

EasyChair: Guidelines for Authors

This guide is intended to support authors in the submission process to the [CIE 2024](#) conference and consists of four parts:

- [Create an account](#),
- [Submission of an extended summary](#),
- [Submit a full article](#),
- [Review of a submitted article](#).

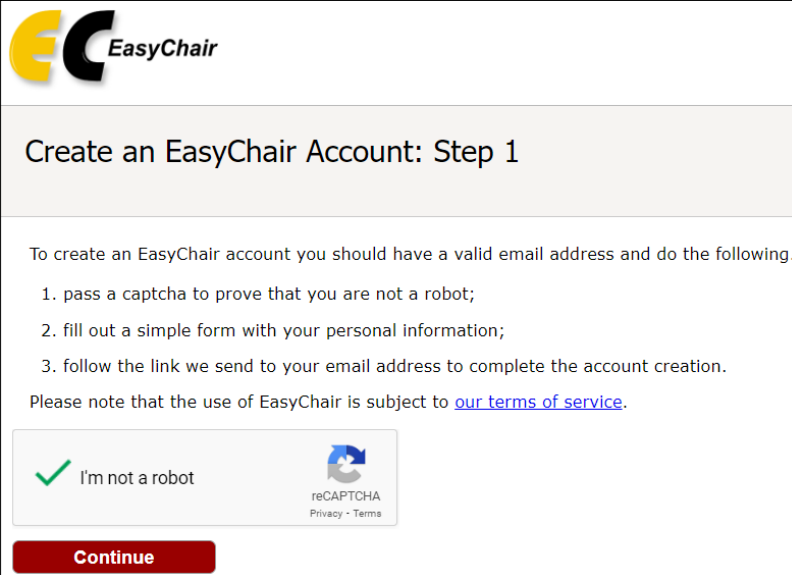
If you need further assistance, please contact our team at: info.cie@ionio.gr

Create an account

You will need to create an account (username and password) as an author. The process is divided into two phases:

- the initial confirmation of the user's email address, and
- the completion of extensive data based on a personalized link received at the email address.

First, navigate to the link <https://easychair.org/account/signup> and then the non-automated systems certification step (see Figure 1)



EasyChair

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](#).


I'm not a robot

reCAPTCHA
Privacy - Terms

Continue

Figure 1: Certification of a non-automated system.

Fill in your details: first name, last name, email address and email address confirmation (see Figure 2)



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](#)

Figure 2: Entering user data.

You will then be informed that your details have been successfully entered (see Figure 3) and that you will receive an email at the address you provided in the previous step with further details.



[Help](#) / [Log in](#)



Account Application Received

We received your application. A mail with further instructions has been sent to the email address ioannis.karydis@ionio.gr.

If You Do not Receive the Instructions

If you do not receive our email 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 incoming mail for spam.

"Reply-me" mail protection.
Some mailers, when receiving an email 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 your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.

Mailbox problems and quotas
Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

Anti-spam filters
It is possible that your spam filters will classify our email 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, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

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

Figure 3: Successful entry of user data.

You will then receive an email at the email address you entered with a personalized link to create your account (see Figure 4).

