

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”.

[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.

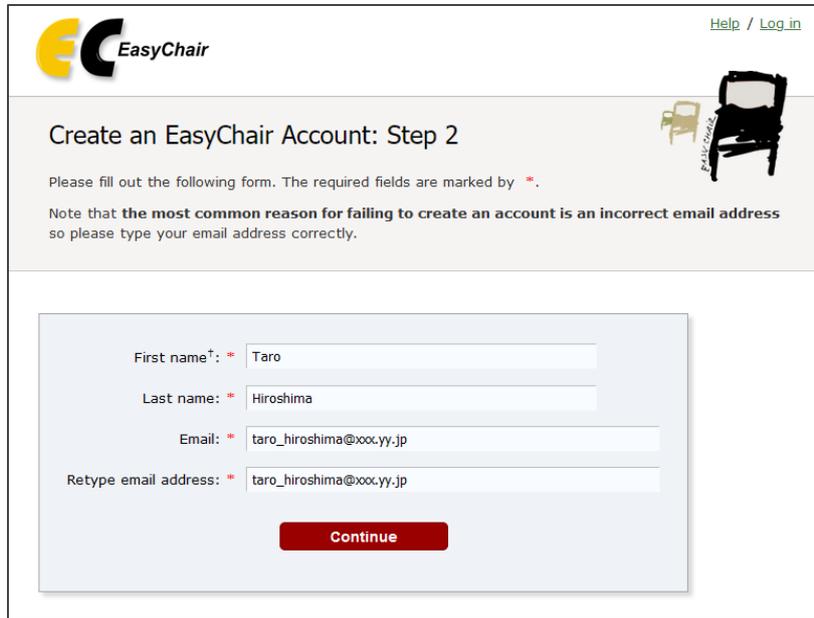
1. pass a captcha to prove that you are not a robot;
2. fill out a simple form with your personal information;
3. follow the link we send to your email address to complete the account creation.

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 this, there is a note: "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 itself contains four input fields: "First name*" with the value "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 fields.

(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 this, 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 "If You Do not Receive the Instructions" follows, with a sub-heading "If you do not receive our email with instruction on how to create an account, please read the following information." Below this, there is a list of reasons for not receiving the email: "Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem." The reasons listed are: "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 a paragraph: "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." and a final sentence: "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[†]: *

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

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

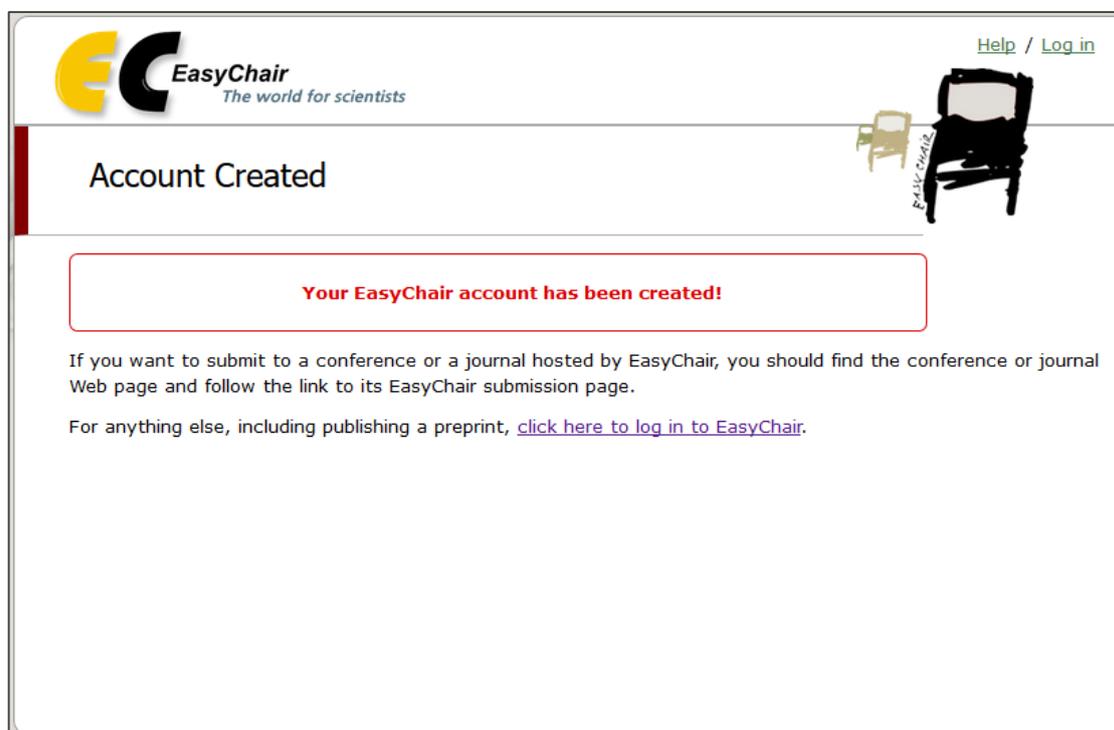
Your personal Web page: Entering this item is optional.

