

Paper Submission Guidelines

Paper submissions and reviews for IEEE IWCIA2025 are 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:
iwcia2025@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”.



 **EasyChair**
The world for scientists

[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.

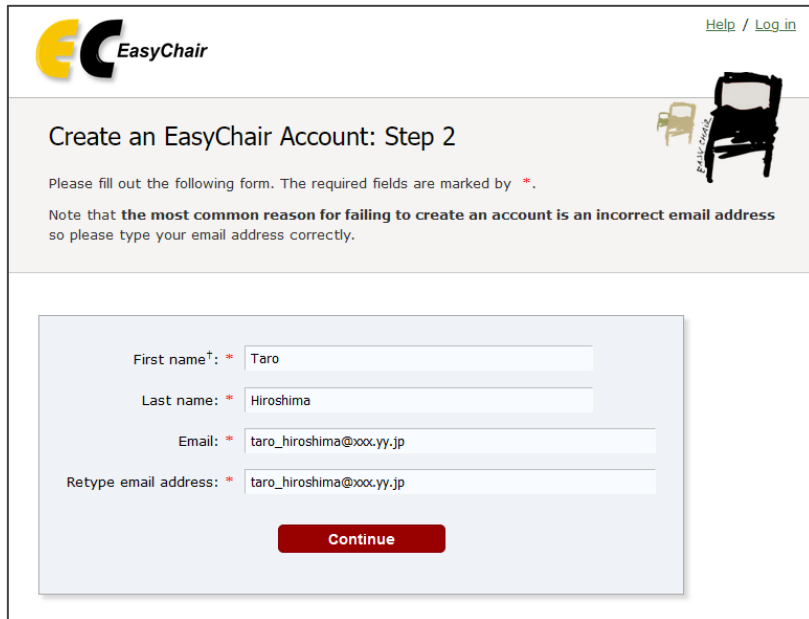
Please note that the use of EasyChair is subject to [our terms of service](#).

☐ 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 header with the logo and links for Help and Log in. The main heading is "Create an EasyChair Account: Step 2". Below this, a note states: "Please fill out the following form. The required fields are marked by *." and "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 contains four input fields: "First name*" with the value "Taro", "Last name*" with the value "Hiroshima", "Email*" with the value "taro_hiroshima@xxx.yy.jp", and "Retype email address*" with the value "taro_hiroshima@xxx.yy.jp". A red "Continue" button is at the bottom of the form.


(3) The following screen will be displayed.



The screenshot shows the EasyChair website header with the logo and links for Help and Log in. The main heading is "Account Application Received". Below this, a message states: "We received your application. A mail with further instructions has been sent to the email address dyoyub@gmail.com." The section "If You Do not Receive the Instructions" provides troubleshooting information. It includes a paragraph about not receiving the email and a list of possible reasons: "Incorrectly typed email address" (noting it's the most likely cause), "Slow mail processing" (noting mail servers may take time), "Reply-me" mail protection (noting it may block account-related emails), "Mailbox problems and quotas" (noting a full mailbox can bounce emails), "Anti-spam filters" (noting emails may be classified as spam), and "General connection problems" (noting mail server may be unreachable). A final paragraph states: "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." The page concludes with: "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

Enter your personal data.

First name[†]: * Taro

Last name: * Hiroshima

Organization: * Hiroshima University

Country/region: * Japan

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

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

User name taro_hiroshima is available!

