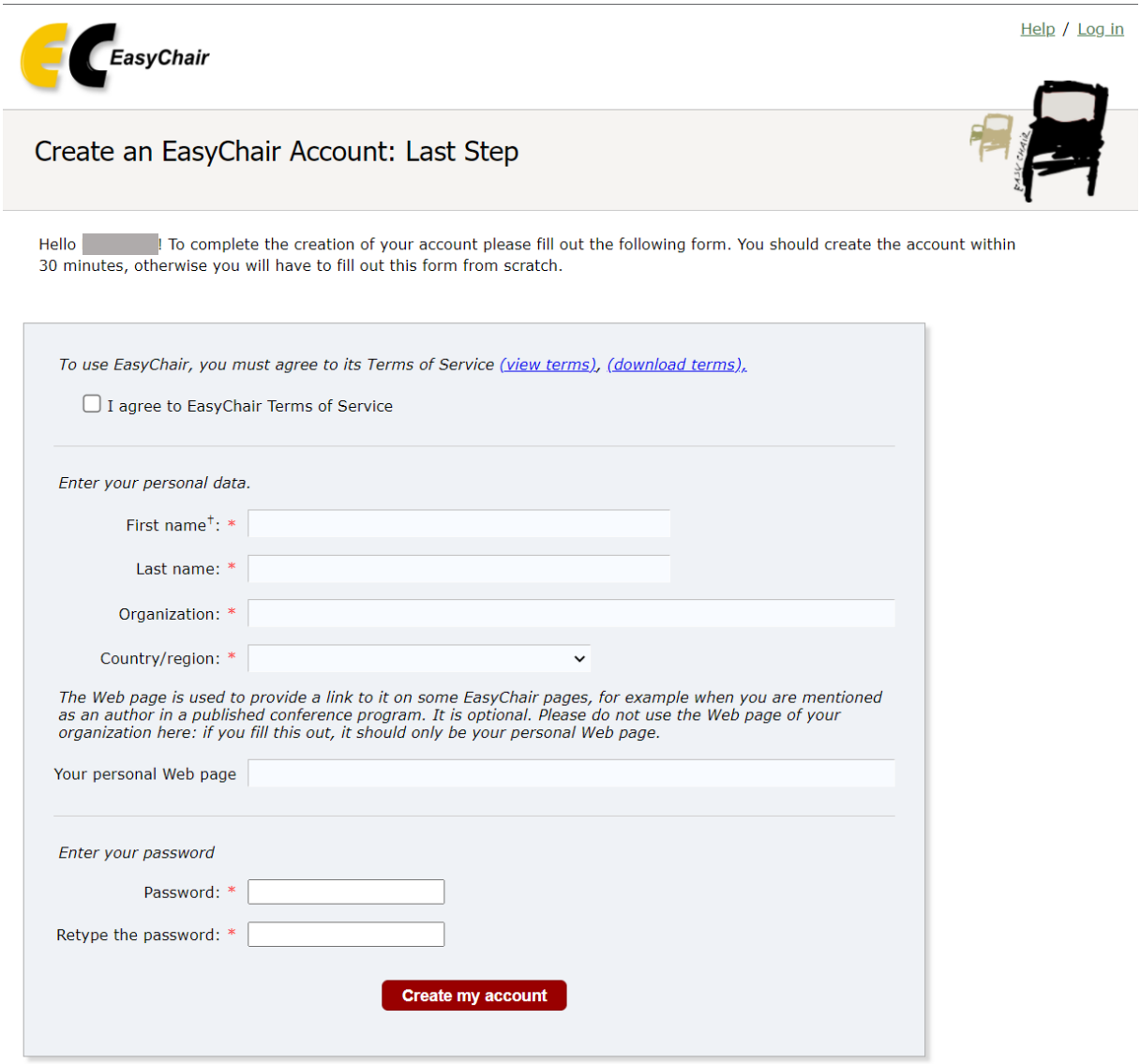
We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

https://easychair.org/account/create.cgi?code=FMjCMtxN1pgD5TrUzn8C

Best regards,
EasyChair.

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.

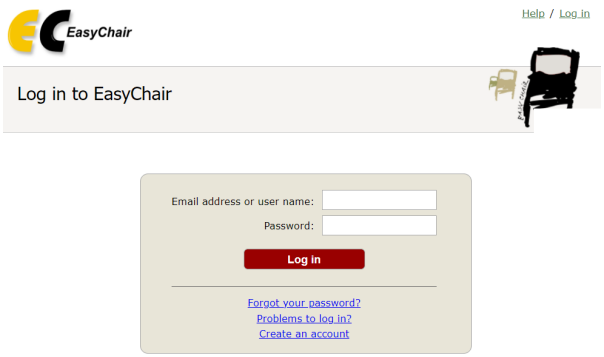


STEP 2: upload your essays

Nota bene:

- Each essay has to be anonymous and has to meet the following conditions:
  - The name of the student is not mentioned
  - The name of the school is not mentioned
  - 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