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.

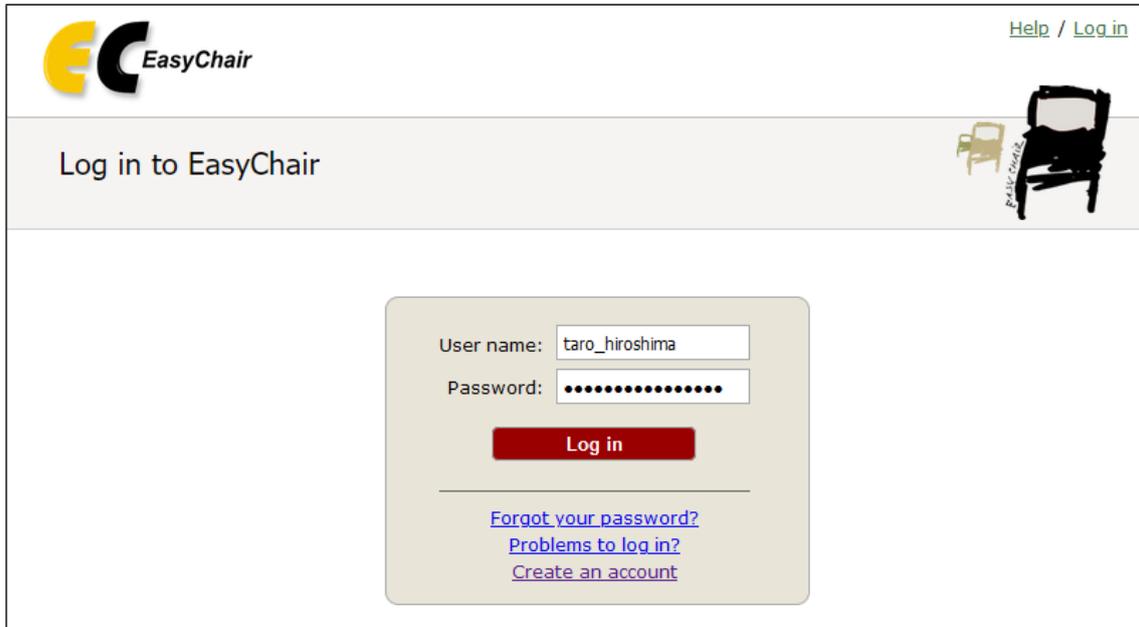
(5) If the following screen is displayed, you have successfully set an account.



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 explanatory 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](#).' On the right side of the page, there is a graphic of two chairs, one yellow and one black, with the text 'EasyChair' written vertically between them.

2. Draft paper submission

(1) Please go to <https://easychair.org/my/conference?conf=ieeeiwcia2021>. Enter the “User name” and “Password”, and Click on “Log in”.



