

## Paper Submission Guidelines

Paper submissions and reviews for IEEE IWCIA2023 is handled through the Easy Chair conference management system. This guide is intended to support authors during the submission process. It has 3 parts:

1. Setting up an account
2. Draft paper submission
3. Updating any information and paper.

If you have any questions, please contact the organizing committee:  
iwcia2023@ml.hiroshima-u.ac.jp

### 1. Setting up an account

(1) First, you will need to set up an account (username and password) as an author. If you already get an account, please go to **2. Draft paper submission.**

Please go to <https://easychair.org/account/signup>. Check the checkbox, and click on “Continue”.



 [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.

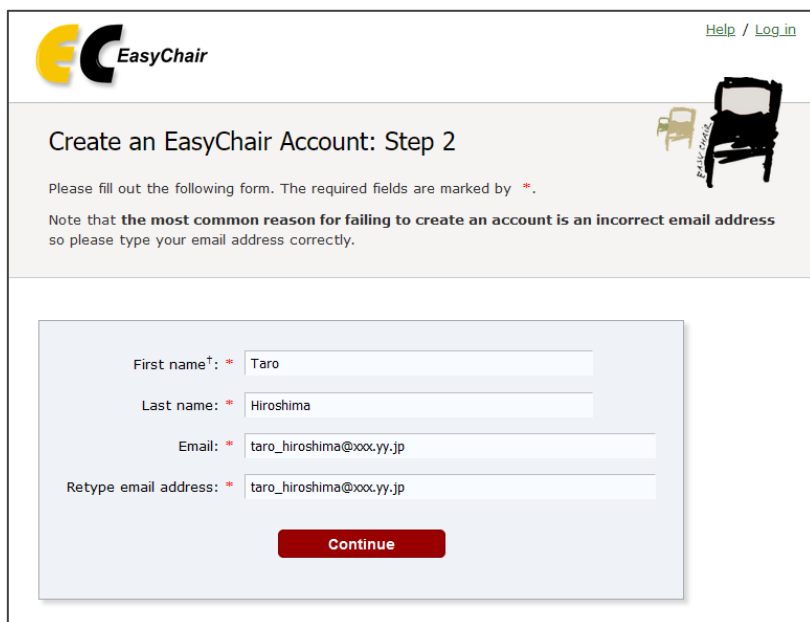
1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

Please note that the use of EasyChair is subject to [our terms of service](#).

私はロボットではありません  
reCAPTCHA  
プライバシー - 利用規約

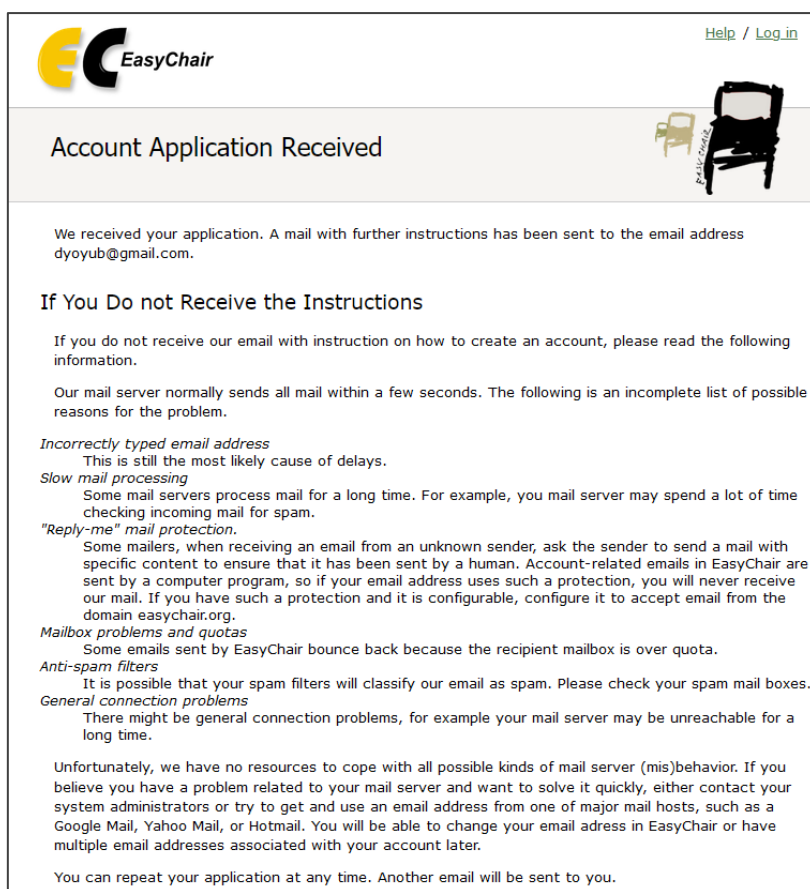
[Continue](#)

