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
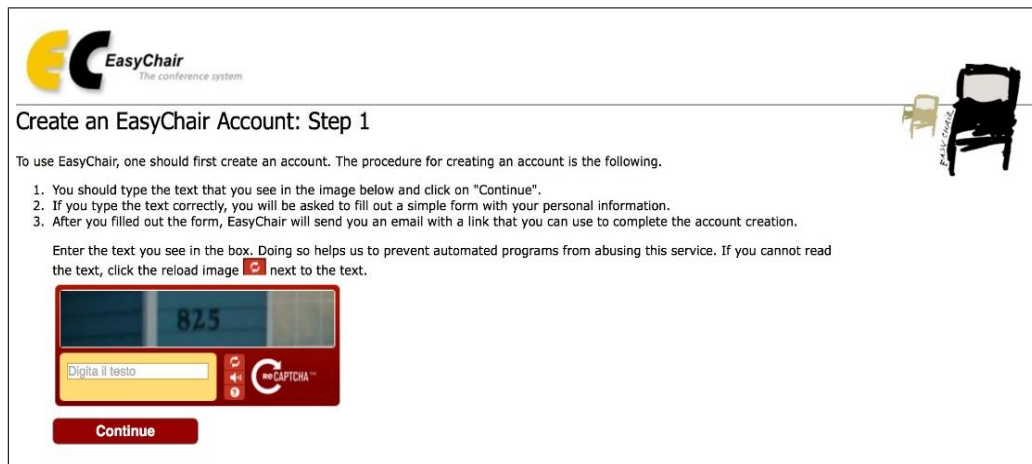
2. Final paper submission

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".
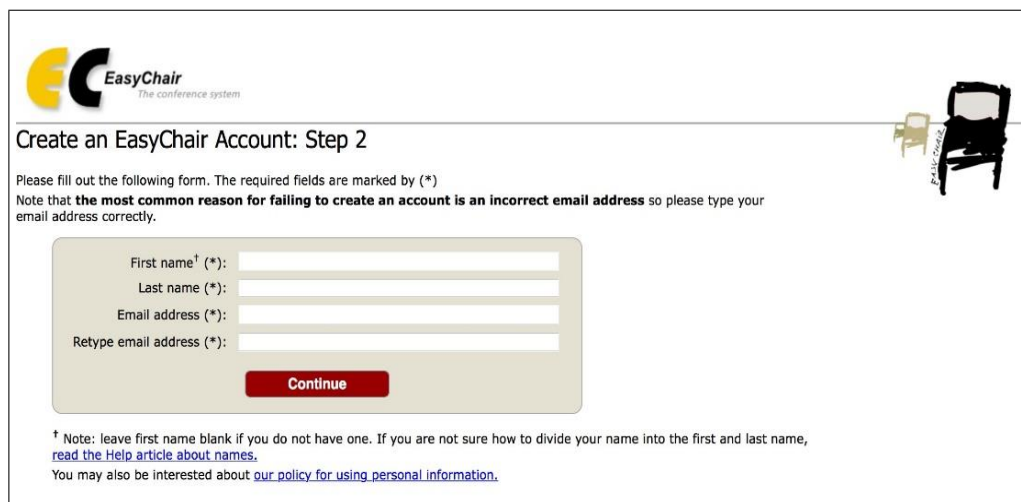

Figure 1: Enter information to sign up

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

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.
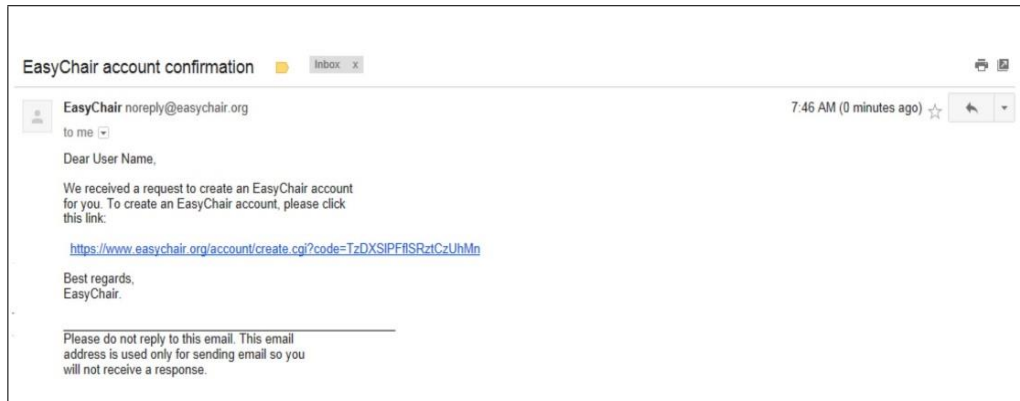

Figure 3: Login email

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.

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).
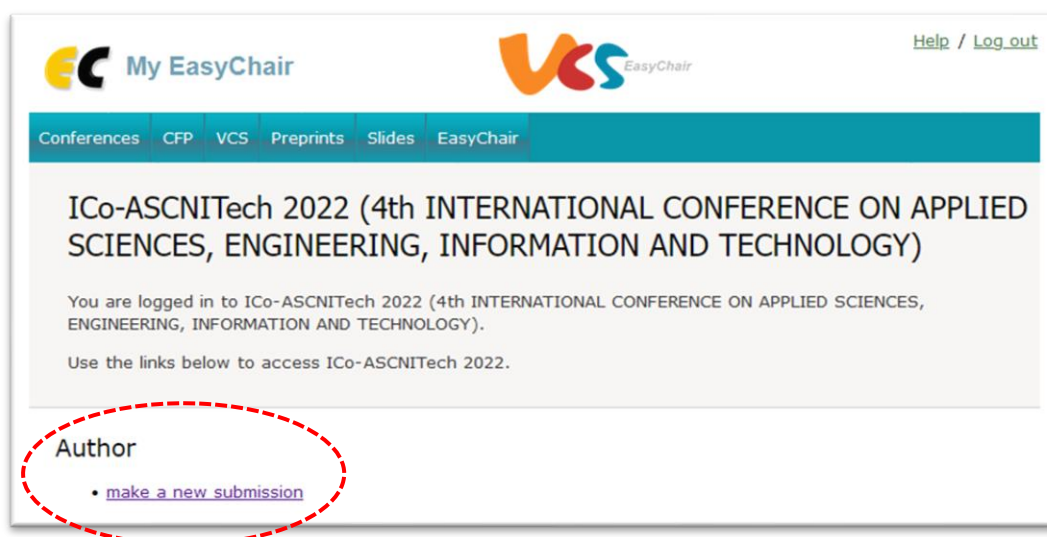

Figure 6: The main page for authors

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.

Figure 7: Authors information

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

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).

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.

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).

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.