

EasyChair Instructions for Authors

The submission and review of papers for [ICo-ASCNITech 2022](#) will be managed through an online conference paper management system called [EasyChair](#). This system gives you, the author, complete control over your submission. You can upload your manuscript and check on the review status of your submission. The submission process consists of two stages:

1. Abstract and Draft Paper submission
2. Final paper submission

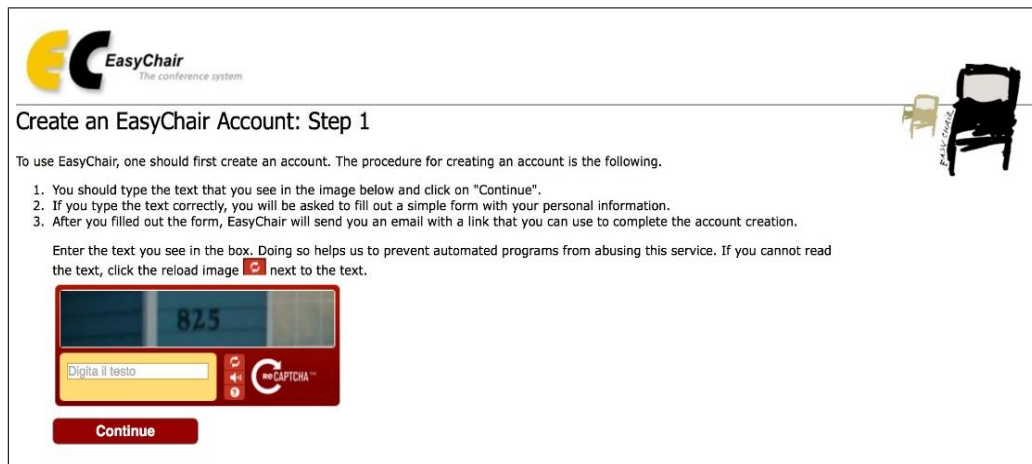
Draft papers will be revised with the help of reviewers. The authors of accepted draft papers will be asked to submit a final version of the paper before the conference. This guide is intended to support authors during the submission process. It has three parts:

- Setting up an account
- Abstract and Draft paper submission
- Final paper submission

The procedure is quite simple. However, if you encounter any difficulties throughout the process, we are happy to help. Please contact the technical chair at: ico-ascnitech@pis.edu.my.

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/conferences/?conf=icoascnitech2022>. You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.



EasyChair
The conference system

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text 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 complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

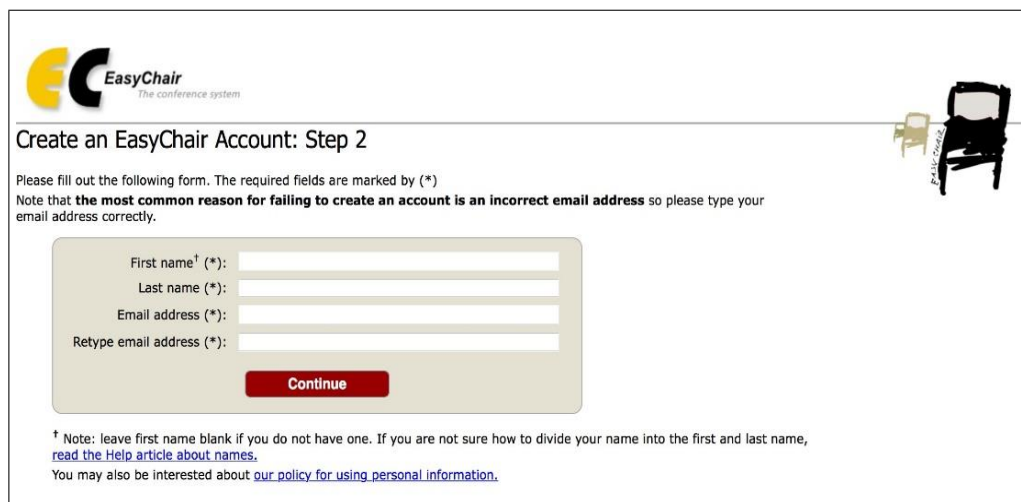
825

Digita il testo

Continue

Figure 1: Enter information to sign up

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



EasyChair
The conference system

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 address (*):

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](#).

