

# EasyChair: Instructions for Authors

This guide is intended to support authors in the submission process to the [CIE 2025](#) conference and consists of four parts:

- [Creating an account](#),
- [Submit an extended abstract](#),
- [Submit a full article](#),
- [Review of a submitted article](#).

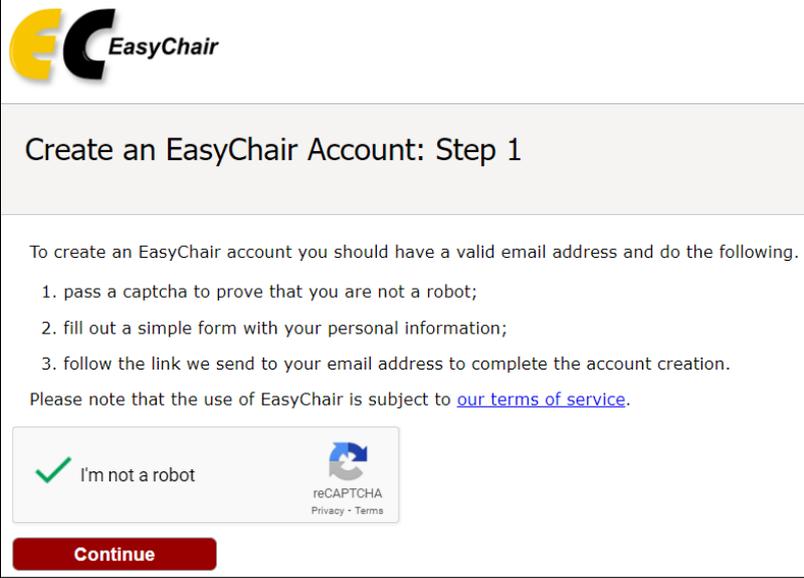
If you need further assistance, please contact our team at: [info.cie@ionio.gr](mailto:info.cie@ionio.gr)

## Creating 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
- filling in extensive data based on personalized link received at the email address.

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



**EC** 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 (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<sup>†</sup>: \*

Last name: \*

Email: \*

Retype email address: \*

[Continue](#)

Figure 2: Entering user data.

You will then be informed that your details have been successfully entered (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 registration of user data.

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

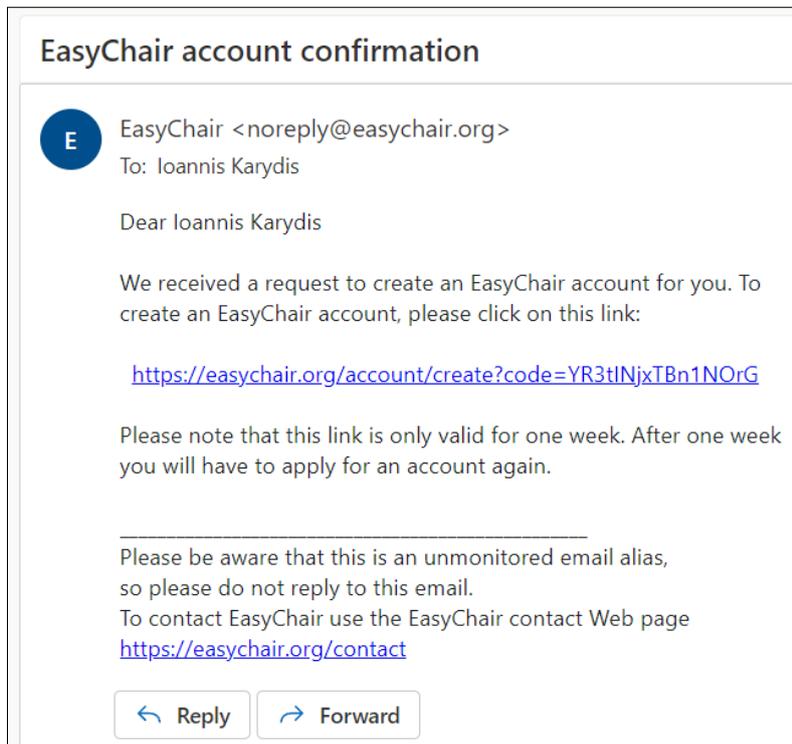


Figure 4: Email message with a link to create an account.