(2) Then, please fill out “First name”, “Last name”, “Email” and “Retype email address”, and click on “Continue”.





The screenshot shows the EasyChair website interface for creating an account. At the top left is the EasyChair logo, and at the top right are links for 'Help / Log in'. The main heading is 'Create an EasyChair Account: Step 2'. Below the heading, there is a note: 'Please fill out the following form. The required fields are marked by \*.' and another note: 'Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.' The form itself contains four input fields: 'First name\*' with 'Taro', 'Last name\*' with 'Hiroshima', 'Email\*' with 'taro\_hiroshima@xxx.yy.jp', and 'Retype email address\*' with 'taro\_hiroshima@xxx.yy.jp'. A red 'Continue' button is positioned below the form. To the right of the form, there is a small illustration of a chair.

(3) The following screen will be displayed.



The screenshot shows the EasyChair website interface after an account application is received. At the top left is the EasyChair logo, and at the top right are links for 'Help / Log in'. The main heading is 'Account Application Received'. Below the heading, there is a message: 'We received your application. A mail with further instructions has been sent to the email address dyoyub@gmail.com.' The section is titled 'If You Do not Receive the Instructions' and contains the following text: '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.' The list of reasons includes: '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, you 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.), and 'General connection problems' (There might be general connection problems, for example your mail server may be unreachable for a long time.). The page concludes with: '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.'

(4) After registering, you will receive an email. Use the link provided in the email to continue the account registration process. Please check “I agree to EasyChair Terms of Service”. Fill out all of the required information, and click the “Create my account” button to finalize the account registration process.

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

## Create an EasyChair Account: Last Step

Hello Taro Hiroshima! 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.

*To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).*

I agree to EasyChair Terms of Service

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*Enter your personal data.*

First name<sup>†</sup>: \*

Last name: \*

Organization: \*

Country/region: \*

*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.*

Your personal Web page

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*Enter your account information. Note that user names are case-insensitive*

**User name taro\_hiroshima is available!**

User name: \*

Password: \*

Retype the password: \*

**Create my account**

First name: It will be filled in automatically.

Last name: It will be filled in automatically.