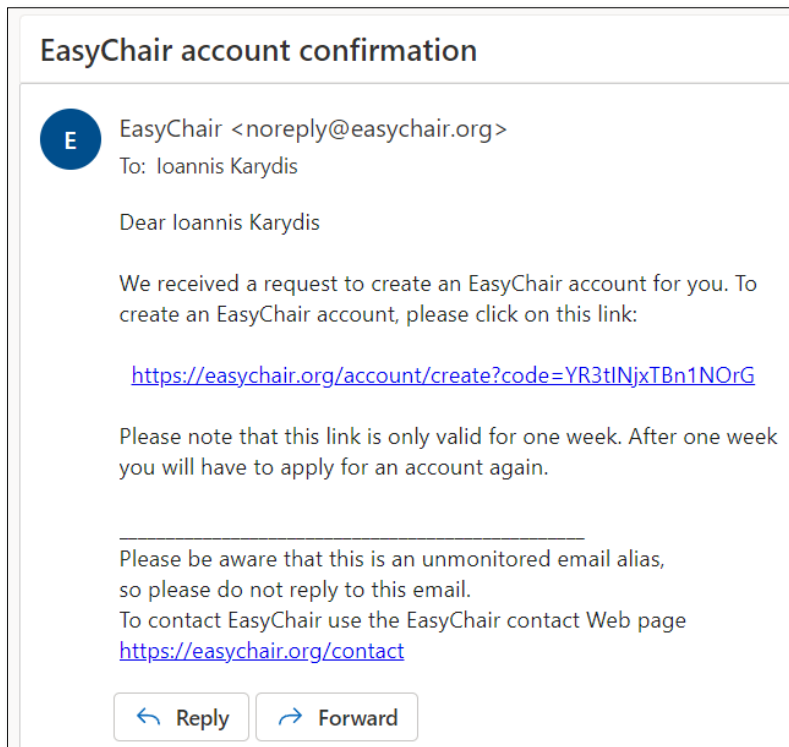


Figure 4: Email message with a link to create an account.

The link will take you to a page that will already have the name and surname details you entered in the previous step (see Figure 5) and where you will have to fill in further details for your account.

The image shows the "Create an EasyChair Account: Last Step" form. It includes the EasyChair logo and a message to Andreas Panagiotopoulos. The form contains a checkbox for "I agree to EasyChair Terms of Service", which is checked. Below this, there is a section "Enter your personal data." with fields for "First name" (Ioannis), "Last name" (Karydis), "Organization" (Dept. of Informatics, Ionian University), and "Country/region" (Greece). There is also a field for "Your personal Web page" and a section "Enter your password" with "Password" and "Retype the password" fields. A red "Create my account" button is at the bottom.

Figure 5: Filling in the details to create an account

After selecting "Create my account" and if all the information you entered was correct, you will be taken to the successful account creation message (see Figure 6).

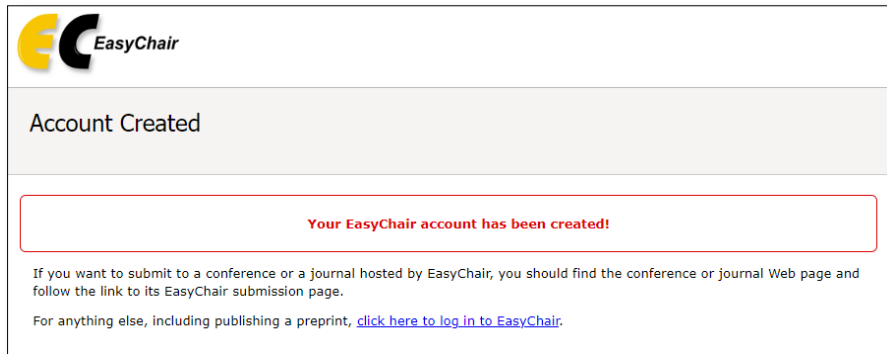


Figure 6: Confirmation message confirming successful account creation.

Finally, by following the link <https://easychair.org/account/signin> you can log in with the information you entered.

Submission of an extended summary

Navigate to the conference link <https://easychair.org/my/conference?conf=cie20240>. Select "Make a new submission" (see Figure 7).



Figure 7: Selecting to register a new article. (Illustrative image from an older CIE)

Click on the "Read instructions" link to display the instructions (see Figure 8).

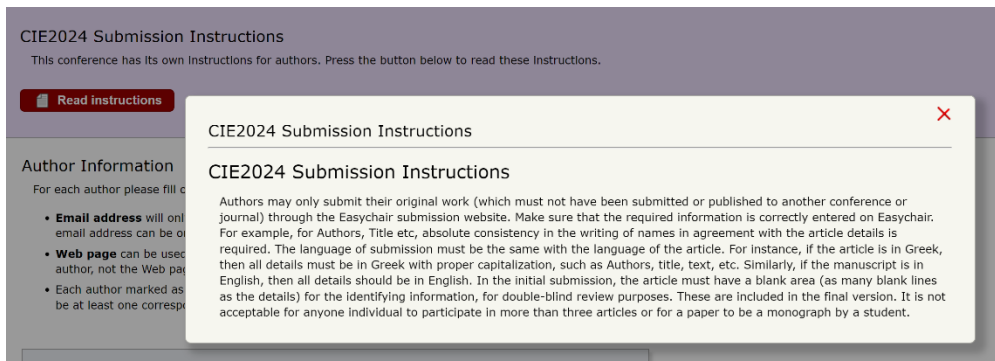


Figure 8: Article submission instructions

Then you identify the authors of the article (1 or more people) – (see. Figure 9), as well as the field title, abstract, and keywords (see Figure 10). The keywords field requires at least 3 keywords, each on a new line.

