

## EasyChair instructions for Authors

The submission and review of papers for ICoRER 2019 will be managed through an online conference paper management system, [EasyChair](#). This system allows the author for complete controlling over the submission. The author can upload the abstract and check on the review status of your submission. The submission process includes two stages:

1. Extended abstract submission
2. Final paper submission

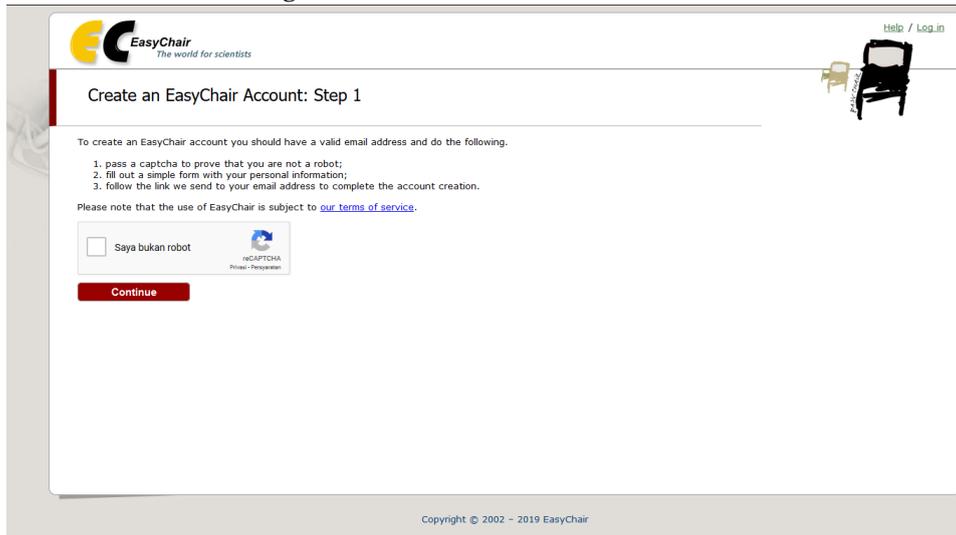
The scientific committee will review all abstracts and notify the results to authors. The authors of accepted extended abstracts will be asked to submit the final paper. The result of the selected papers will be notified before the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has three parts:

- Setting up an account
- Extended abstract submission
- 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 technical chair at: [icorercommittee@icorer2019.com](mailto:icorercommittee@icorer2019.com)

# 1 Set up an account as an Author

The author is requested to set up an account (username and password) in the following link: <https://easychair.org/conferences/?conf=icorer2019>. The author will then be automatically directed to the page shown in Figure 1. Click the CAPTCHA dialog box and click on "Continue".



**EasyChair**  
The world for scientists

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](#).

Saya bukan robot

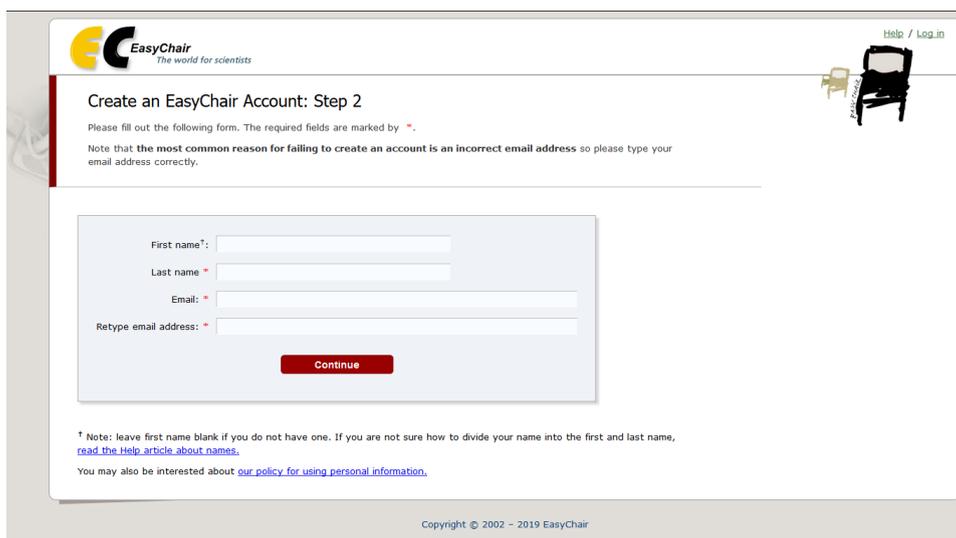
 CAPTCHA  
Pilih - Pilihkan

**Continue**

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Figure 1: First step to sign up in EasyChair

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on "Continue."