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

The image shows the "Create an EasyChair Account: Last Step" page. At the top left is the EasyChair logo. Below the title, a message reads: "Hello Andreas Panagiotopoulos! 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 form contains a checkbox for "I agree to EasyChair Terms of Service" which is checked. Below this, it says "Enter your personal data." and lists several fields: "First name\*" with "Ioannis", "Last name\*" with "Karydis", "Organization\*" with "Dept. of Informatics, Ionian University", and "Country/region\*" with a dropdown menu set to "Greece". A note explains the "Web page" field: "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." The "Your personal Web page" field is empty. Below this, it says "Enter your password" and has two fields: "Password\*" and "Retype the password\*", both with masked characters. At the bottom right is a red button labeled "Create my account".

Figure 5: Filling in detailed information to create an account.

After selecting «Create my account» and if all the details you entered were correct, you are taken to the successful account creation message (Figure 6).

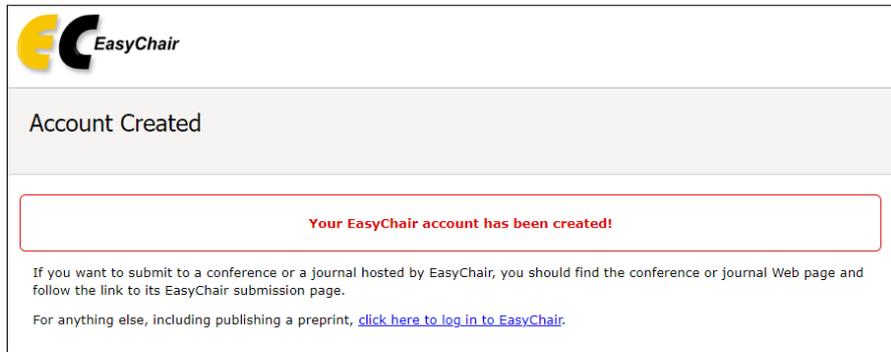


Figure 6: Confirmation message confirming successful account creation.

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

## Full article submission

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.

Navigate to the conference link <https://easychair.org/conferences/?conf=cie2025012>. Select «Make a new submission» (Figure 7)



Figure 7: Selecting a new article entry. (Indicative image from previous CIE edition)

Then you identify the authors of the article (1 or more people) -Figure 8- as well as the fields title, abstract, and keywords (Figure 9). The keywords field requires at least 3 keywords, each on a new line.

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

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

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

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Figure 8: Article author data fields.

**Title and Abstract**

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

Title: \*

Abstract: \*

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**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 9: Title, summary, and keyword entry fields.

You then attach the file of the extended summary via the "Files" field (Figure 10), which activates your computer's file interface.

