

EasyChair Instructions for Authors

The submission and review of papers for the 2020 AMSIC-3 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 abstract and check on the review status of your submission.

The submission process consists of three stages: 1) Abstract Submission, 2) Full Paper Submission, and 3) Final Paper Submission. In each stage, our committee members will review your paper and notify you of the result. Only papers that are accepted in stage 1 will be submitted to stage 2, and only papers accepted in stage 2 will be submitted to stage 3.

This guide is intended to support authors during the submission process. It has four parts:

1. Setting up an account
2. Abstract Submission
3. Full Paper Submission
4. Final Paper Submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the Conference Secretary

Mady Cisse <mady.cisse@ucad.edu.sn>,

1. Set up an Account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/my/conference?conf=amsic3#> This link will bring up a login page for the 2020 AMSIC-3 (Figure 1 example). Select “sign up for an account” to register an account. **An active link exists at our AMSIC-3 conference tab "Abstracts and Papers".**

Example Example from IWWCE 2013

EasyChair Login Page for 2013 IWCCE

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

If you have problems to sign in [then click this link](#)

The Turing Centenary Conference

www.turing100.manchester.ac.uk
10 Turing Award winners and Garry Kasparov as invited speakers. Manchester, June 22-25, 2012

Manchester Centre for Doctoral Training

cdt.cs.manchester.ac.uk
Fully funded studentships available for PhD study in Computer Science at the University of Manchester. Apply now for entry in September 2012.

Click here to sign up.

Figure 1. The login page of ‘EasyChair’ for the 2013 IWCCE

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.”

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 two 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.

between research

Type the two words:

Figure 2. Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 3), and click on “Continue.”

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[†] (*):

Last name (*):

Email (*):

[†] 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.

Example from IWWCE 2013

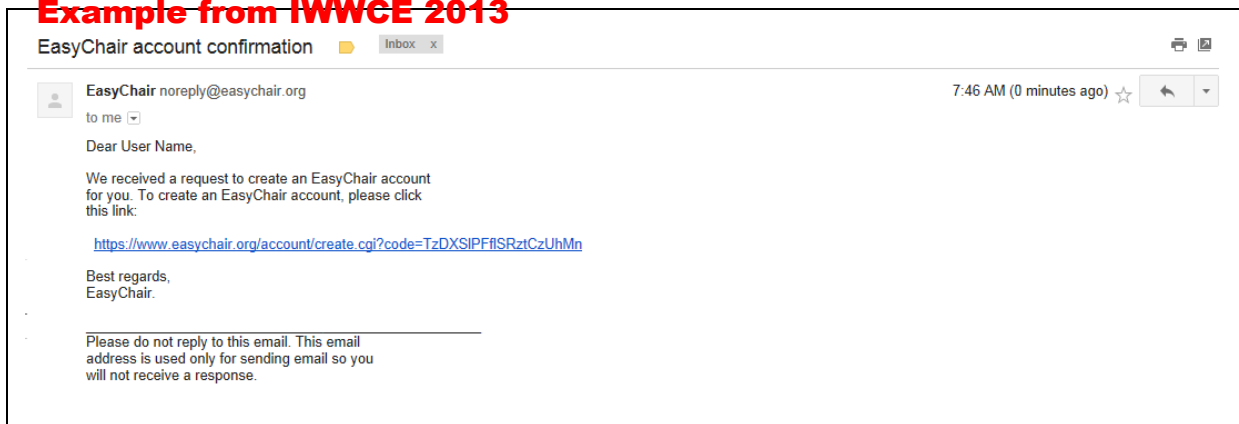


Figure 4. Login email

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.

Signing Up for EasyChair: Last Step

Hello User Name! To complete the creation of your account please fill out the following form.

User names are case-insensitive

User name:

First name[†]:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

[†] 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 5. Create an account

After the account is registered, you may log in to the 2020 AMSIC-3 simply by clicking on the “click this link” link (as shown in Figure 6).

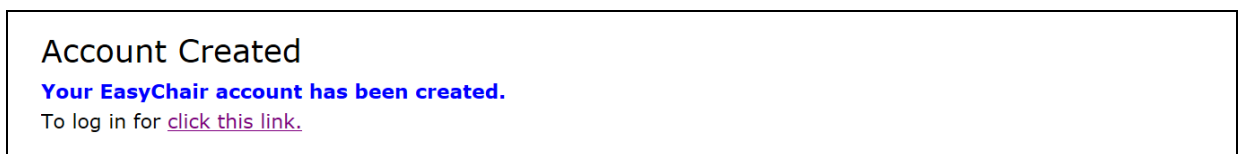


Figure 6. Link to the login page

Note: 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.

2. Submit Your Abstract(s) by April 30, 2018

After logging in to the ‘EasyChair’ website for the 2013 IWCCE, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 7).