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### 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\*:

Retype email address\*:

**Continue**

† 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](#).

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Figure 2: Fill in the form

Upon completion of Step 2, the author will receive a confirmation e-mail in the register e-mail addresses depicted in Figure 3. Barely click the link provided in the confirmation email to continue the registration process.

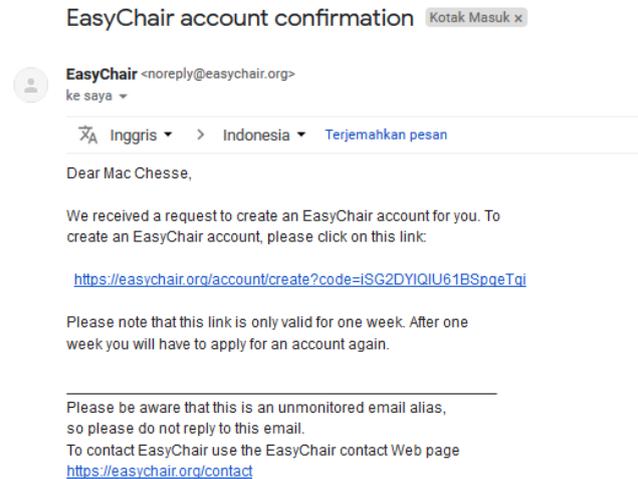


Figure 3: Confirmation e-mail for completing the account registration.

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

Hello Mac Chesse! 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.

The image shows a web form for creating an EasyChair account. At the top, it says "To use EasyChair, you must agree to its Terms of Service (view terms), (download terms)." and has a checkbox "I agree to EasyChair Terms of Service". Below this is a section "Enter your personal data." with input fields for "First name:", "Last name \*", "Organization: \*", and "Country: \*". There is a note: "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." and an input field for "Your personal Web page". Below this is a section "Enter your account information. Note that user names are case-insensitive" with input fields for "User name: \*", "Password: \*", and "Retype the password: \*". At the bottom, there is a red button labeled "Create my account".

Figure 4: The last step for creating an account in EasyChair.

After the account is registered, the author may log in to ICoRER 2019 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=icorer2019>.

**Note:** If your username appears taken, it is possible that the author has signed

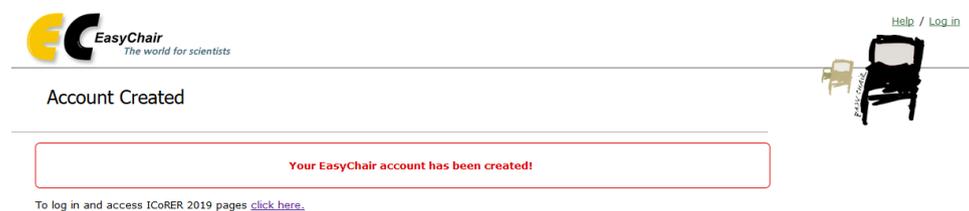


Figure 5: Link to the ICoRER 2019 login page.

up for EasyChair in the past for another conference. If this is the case, the author need to request EasyChair to remind or reset the password based on your username.

## 2 Submit your abstract(s)

After logging in to the EasyChair for ICoRER 2019, the author may click on the “New Submission” tab located in the top-left corner of the menu bar to submit a new abstract (Figure 6).



Figure 6: The main page for abstract/paper submission.

Follow the on-screen instructions and fill out all of required information (Figure 7) about the authors.

**Note:** The author is obliged to use the same e-mail address registered upon creating the EasyChair account.

ICoRER 2019 (author) [Help](#) / [Log out](#)

[New Submission](#) [ICoRER 2019](#) [News](#) [EasyChair](#)

## New Submission for ICoRER 2019

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

### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **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 not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

**Author 1** ([click here to add yourself](#))

First name\*:

Last name\*:

Email\*:

Country\*:

Organization\*:

Web page:

Figure 7: Authors information page.

The author is also requested to fill out the title, abstract, keywords and the related topics (Figure 8).

**Title and Abstract**

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

Title\*:

Abstract\*:

**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\*:

Files

Figure 8: Abstract submission.

Click on the "Submit" link to submit the abstract (Figure 9). Please do not submit the full paper or any other files at this stage.



Figure 9: Abstract submission.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created Figure 10). Click on "Submission #" for changing any information about the submission.