EasyChair

Help / Log in

Log in to EasyChair

User name: taro_hiroshima

Password:

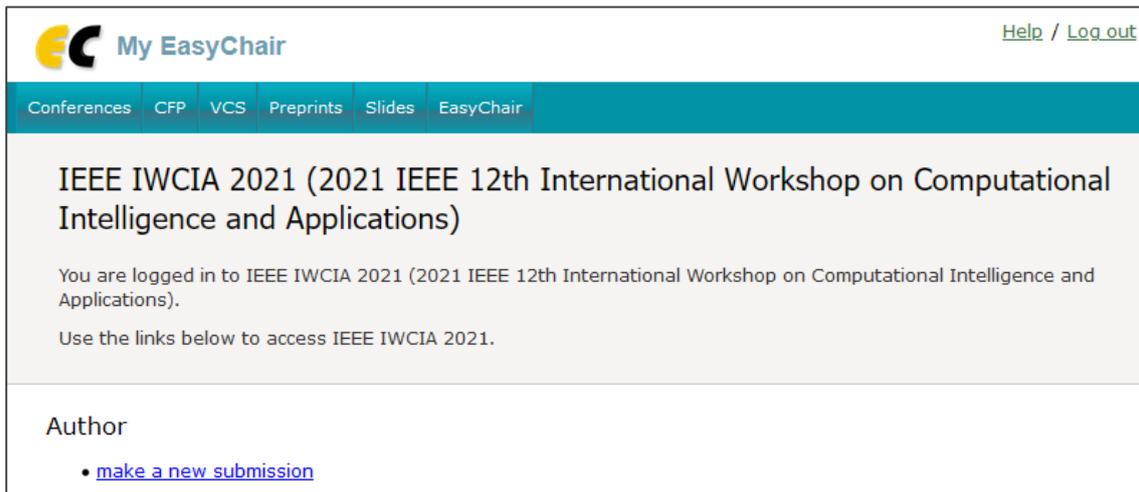
Log in

[Forgot your password?](#)

[Problems to log in?](#)

[Create an account](#)

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



My EasyChair

Help / Log out

Conferences CFP VCS Preprints Slides EasyChair

IEEE IWCIA 2021 (2021 IEEE 12th International Workshop on Computational Intelligence and Applications)

You are logged in to IEEE IWCIA 2021 (2021 IEEE 12th International Workshop on Computational Intelligence and Applications).

Use the links below to access IEEE IWCIA 2021.

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 ...

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 “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 IWCI 2021.

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

paper.pdf

Ready?

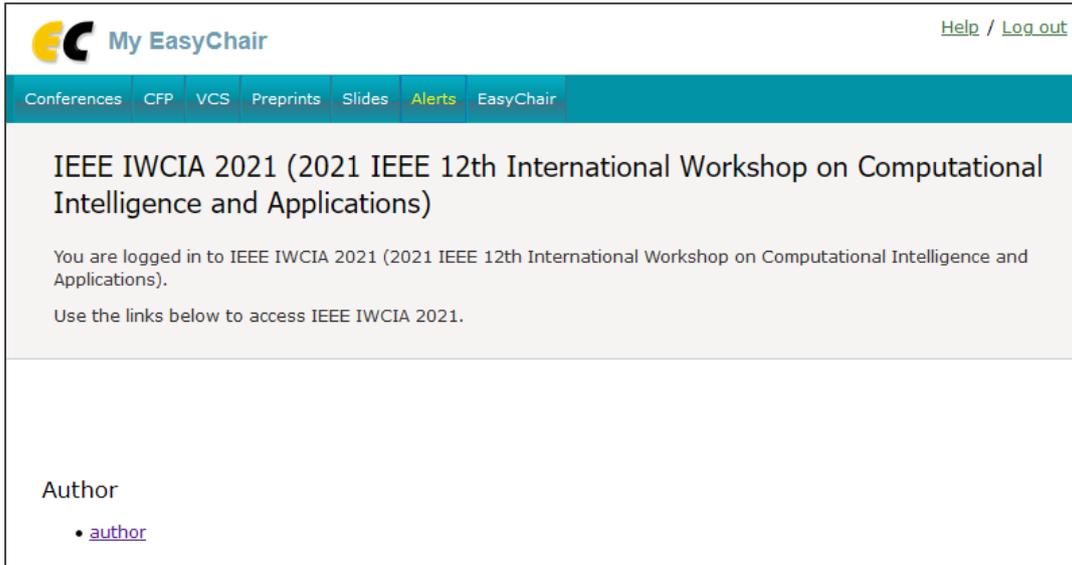
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