User name: * taro_hiroshima

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

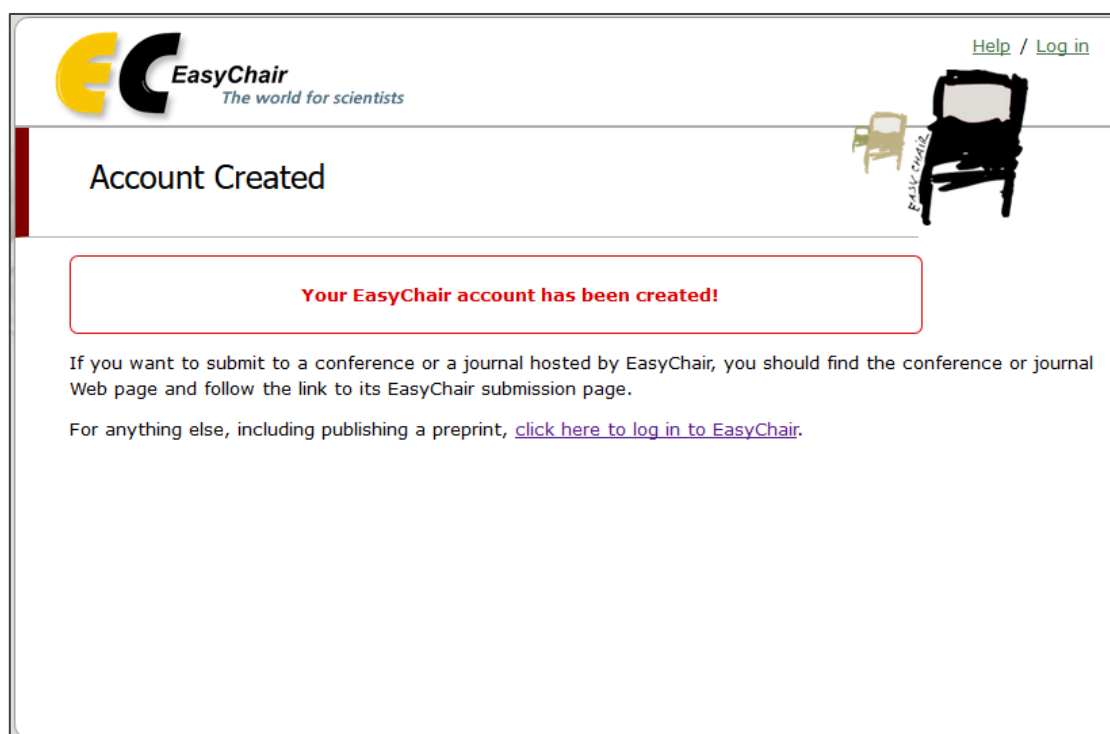
Your personal Web page: Entering this item is optional.

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

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

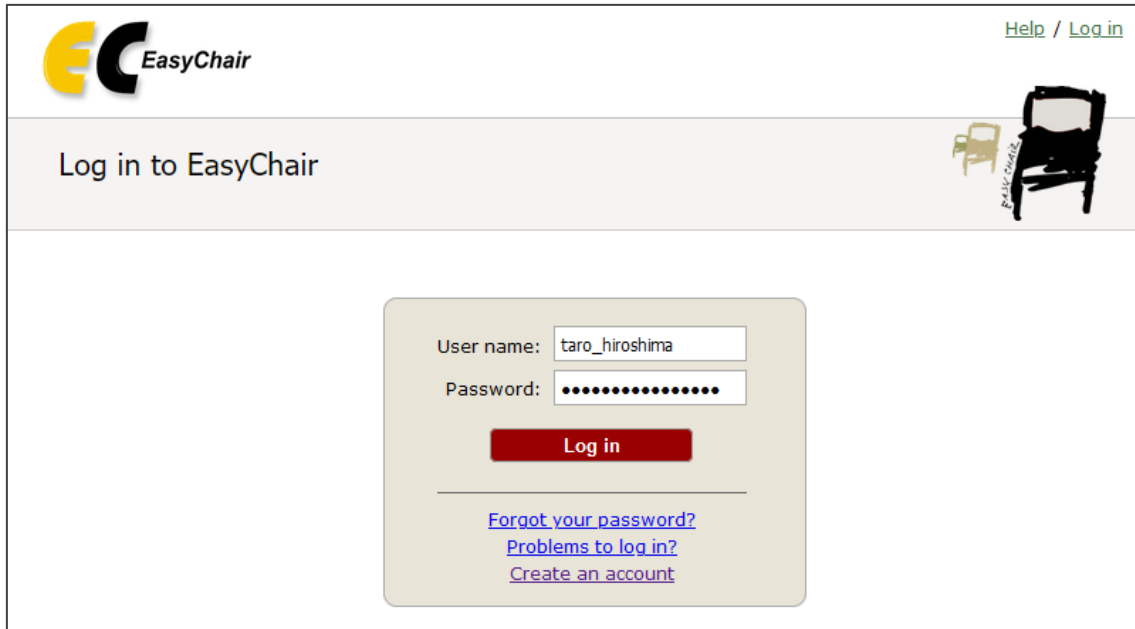
Retype the password: Enter the same password again.