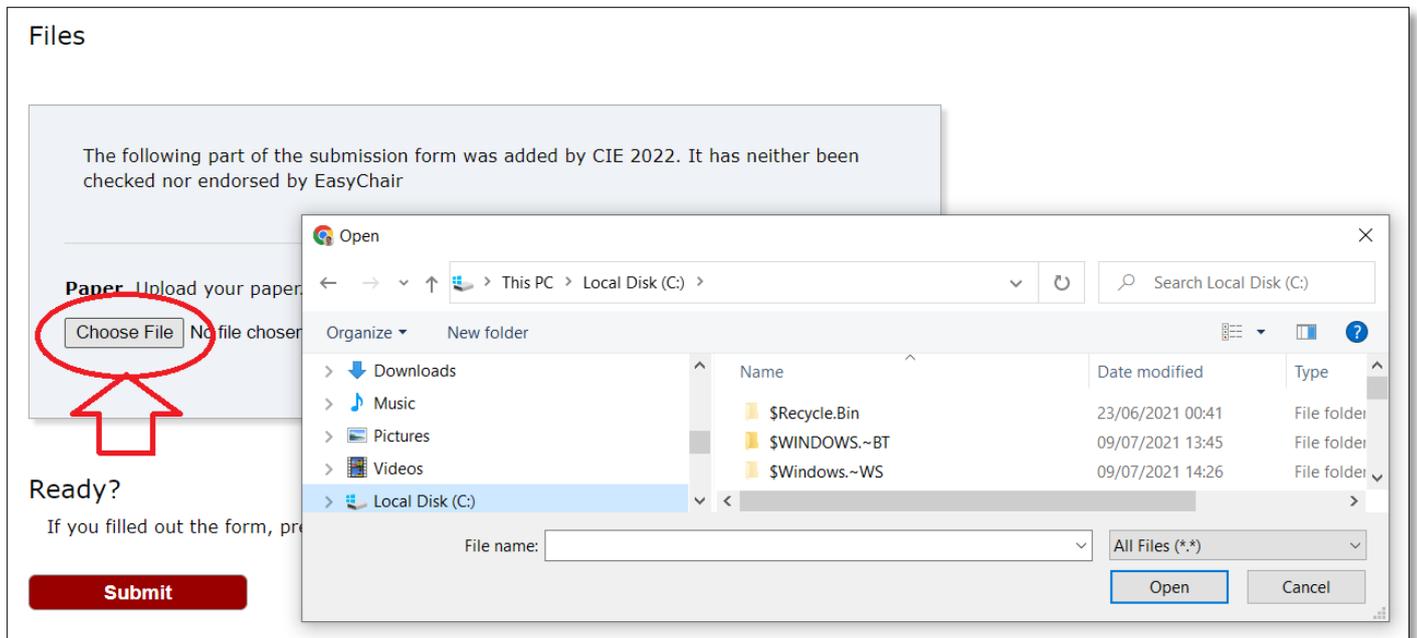


Figure 10: Uploading a file via your PC's file interface.

Finally, you select the registration of your article (button "Submit"), Figure 10.

## Submission of revised article

Navigate to the conference link <https://easychair.org/conferences/?conf=cie2025012>, select the author role - Figure 11 - and then select the article you want to review, Figure 12.

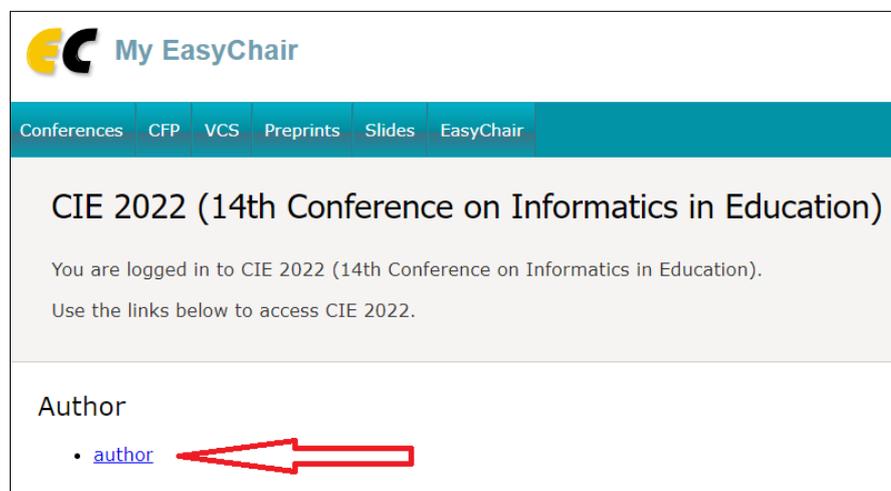


Figure 11: Select a role. (Indicative image from previous CIE edition)

**My Submissions for CIE 2022**

Using the submission author environment you can view or manage your submissions to CIE 2022. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to CIE 2022 can be found at the [CIE 2022 Web page](#).

Questions about submissions can be sent to the conference contact email [karydis@ionio.gr](mailto:karydis@ionio.gr).

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	View	Program
7663	Ioannis Karydis	Test for extended abstract		

Figure 12: Selecting a deposit for review/revision. (Indicative image from previous CIE edition)

Finally, after selecting the article from the previous step, in the top right set of options you can update or withdraw your deposit (Figure 13).

**CIE 2022 Submission 7663**

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

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


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[Withdraw](#)

Submission 7663	
Title	Test for extended abstract
Author keywords	keyword 1 keyword 2 Keyword N
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Figure 13: Options to update or withdraw a deposit. (Indicative image from previous CIE edition)