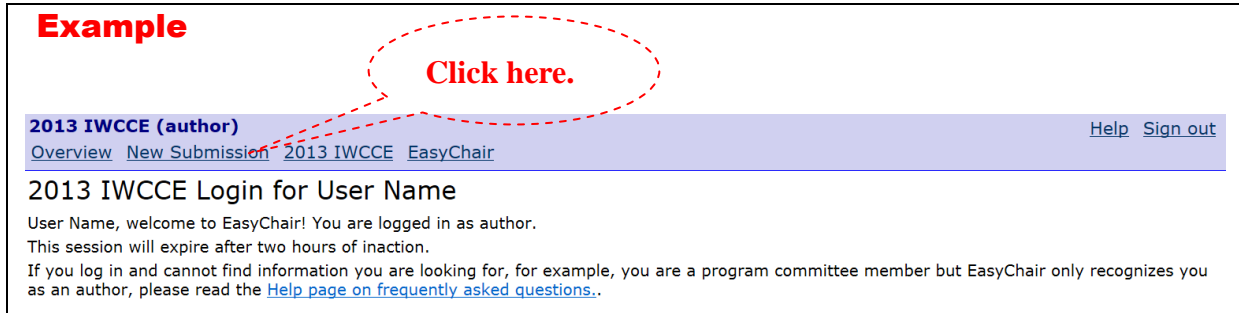


Figure 7. The main page for authors

Before submitting your abstract, you should select the track relevant to your submission (as shown in Figure 8). Please be careful with this step; once you select the track and click “Continue,” you cannot change the track on your own (you’ll have to request that the Chair change it).

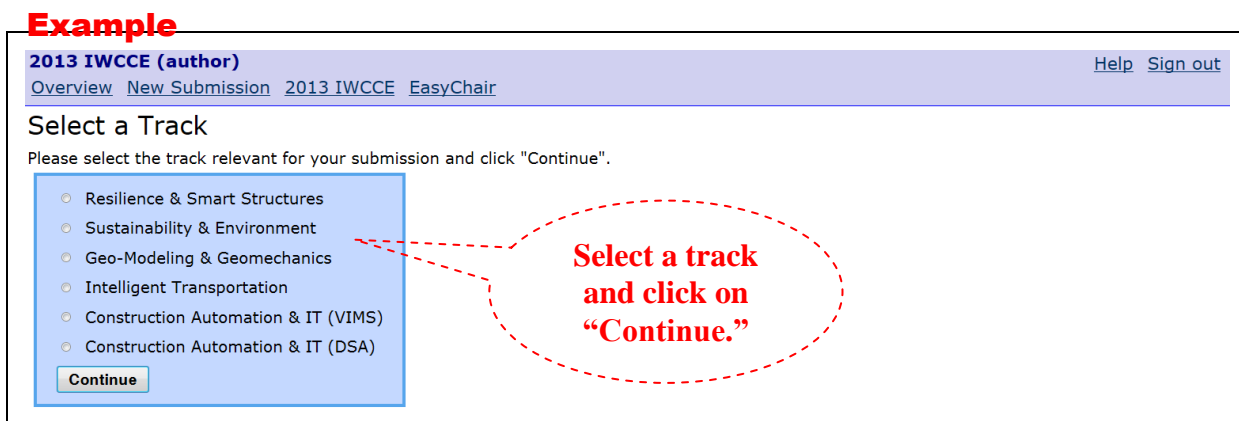


Figure 8. Track selection

Follow the on-screen instructions and fill out all of required information (as shown in Figure 9). Once you have filled out everything (including ‘Abstract’), **you should upload the abstract on the same page.** Make sure that you **DO NOT click on the box that says “Abstract Only.”** The abstract must be in Microsoft word format (file extension “.doc” or “.docx”). Once the abstract is uploaded, click the “Submit” button to finish your abstract submission.

Example

New Submission for 2013 IWCCE

(Resilience & Smart Structures)

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

More information about submission to 2013 IWCCE can be found on [2013 IWCCE Web site](#).

Authors

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.

Author 1 (click here to add yourself) (click here to add an associate)

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Author 2 (click here to add yourself) (click here to add an associate)

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Author 3 (click here to add yourself) (click here to add an associate)

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

[Click here to add more authors](#)

[†] 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](#).

Title, Abstract and Other Information

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

... continued on the next page

Title (*):

Abstract:

Keywords
 Type a list of keywords, **one per line** to characterize your submission. You should specify at least three keywords.

Keywords:

Upload Paper
 The submission should be in the PDF format (file extension .pdf). If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: Abstract Only:

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

DO NOT click on "Abstract Only."

Figure 9. Abstract submission

When the abstract submission is completed, you can check the submitted information and make changes (as shown in Figure 10).

Example

2013 IWCCE (author) [Help](#) [Sign out](#)

[Overview](#) [New Submission](#) [Paper 28](#) [2013 IWCCE](#) [EasyChair](#)

2013 IWCCE Submission 28 [Update information](#)
[Update authors](#)
[Submit a new version](#)
[Withdraw](#)

 If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.
 All **reviews sent to you** can be found at the bottom of this page.

Paper 28	
Title:	Title _ Abstract
Paper:	Word document
Track:	Resilience & Smart Structures
Keywords:	Keyword 1 Keyword 2 Keyword 3
Abstract:	Abstract
Time:	Aug 30, 01:18 GMT

Authors						
first name	last name	email	country	organization	Web site	corr
User	Name	2013iwcce5@gmail.com	United States	a		✓

After completing a submission, a new menu bar (Paper #) is created. Click on "Paper #" for changing submission.