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



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=iwcia2025> after logging in.



EasyChair

Help / Log in

Log in to EasyChair

User name:

Password:

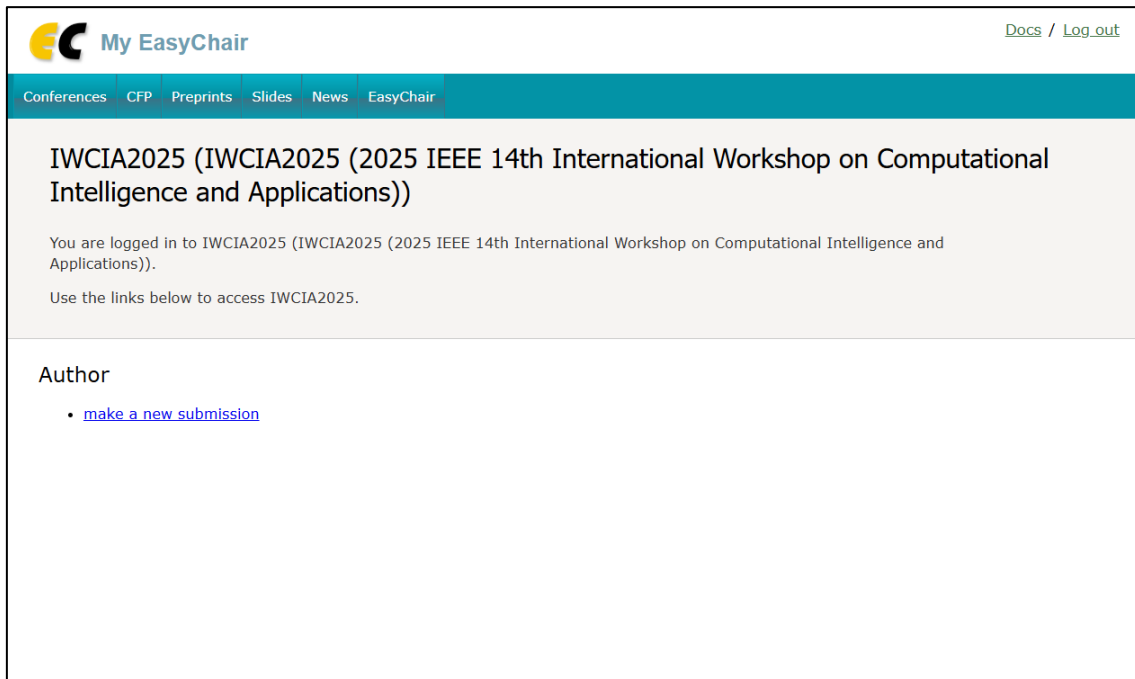
Log in

[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)

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



My EasyChair

Docs / Log out

Conferences CFP Preprints Slides News EasyChair

IWCIA2025 (IWCIA2025 (2025 IEEE 14th International Workshop on Computational Intelligence and Applications))

You are logged in to IWCIA2025 (IWCIA2025 (2025 IEEE 14th International Workshop on Computational Intelligence and Applications)).