Organization: e.g. Hiroshima university

Country: Select your country

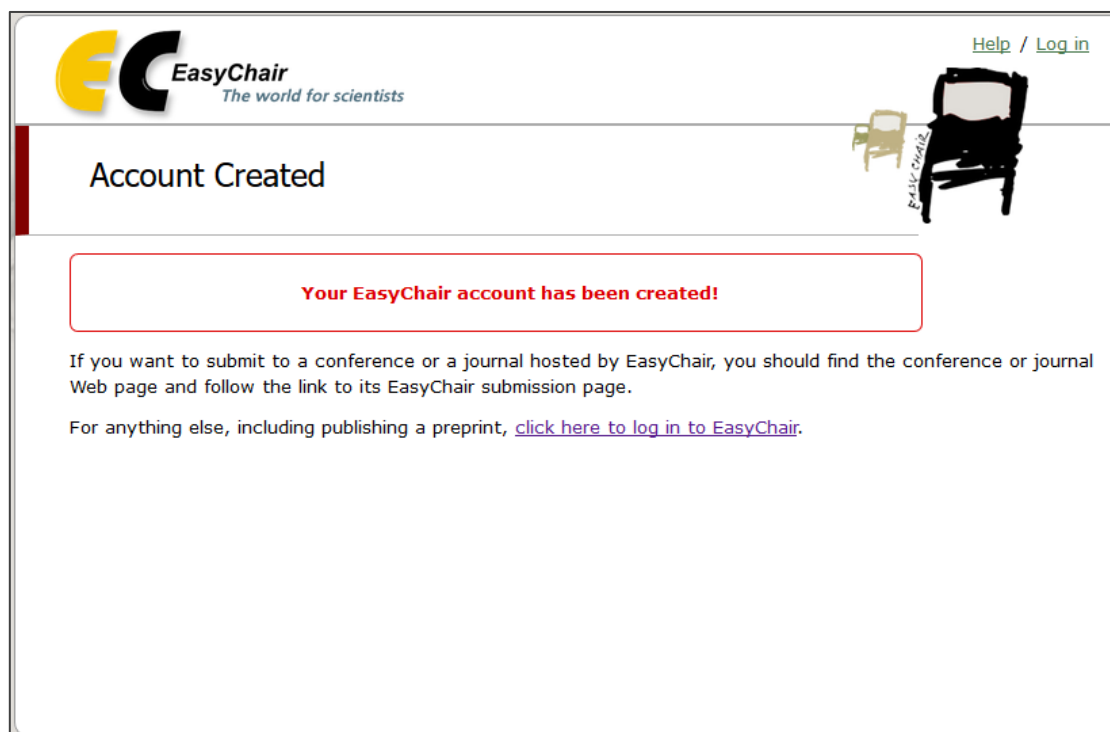
Your personal Web page: Entering this item is optional.

User name: It used for login. Enter your preferred it.

Password: It used for login. Enter your preferred it.

Retype the password: Enter the same password again.

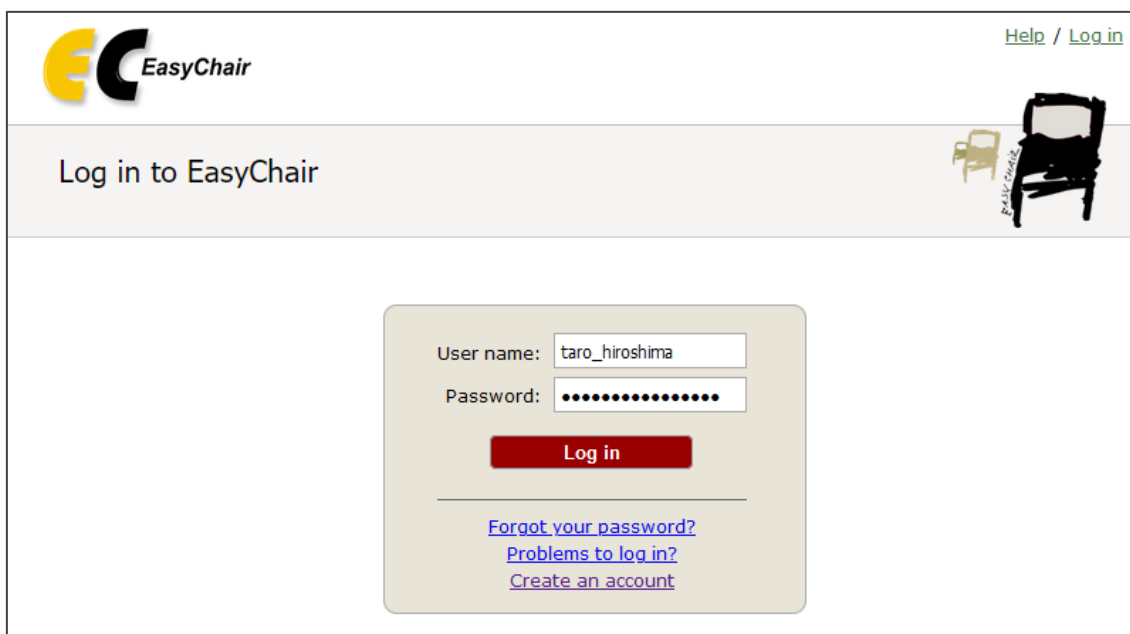
(5) If the following screen is displayed, you have successfully set an account.