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

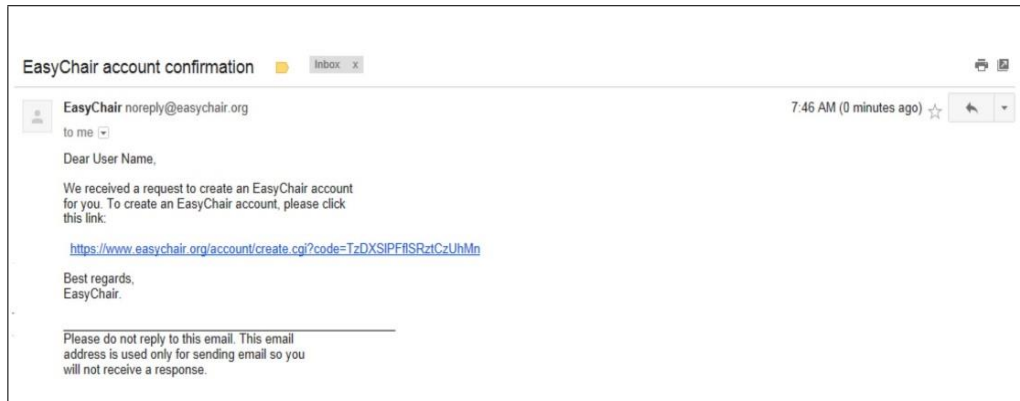


Figure 3: Login email

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.

A screenshot of the 'Create an EasyChair Account: Last Step' web page. The page features the EasyChair logo and a small illustration of a chair. A message from 'Marco Vimercati' states: 'Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.' The form itself is titled 'User names are case-insensitive' and contains the following fields: 'User name:', 'First name*:', 'Last name (*)', 'Company/organization (*)', 'Web site:', 'Phone (*)', 'Address, line 1 (*)', 'Address, line 2:', 'City (*)', 'Post code (*)', 'State (US only) (*)' (a dropdown menu), 'Country (*)' (a dropdown menu), 'Password (*)', and 'Retype the password (*)'. A red 'Create my account' button is located at the bottom right of the form area.

Figure 4: Create an account

After the account is registered, you may log in to ICo-ASCNITech 2022 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=icoascnitech2022>.

Note: If your username appears to be taken, it could be that you have previously signed up for EasyChair in the past conference. In this case, you simply need to request the system to remind you of your password based on your username.



Figure 5: Link to the login page

2. ABSTRACT(S) AND DRAFT PAPER SUBMISSION

- **Abstract Submission**

After logging in to the EasyChair website for ICo-ASCNITech 2022, you may click on the “make a new submission” link located under the Author outline to submit a new abstract (as shown in Figure 6).

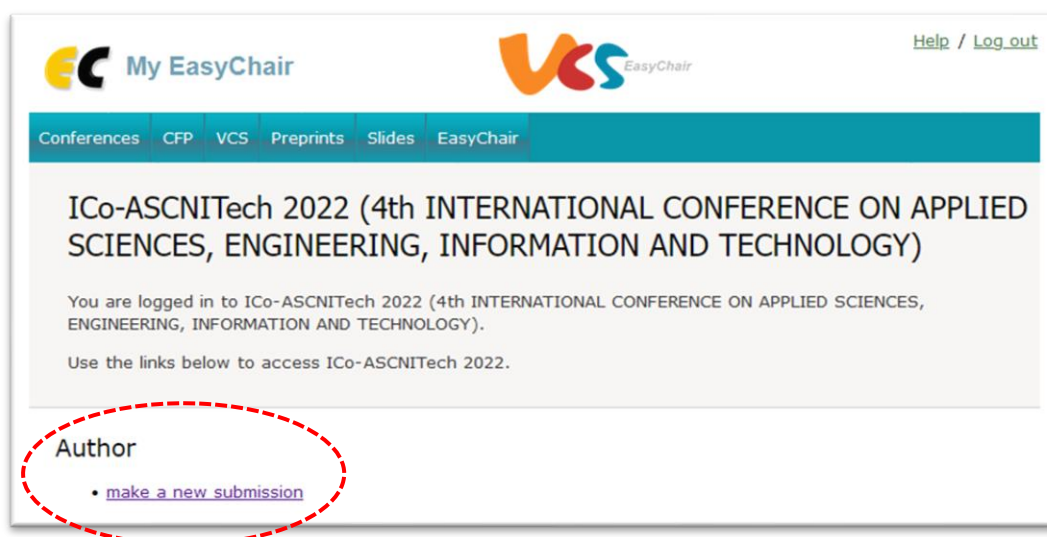


Figure 6: The main page for authors

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

Note: You must use the same email address that you signed up with when creating the EasyChair account.