Use the links below to access IWCIA2025.

Author

- [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 ...

This study is ...

Abstract: *

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 and Paper Type”, “Best Presentation Award” and “Special Issue”.

Please select the Session and Paper Type for your submission. **Please note that there are two paper types for the special session.**

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”.

Other Information and Files

Session and Paper Type. * Please select the Session and Paper Type for your submission. Please notice that there are two paper types for the special session.

- ☐ General Session (Regular Paper)
- ☐ Special Session on Young Researchers: Driving Innovation in Computational Intelligence (Regular Paper)
- ☐ Special Session on Young Researchers: Driving Innovation in Computational Intelligence (Short Paper)

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

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

- ☐ Yes
- ☐ No

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

選択されていません

(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 IWCIA 2025.

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

paper.pdf

Ready?

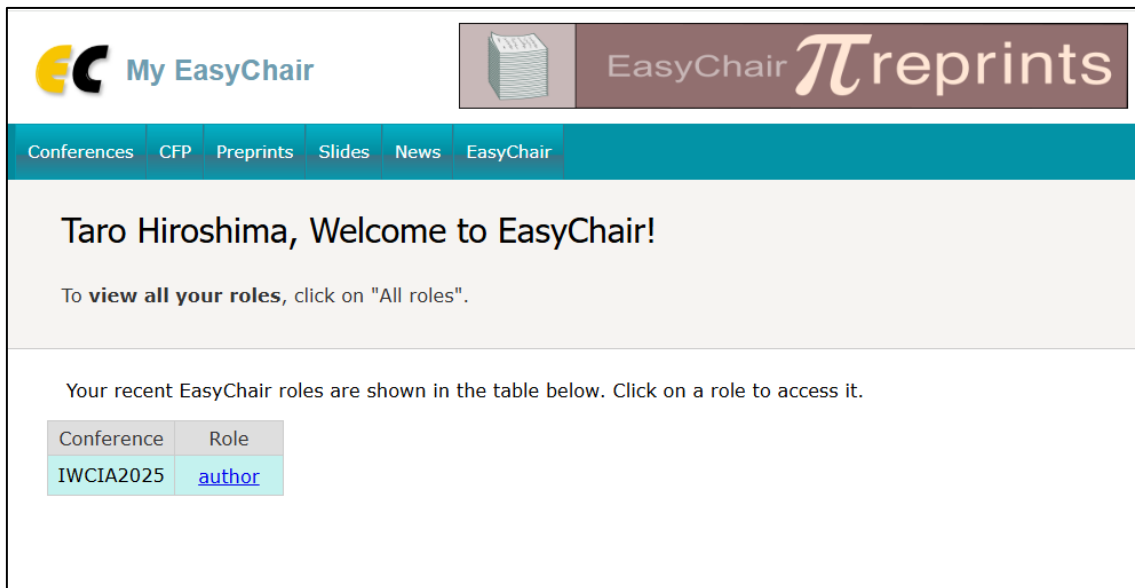
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

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.