Figure 10. A page for 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 abstract:** If you want to change the uploaded abstract, select “Submit 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 abstract 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 EasyChair.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email (by the date specified on our website deadline page). In addition, you may check the reviews by clicking on “Paper #,” located in the top-left corner of the menu bar (as shown in Figure 10).

Example

2013 IWCCE (author) [Help](#) [Sign out](#)

[Overview](#) [New Submission](#) [Paper 28](#) [2013 IWCCE](#) [EasyChair](#)

2013 IWCCE Submission 28 [Update information](#)
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Paper 28	
Title:	Title _ Abstract
Paper:	Word document
Track:	Resilience & Smart Structures
Keywords:	Keyword 1
	Keyword 2
	Keyword 3
Abstract:	Abstract
Time:	Aug 30, 01:18 GMT

Authors						
first name	last name	email	country	organization	Web site	corr
User	Name	2013iwcce5@gmail.com	United States	a		✓

Reviews

Review 1	
Overall rating:	4 (Good)
Relevance to the track	4 (good)
Clear motivation to the addressed problem	5 (very good)
Proper research methodology	4 (good)
Clear and concise results and conclusions	4 (good)
Originality	4 (good)
Contributions	5 (very good)
Presentation (including grammar)	5 (very good)
Review:	Abstract Accepted

Figure 10. View reviews of the abstract

3. Full Paper Submission by the date specified on our website deadlines page

* An author whose abstract was accepted can submit a full paper.

You can submit a full paper **only by updating the submission you submitted as an abstract** (as shown in Figure 11). You may change the title, abstract, and keywords by selecting “Update information.” You may also update authors using the “Update authors” page. Most importantly, you have to submit a full paper by selecting “Submit a new version” from the right-hand menu of this screen.

Example

2013 IWCCE (author) [Help](#) [Sign out](#)

[Overview](#) [New Submission](#) [Paper 28](#) [2013 IWCCE](#) [EasyChair](#)

2013 IWCCE Submission 28

The submission has been updated.

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.
All **reviews sent to you** can be found at the bottom of this page.

Paper 28	
Title:	Title _ Full Paper
Paper:	Word document
Track:	Resilience & Smart Structures
Keywords:	Keyword 1 Keyword 2 Keyword 3
Abstract:	Abstract
Time:	Aug 30, 01:18 GMT

Authors						
first name	last name	email	country	organization	Web site	corr
User	Name	2013iwcce5@gmail.com	United States	a		✓

**Submit a full paper by selecting
“Update information,” “Update
authors,” and “Submit a new
version” from the right-hand menu.**

Figure 11. Full paper submission

- **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 a full paper:** 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 full paper by selecting the “Submit a New Version” button.

Once the full paper review process is completed, you will receive acceptance/rejection notification with reviews by email (on the date specified on our website deadlines page). In addition, you may check the reviews by clicking on “Paper #,” located in the top-left corner of the menu bar (as shown in Figure 12).

2013 IWCCE Submission 28

[Update information](#)
[Update authors](#)
[Submit a new version](#)
[Withdraw](#)

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.
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Title:	Title _ Full Paper
Paper:	Word document
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Keywords:	Keyword 1 Keyword 2 Keyword 3
Abstract:	Abstract
Time:	Aug 30, 01:18 GMT

Reviews on an abstract.

Authors						
first name	last name	email	country	organization	Web site	corr
User	Name	2013iwcce5@gmail.com	United States	a		✓

Reviews

Review 1 (superseded by another review)	
Overall rating:	4 (Good)
Relevance to the track	4 (good)
Clear motivation to the addressed problem	5 (very good)
Proper research methodology	4 (good)
Clear and concise results and conclusions	4 (good)
Originality	4 (good)
Contributions	5 (very good)
Presentation (including grammar)	5 (very good)
Review:	Abstract Accepted

Review 1	
Overall rating:	4 (Good)
Relevance to the track	5 (very good)
Clear motivation to the addressed problem	5 (very good)
Proper research methodology	4 (good)
Clear and concise results and conclusions	5 (very good)
Originality	5 (very good)
Contributions	4 (good)
Presentation (including grammar)	5 (very good)
Review:	Full Paper Accepted

Reviews on a full paper.

Figure 12. View reviews on the full paper

4. Final Paper Submission

* An author whose full paper was accepted can submit a final paper.

If your full paper was accepted, we request that you submit your final paper electronically, no later than the date specified on our website deadline page. To upload your final paper, click on "Paper #" and select "Submit a new version" from the right-hand menu of the Submission screen (as shown in Figure 13). After selecting the file that you wish to upload from your computer, submit your final paper by selecting the "Submit a New Version" button.

Click on "Paper #."

2013 IWCCE (author) [Overview](#) [New Submission](#) [Paper 28](#) [2013 IWCCE](#) [EasyChair](#) [Help](#) [Sign out](#)

2013 IWCCE Submission 28

The submission has been updated.

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.
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Upload the final paper by selecting "Submit a new version."