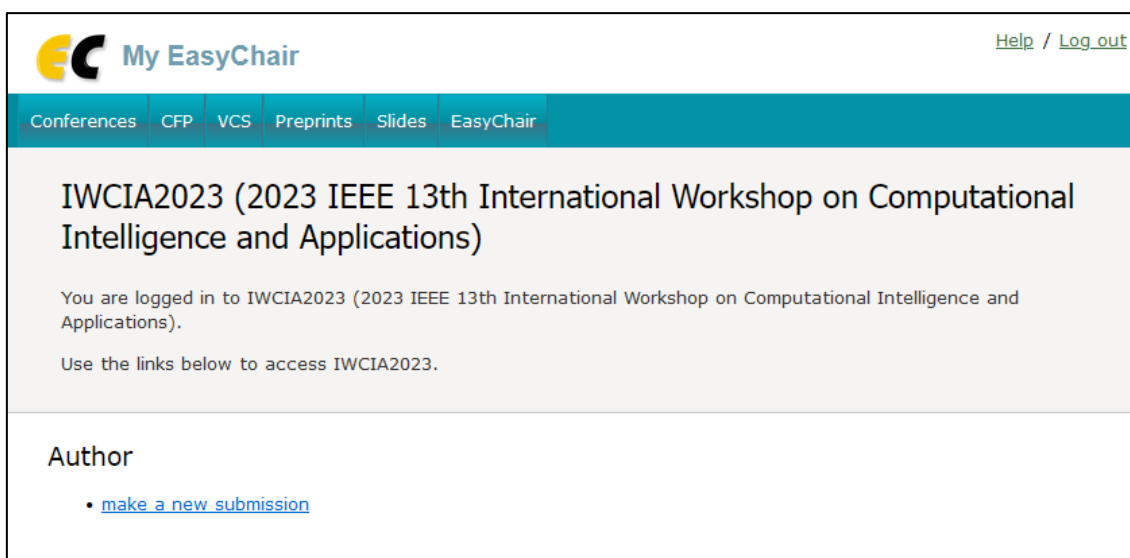
The screenshot shows the EasyChair website interface. At the top left is the EasyChair logo with the tagline 'The world for scientists'. At the top right are links for 'Help / Log in'. The main heading is 'Account Created'. Below this is a red-bordered box containing the message: 'Your EasyChair account has been created!'. Underneath, there is instructional text: 'If you want to submit to a conference or a journal hosted by EasyChair, you should find the conference or journal Web page and follow the link to its EasyChair submission page.' and 'For anything else, including publishing a preprint, [click here to log in to EasyChair](#).' A small illustration of a chair is visible on the right side of the page.

## 2. Draft paper submission

(1) Please go to <https://easychair.org/account/signin>. Enter the “User name” and “Password”, and Click on “Log in”. Please go to <https://easychair.org/my/conference?conf=iwcia2023> after logging in.



(2) If the following screen is displayed, Click “make a new submission”.



(3) First, please fill out author(s) information. If you have more than four authors, please click "[\*\*Click here to add more authors\*\*](#)" to add more.

**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.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

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

First name†: \* Taro

Last name: \* Hiroshima

Email: \* taro\_hiroshima@xxx.yy.jp

Country/region: \* Japan

Organization: \* Hiroshima University

Web page:

corresponding author

presenter

(4) Then, please fill out "Title and Abstract" and "Keywords".

**Title and Abstract**

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

Title: \* A Study on ...

Abstract: \*

This study is ...

Please 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. The keywords will be used as a reference for creating the program.

**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: \*

```
Neural Networks
Deep Learning
Optimization
```

(5) Then, please check about “Session”, “Best Presentation Award” and “Special Issue”.

Please select the Session for your submission.