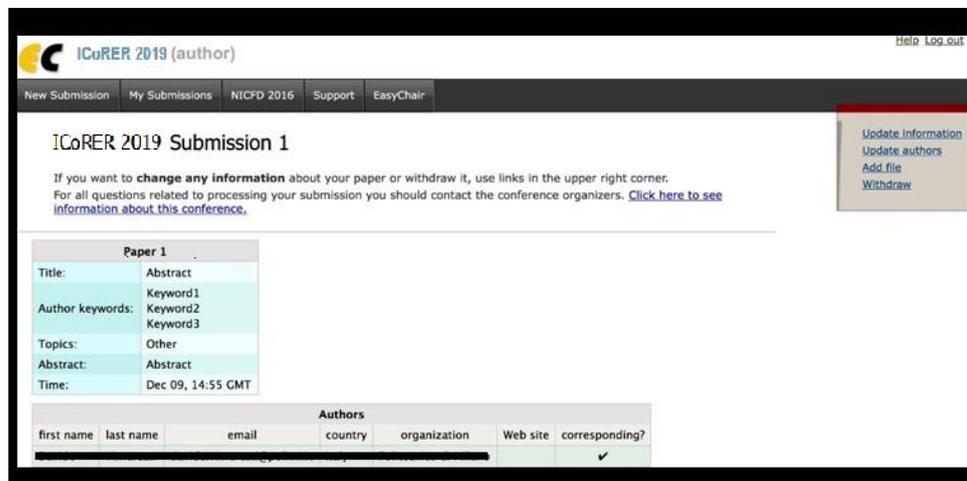


Figure 10: A page for changing your submission(s).

Use the links at the top-right corner for:

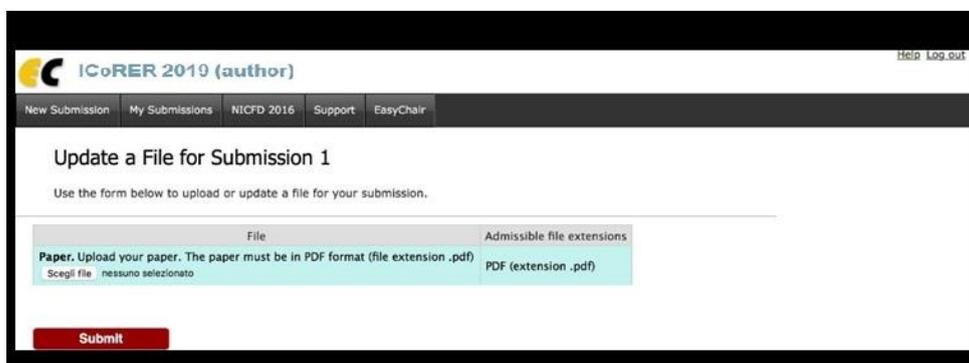
- **Updating information about your submission:** Select "Update information" from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** Select "Update authors" to modify any information about the author(s) and click "save." In the case of multiple authors, the author who responsible for submission can add ("Add new author") or remove authors (Click on "X") and then update the order of the authors by selecting the "Reorder authors" button.
- **Uploading files:** The "Add file" link may be used to upload files. Please do not upload any files at this stage.

- **Withdrawing the submission:** Select “Withdraw” to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), the author will receive a confirmation email. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

### 3 Final paper submission

The author can submit a final paper only by updating the submission which has been submitted as an abstract. Once the abstract submission is completed, the menu bar "Submission #" or "My Submissions" in the case of multiple submissions is created. By clicking on this tab, the author is able to access information regarding the submission, also shown in Figure 10. In particular, using the menu in the top-right corner, the author may change the title, abstract, and keywords by selecting “Update information” and also update authorship using the “Update authors” page. Most importantly, the author has to submit a draft paper by selecting “Add file”. After clicking on “Add file”, the author will be able to select the file to upload with the link “Select file” (Figure 11). Once the final paper is uploaded, the author may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link).



The screenshot shows the ICoRER 2019 (author) submission interface. At the top, there is a navigation bar with the ICoRER logo and the text "ICoRER 2019 (author)". Below the navigation bar, there are several tabs: "New Submission", "My Submissions", "NICFD 2016", "Support", and "EasyChair". The main content area is titled "Update a File for Submission 1" and includes the instruction "Use the form below to upload or update a file for your submission." Below this, there is a form with two columns: "File" and "Admissible file extensions". The "File" column contains the text "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)" and a button labeled "Scegli file" with the status "nessuno selezionato". The "Admissible file extensions" column contains the text "PDF (extension .pdf)". At the bottom of the form, there is a red "Submit" button.

Figure 11: Uploading and updating final paper(s)

Once the final paper review process is completed, you will receive acceptance/rejection notification via e-mail.