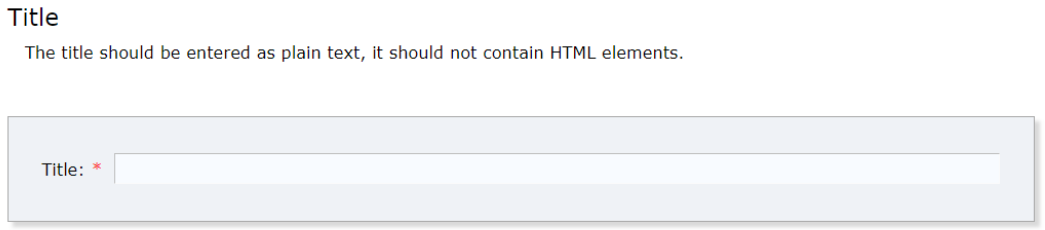


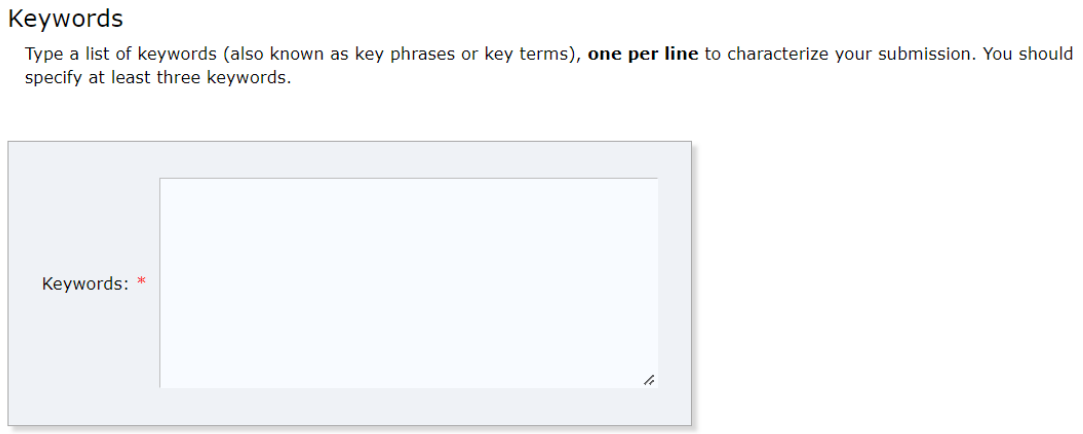
2. Go to https://easychair.org/my/conference?conf=bpipo2024

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:

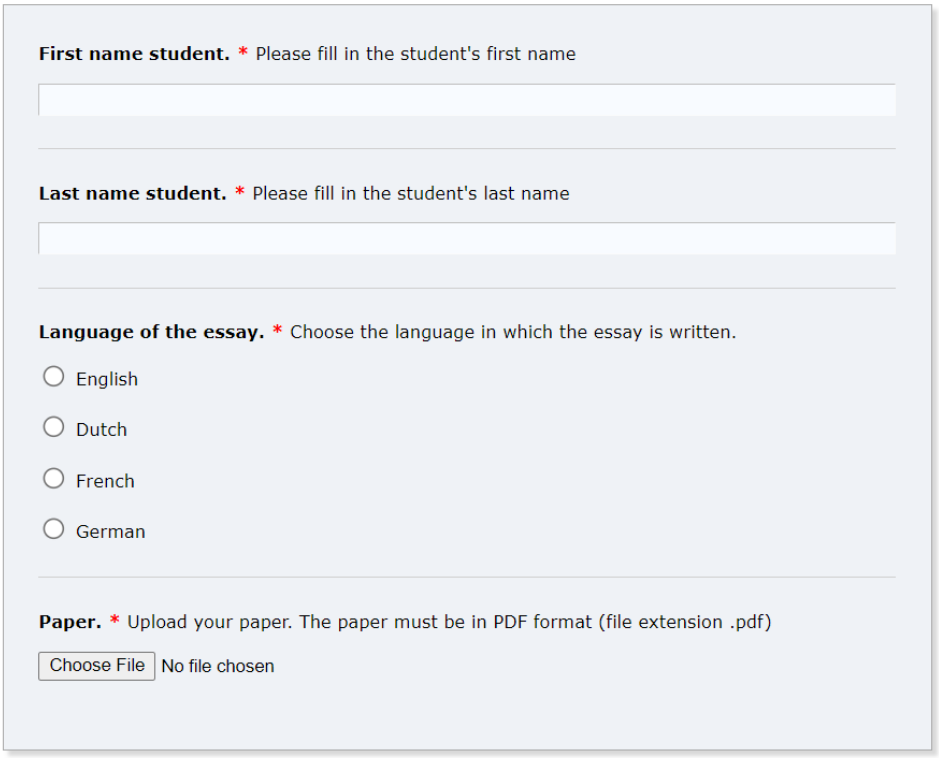
   Essay1
   Essay2
   Essay3





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



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!