If you meet the requirement for IEEE SMC Hiroshima Chapter Best Presentation Award, please check “Yes”. The recipient must be a member of IEEE SMC Society before camera-ready paper submission. Please take this opportunity to join us.

If you consider your paper for a post-conference publication in a special issue, please check “Yes”.

**Session.** \* Please select the Session for your submission.

Regular Session

Special Session (Kansei Engineering)

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**Best Presentation Award.** \* Do you meet the requirement for IEEE SMC Hiroshima Chapter Best Presentation Award? The recipient must be a member of IEEE SMC Society before camera-ready paper submission.

Yes

No

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**Special Issue.** \* Would you like to consider your paper for a post-conference publication in a special issue?

Yes

No

(6) Finally, please upload your paper and click on “Submit”. You don't need to upload your paper until the deadline for submission. Please upload your paper by the deadline for submission indicated on the website of IEEE IWCI A 2023.

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

 paper.pdf

Ready?

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

**Submit**

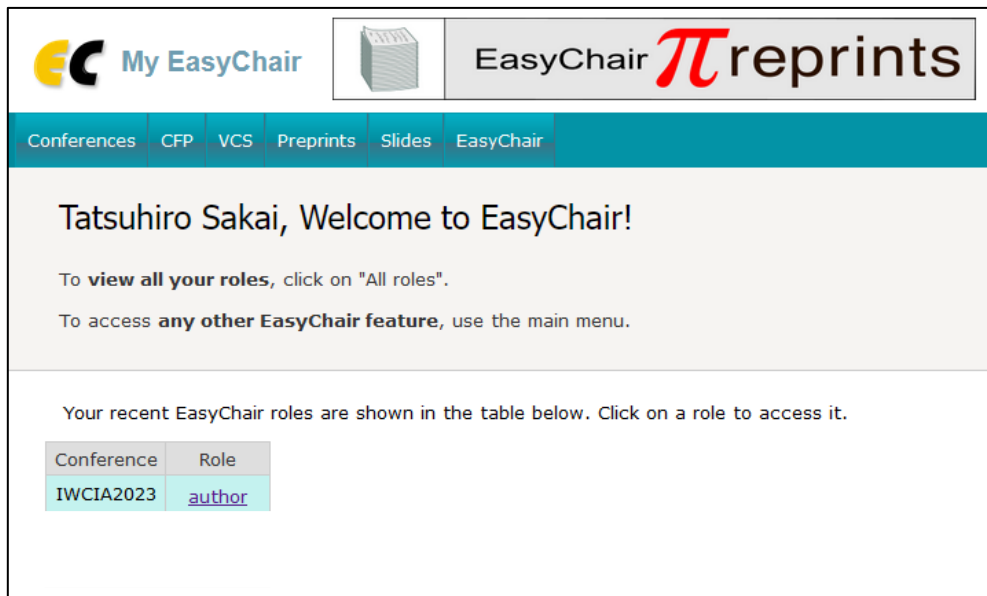
After the submission is complete, you will receive an email for confirmation.



### 3. Updating any information and paper.


You can revise your any information until the deadline for submission. You can also submit and revise your paper until the deadline for submission.