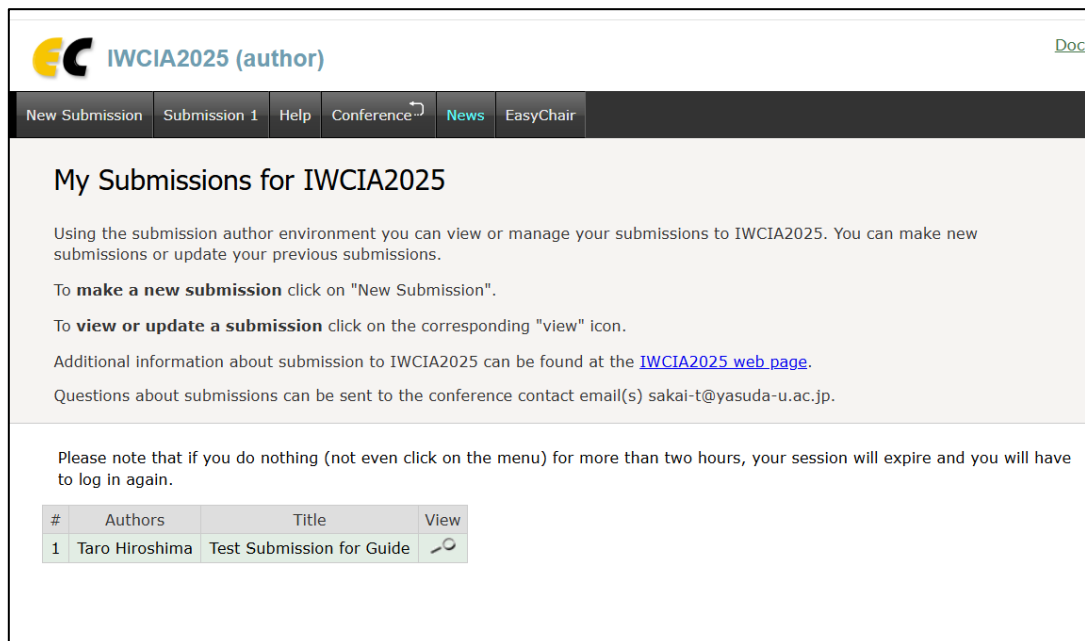
(1) Please go to <https://easychair.org/account/signin>. Enter the “User name” and “Password”, and Click on “Log in”. After logging in, please go to <https://easychair.org/my/conference?conf=iwcia2025> and click on "author".



The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with links for Conferences, CFP, Preprints, Slides, News, and EasyChair. Below the navigation bar, a welcome message reads "Taro Hiroshima, Welcome to EasyChair!". A sub-message says "To view all your roles, click on 'All roles'". Below this, a text line states "Your recent EasyChair roles are shown in the table below. Click on a role to access it." A table follows with two columns: "Conference" and "Role". The table contains one row with "IWCIA2025" in the "Conference" column and a blue link "author" in the "Role" column.

Conference	Role
IWCIA2025	author

Then, please click the view icon .



The screenshot shows the EasyChair website interface for the user's submissions. At the top, there is a navigation bar with links for New Submission, Submission 1, Help, Conference, News, and EasyChair. Below the navigation bar, a title reads "My Submissions for IWCIA2025". A text line states "Using the submission author environment you can view or manage your submissions to IWCIA2025. You can make new submissions or update your previous submissions." Below this, two instructions are provided: "To make a new submission click on 'New Submission'." and "To view or update a submission click on the corresponding 'view' icon." Below these instructions, a text line states "Additional information about submission to IWCIA2025 can be found at the [IWCIA2025 web page](#)." Below this, a text line states "Questions about submissions can be sent to the conference contact email(s) sakai-t@yasuda-u.ac.jp." Below these instructions, a text line states "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." A table follows with four columns: "#", "Authors", "Title", and "View". The table contains one row with "1" in the "#" column, "Taro Hiroshima" in the "Authors" column, "Test Submission for Guide" in the "Title" column, and a blue link "view" in the "View" column.

#	Authors	Title	View
1	Taro Hiroshima	Test Submission for Guide	view


(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.

 **IWCIA2025 (author)** [Docs](#) / [Log out](#)

[New Submission](#) [Submission 1](#) [Help](#) [Conference](#) [News](#) [EasyChair](#)

IWCIA2025 Submission 1

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

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

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

[Withdraw](#)

Submission 1	
Title	Test Submission for Guide
Paper	
Author keywords	Keyword1 Keyword2 Keyword3
Abstract	Test Submission for Guide
Submitted	Aug 06, 08:10
Last update	
Session and Paper Type	General Session (Regular Paper)
Best Presentation Award	Yes
Special Issue	Yes

Authors							
First name	Last name	Email	Country	Affiliation	Web page	Corresponding?	Presenter