



## Authors Guide to Using EasyChair

Dear Respected Authors,

Submission and review of papers for IEPS-2014 (<http://ieps.ieee.org.ua/>) will be managed through an online conference paper management system called “EasyChair” ([www.easychair.org](http://www.easychair.org)). This system gives you complete control over your submission. You can upload your paper, change details, check on the review status of your paper etc.

The submission process consists of two stages: 1) Full Paper Submission, and 2) Final Paper Submission. In each stage, our technical 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.

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 technical chair at [ieps@ieee.org.ua](mailto:ieps@ieee.org.ua)

Best Regards,

Local Organizing Committee of IEPS-2014

### 1. EASYCHAIR ACCOUNT SETUP

You will need to set up an account if you do not have an account with EasyChair. Go to <https://www.easychair.org/conferences/?conf=ieps2014>. This link will bring up a login page of IEPS-2014 for the conference. Select on the link at the bottom to set up an account.

This will bring you to the step 1 of account request. You have to do the image recognition test before creating an account. It will redirect you to step 2 to key in your information after you have passed the image recognition test.

#### 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.

After submission of the request, you will be shown an acknowledgement and a list of instructions (Fig.1d). You will receive an email almost instantly. Kindly check your junk/spam folder (as some mail servers have strict settings on receiving unfamiliar email address) if you do not received any email from EasyChair in your inbox.

#### Account Application Received

We received your application. A mail with further instructions has been sent to the email address [nus.isealumni@gmail.com](mailto:nus.isealumni@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 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

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your email address uses such a protection, you will never get our mail. If you have such a protection and 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 to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account.

You can repeat your application at any time. Another mail will be sent to you.

Click on the link to create your account.

Clicking on the link in your email will bring you to the last step of the account creation process. In here, you will now create an account with your own preferred user name, password and of course your particulars.

**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. PAPER SUBMISSION BY JANUARY 21, 2014**

Go to the link <https://www.easychair.org/conferences/?conf=ieps2014> enter your login information. This will take you to the main page. Along the top of the page is a menu. You can view a list of previous submissions by selecting Overview. To see or edit specific information on the previous papers submitted (e.g., the authors, abstract, time of submission) select any identified papers across the top of the menu. The IEPS-2014 link provides information about the conference (Fig. 2b) and EasyChair menu item allows you to view the settings and go to your account information.

To make a submission, first select New Submission. You will be shown a long list of fields to enter.

- Authors' information
- Title, Abstract
- Keywords
- Topics selection
- Upload file: paper for \*.PDF version of your paper and attachment for \*.DOC or \*.DOCX, or \*.TEX version of your paper

Click on "Submit" once to submit your paper.

### **Upload Paper**

The submission should be in the PDF format (file extension.pdf). If you submit only an abstract, then tick (if any) should be in one of the following formats:

1. Word document (file extension.doc).
2. LaTeX file (file extension.text).
3. Word open XML document (file extension.docx).

## **3. CHANGING THE DETAILS OF YOUR SUBMISSION**

From the Overview page, select the paper you want to make changes to, e.g., Paper 5. Or you can also access your paper by clicking on the paper number at the navigation panel. Both ways will bring you to the paper information page (Fig. 3b). Your paper will appear as IEPS-2014 Submission 5, use the menu on the right hand side of the screen (Fig. 3b) to update information, update authors, submit a new version or withdraw your submission.

### **THANK YOU**

If you've completed your submission, thank you from the IEPS-2014 Local Organizing Committee.

### **CONTACTS**

Website: <http://ieps.ieee.org.ua/>

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