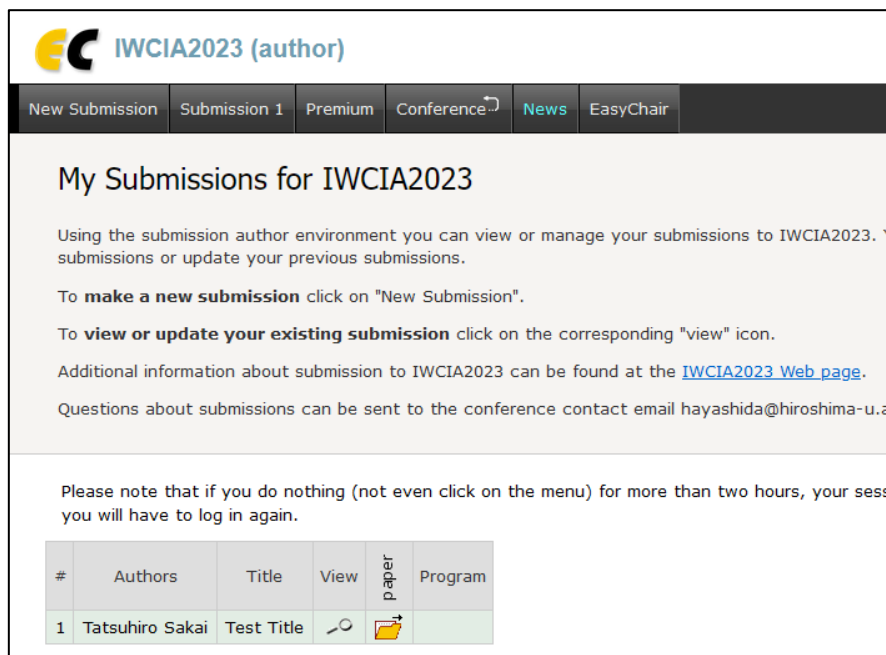
(1) Please go to <https://easychair.org/account/signin>. Enter the "User name" and "Password", and Click on "Log in". After logging in, please go to <https://easychair.org/my/conference?conf=iwcia2023> and click on "author".





The screenshot shows the EasyChair user interface. At the top, there is a navigation bar with the EasyChair logo and the text "My EasyChair". To the right, there is a logo for "EasyChair  $\pi$  reprints". Below the navigation bar, there is a teal header with the following menu items: Conferences, CFP, VCS, Preprints, Slides, and EasyChair. The main content area displays a welcome message: "Tatsuhiko Sakai, Welcome to EasyChair!". Below this, there are two instructions: "To view all your roles, click on 'All roles'." and "To access any other EasyChair feature, use the main menu." Further down, there is a section titled "Your recent EasyChair roles are shown in the table below. Click on a role to access it." which contains a table with the following data:

Conference	Role
IWCIA2023	<a href="#">author</a>


Then, please click the view icon .



The screenshot shows the "My Submissions for IWCIA2023" page. At the top, there is a navigation bar with the EasyChair logo and the text "IWCIA2023 (author)". Below the navigation bar, there is a dark header with the following menu items: New Submission, Submission 1, Premium, Conference, News, and EasyChair. The main content area displays the title "My Submissions for IWCIA2023" and a paragraph of text: "Using the submission author environment you can view or manage your submissions to IWCIA2023. You can view your submissions or update your previous submissions." Below this, there are two instructions: "To make a new submission click on 'New Submission'." and "To view or update your existing submission click on the corresponding 'view' icon." Further down, there is a paragraph of text: "Additional information about submission to IWCIA2023 can be found at the [IWCIA2023 Web page](#)." and "Questions about submissions can be sent to the conference contact email [hayashida@hiroshima-u.a](mailto:hayashida@hiroshima-u.ac.jp)." Below this, there is a paragraph of text: "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." At the bottom, there is a table with the following data:

#	Authors	Title	View	paper	Program
1	Tatsuhiko Sakai	Test Title			

- (2) The following screen is displayed. Please use the links at the top-right corner for:
- Update information: updating title, abstract, and keywords.
  - Update authors: updating author information.
  - Update file: updating your paper.
  - Withdraw: select “Withdraw” to withdraw the submission.


IWCIA2023 (author)
[Help](#) / [Log out](#)

New Submission
Submission 1
Premium
Conference ↶
News
EasyChair

## IWCIA2023 Submission 1


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](#)  
[Update file](#)  


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[Withdraw](#)

Submission 1	
Title	Test Title
Paper:	 (Jul 03, 12:42 GMT)
Author keywords	Test Keyword1 Test Keyword2 Test Keyword3
Abstract	Test Abstract
Submitted	Jul 03, 12:42 GMT
Last update	
Session	Regular Session
Best Presentation Award	Yes
Special Issue	Yes

Authors						
first name	last name	email	country	affiliation	Web page	corresponding?
Tatsuhiro	Sakai		Japan	Department of Computer Science, Faculty of Applied Information Science, Hiroshima Institute of Technology		✓