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Web page:

corresponding author

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Figure 9: Article author data entry fields.

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: *

Figure 10: Title, summary, and keyword entry fields.

Then, after specifying whether your article is intended for a Journal (1), via the "Other information and Files" field, see "Other information and Files". Figure 11, attach the file of the extended summary "Choose File", (2), (files, which activates the file interface of your computer.

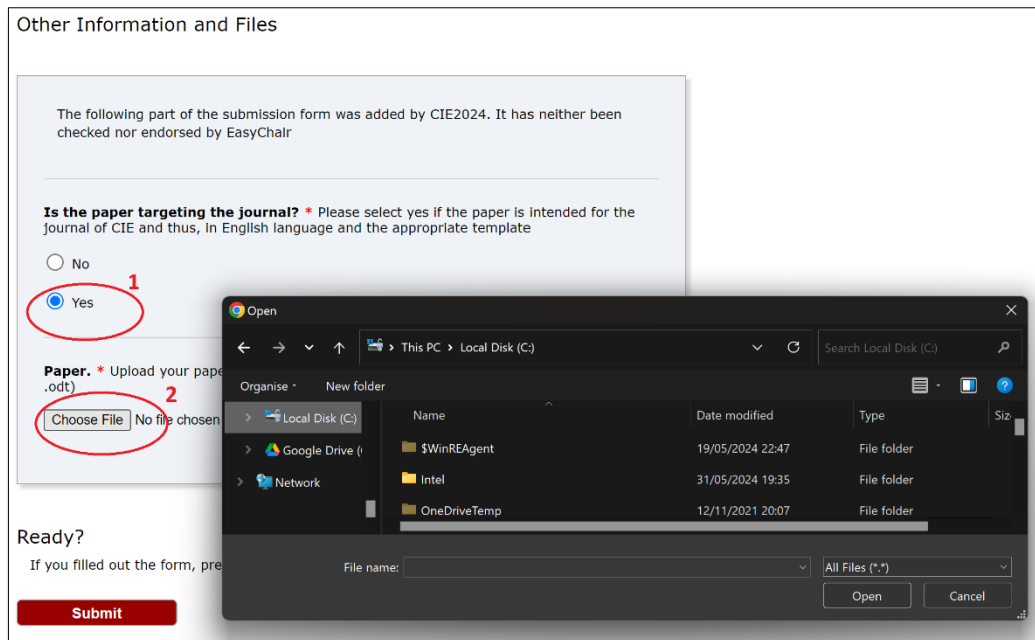


Figure 11: Uploading a file via your PC's file interface.

Finally, you select the registration of your article (button "Submit"), see. Figure 11.

Submit a full article

To submit a full article, follow the instructions as for submitting an extended abstract, and in the final step of attaching the file, attach the file containing your full article.

Review of a submitted article

Navigate to the conference link <https://easychair.org/my/conference?conf=cie20231>, and select the author role (see. Figure 12) and then select the article you want to review (see Figure 13).

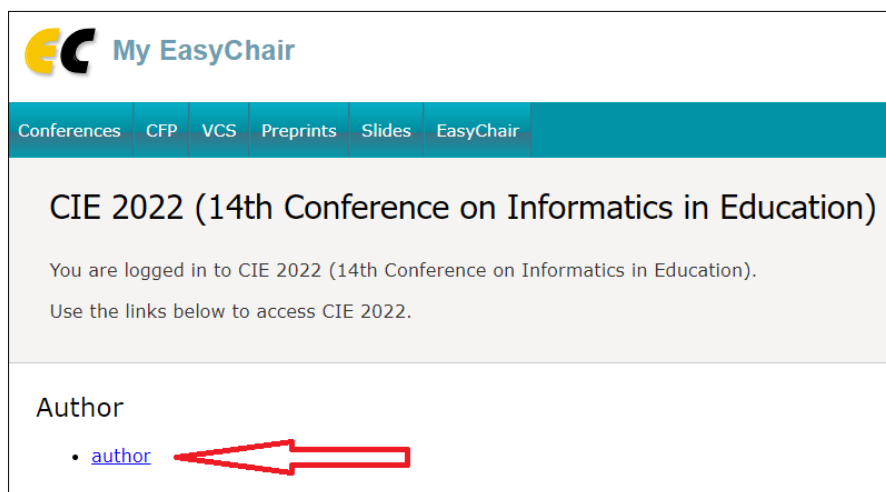


Figure 12: Role selection. (Illustrative image from an older CIE)