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

3. Updating any information and paper.

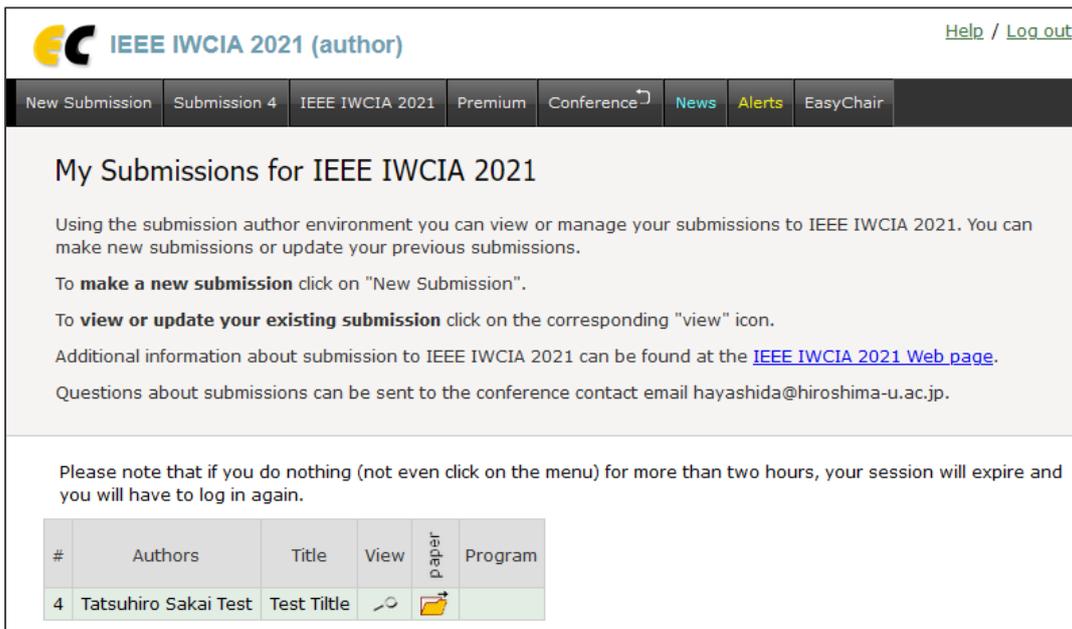
You can revise your any information until the deadline for submission. You can also submit and revise your paper until the deadline for submission.

(1) Please go to <https://easychair.org/my/conference?conf=iieeeiwcia2021>. Enter the “User name” and “Password”, and Click on “Log in”. Then, click “author”.



The screenshot shows the 'My EasyChair' interface for the IEEE IWCIA 2021 conference. The top navigation bar includes 'Conferences', 'CFP', 'VCS', 'Preprints', 'Slides', 'Alerts', and 'EasyChair'. The main content area displays the conference title 'IEEE IWCIA 2021 (2021 IEEE 12th International Workshop on Computational Intelligence and Applications)' and a message stating the user is logged in. Below this, there is a section for 'Author' with a link to 'author'.

Then, please click the view icon .



The screenshot shows the 'My Submissions for IEEE IWCIA 2021' interface. The top navigation bar includes 'New Submission', 'Submission 4', 'IEEE IWCIA 2021', 'Premium', 'Conference', 'News', 'Alerts', and 'EasyChair'. The main content area provides instructions on how to make a new submission or view/update an existing submission. Below the instructions is a table of submissions.

#	Authors	Title	View	paper	Program
4	Tatsuhiko Sakai Test	Test Tiltle			

- (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.


[Help / Log out](#)

New Submission
Submission 4
IEEE IWCIA 2021
Premium
Conference ↗
News
Alerts
EasyChair

IEEE IWCIA 2021 Submission 4

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](#)

[Withdraw](#)

Submission 4	
Title:	Test Tittle
Paper:	 (Jun 23, 11:37 GMT)
Author keywords:	Test Keyword 1 Test Keyword 2 Test Keyword 3
Abstract:	Test Abstract
Submitted:	Jun 23, 11:37 GMT
Last update:	Jun 23, 11:37 GMT
Best Presentation Award	No
Special Issue	No

Authors							
first name	last name	email	country	affiliation	Web page	corresponding?	presenter
Tatsuhiro	Sakai Test		Japan	Shimane University		✓	✓