The screenshot shows the 'New Submission for ICo-ASCNITech 2022' form. At the top, there is a navigation bar with links: 'New Submission', 'ICo-ASCNITech 2022', 'Conference', 'News', and 'EasyChair'. Below the navigation bar, the title 'New Submission for ICo-ASCNITech 2022' is displayed. A note states: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.' The main section is titled 'Author Information' and contains instructions: 'For each author please fill out the form below. Some items on the form are explained here:'. A list of instructions follows: '• **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.' '• One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.' Below the instructions is a form for 'Author 1 (click here to add yourself)'. The form contains the following fields: 'First name*' (text input), 'Last name*' (text input), 'Email*' (text input), 'Country/region*' (dropdown menu), 'Organization*' (text input), and 'Web page:' (text input). At the bottom of the form, there are two radio buttons: 'corresponding author' (checked) and 'presenter' (unchecked).

Figure 7: Authors information

If you have more authors, fill the next form as shown in Figure 8.

The image shows a web form for adding authors. It contains two identical sections, one for 'Author 2' and one for 'Author 3'. Each section has the following fields: 'First name' with a superscripted dagger symbol and a red asterisk, 'Last name' with a red asterisk, 'Email' with a red asterisk, 'Country/region' with a red asterisk and a dropdown arrow, 'Organization' with a red asterisk, and 'Web page'. Below these fields are two radio buttons: 'corresponding author' (checked) and 'presenter'. At the bottom of the form, there is a link 'Click here to add more authors' and a footnote starting with a dagger symbol: '† 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.'

Author 2 ([click here to add yourself](#))

First name[†] *

Last name *

Email *

Country/region *

Organization *

Web page:

☒ corresponding author
☐ presenter

Author 3 ([click here to add yourself](#))

First name[†] *

Last name *

Email *

Country/region *

Organization *

Web page:

☒ corresponding author
☐ presenter

[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](#).

Figure 8: Additional Authors information

Fill out the text abstract, keywords and the related topics (as shown in Figure 9).

Title and Abstract

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

Title: *

The abstract should not exceed 300 words

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: *

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. You must select exactly one topic.

☐ Technology and Engineering

☐ Science and Mathematics

☐ Social Science and Humanities

☐ Computer and ICT

☐ Art and Creative Design

☐ Economics, Business and Management

☐ Education and TVET Studies

☐ Action Research

Figure 9: Abstract submission

Click on the “Submit” link to submit your abstract (as shown in Figure 10).

Files

The following part of the submission form was added by ICo-ASCNITech 2022. It has neither been checked nor endorsed by EasyChair

Paper. * Upload your paper. The paper must be in Word format (file extension .docx)


No file selected.

Ready?

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

Figure 10: Abstract submission

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 11). Click on “Submission #” for changing any information about the submission.



ICo-ASCNITech 2022 (author)
[Help](#) / [Log out](#)

[New Submission](#)
[My Submissions](#)
[ICo-ASCNITech 2022](#)
[Conference](#)
[News](#)
[EasyChair](#)

ICo-ASCNITech 2022 Submission 3640

[Update information](#)
[Update authors](#)
[Update file](#)

The submission has been saved!

Submission 3640	
Title	Title
Paper:	 (Apr 05, 16:14 GMT)
Author keywords	Keywords1 Keywords2 Keywords3
Topics	Technology and Engineering
Abstract	Abstract
Submitted	Apr 05, 16:14 GMT
Last update	Apr 05, 16:14 GMT

Authors							
first name	last name	email	country	affiliation	Web page	corresponding?	presenter
Unice	Biz	unicebiz@gmail.com	Albania	any company		✓	✓

Figure 11: 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, you may add (“Add new author”) or remove authors (Click on “X”); 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.

- **Draft paper submission**

You can submit a draft paper only by updating the submission you sub-mitted as an abstract. Once you have completed the abstract submission, the menu bar "Submission #" or "My Submissions" in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission, as shown in Figure 11. To change the title, abstract, and keywords, you may use the menu located at the top-right corner by selecting “Update information” and you may also update authors using the “Update authors” tab. Most importantly, you must submit a draft paper by selecting “Add file”. After clicking on “Add file”, you will be able to select the file that you want to upload with the link “Select file”, as shown in Figure 12. Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link).

ICo-ASCNITech 2022 (author) [Help](#) / [Log out](#)

[New Submission](#) [My Submissions](#) [ICo-ASCNITech 2022](#) [Conference](#) [News](#) [EasyChair](#)

Update a File for Submission 3640

Use the form below to **upload or update** a file for your submission.
The file is mandatory and cannot be deleted.

File	Admissible file extensions	Current version
Paper (*) . Upload your paper. The paper must be in Word format (file extension .docx) <input type="button" value="Browse..."/> No file selected.	Word document (extension doc)	

Figure 12: Uploading draft paper(s)

Once the draft paper review process is completed, you will receive an acceptance/rejection notification with reviews by email from ico-ascnitech@pis.edu.my.

3. FINAL PAPER SUBMISSION

After the final revision, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen. After selecting the file that you wish to upload from your computer, submit your final paper by selecting the "Submit" button.