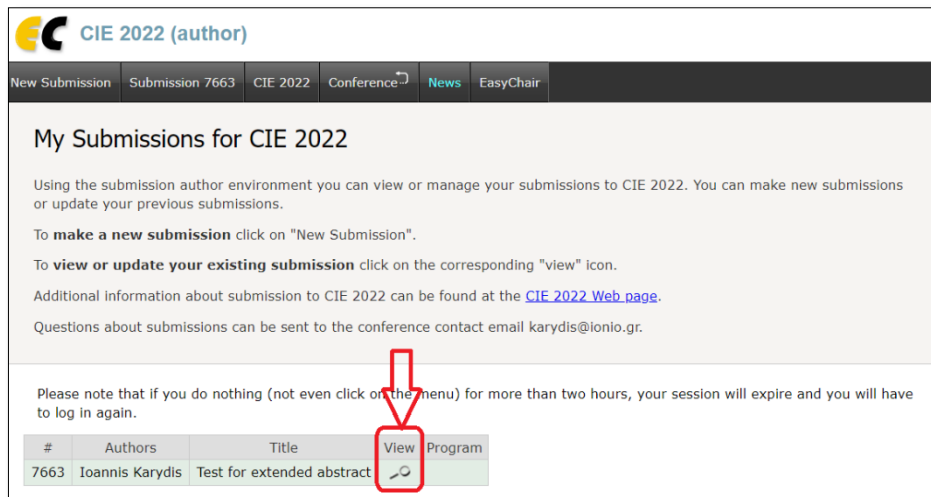


Figure 13: Selecting a deposit for review/revision. (Illustrative image from an older CIE)

Finally, after selecting the article from the previous step, in the top right set of options you can update or withdraw your deposit (see Figure 14).

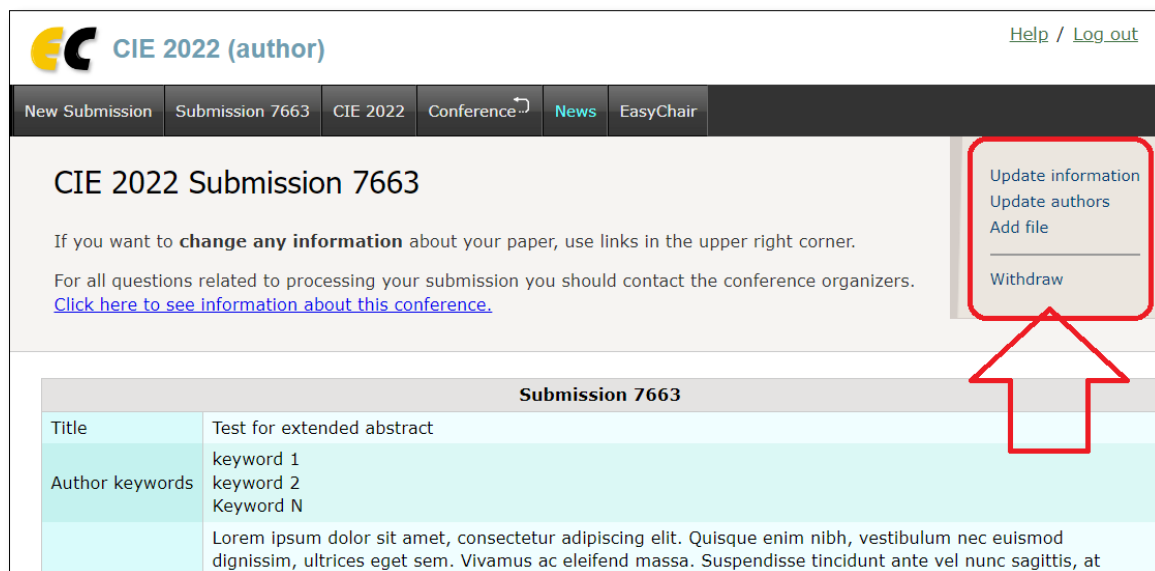


Figure 14: Options to update or withdraw a deposit. (Illustrative image from an older CIE)