Paper Submission Guidelines

Paper submissions and reviews for IEEE IWCIA2021 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:
iwcia2021@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 Account Setup](image)
(2) Then, please fill out “First name”, “Last name”, “Email” and “Retype email address”, and click on “Continue”.

(3) The following screen will be displayed.
(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.
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/my/conference?conf=ieeewcia2021. Enter the “User name” and “Password”, and Click on “Log 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.

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

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

**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
(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 IWClA 2021.

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/my/conference?conf=ieeeiwcia2021. Enter the “Username” and “Password”, and Click on “Log in”. Then, click “author”.

Then, please click the view icon 📀.

### My Submissions for IEEE IWCA 2021

Using the submission author environment you can view or manage your submissions to IEEE IWCA 2021. 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 IEEE IWCA 2021 can be found at the [IEEE IWCA 2021 Web page](https://ieeeweb.org/iwca2021).

Questions about submissions can be sent to the conference contact email hayashida@hiroshima-u.ac.jp.

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.
(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.