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”.

![EasyChair Create Account](image-url)
(2) Then, please fill out “First name”, “Last name”, “Email” and “Retype email address”, and click on “Continue”.

![EasyChair form](image)

(3) The following screen will be displayed.

![Account Application Received](image)

**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, you mail server may spend a lot of time checking incoming mail for spam.

- *Reply-to* 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 adress 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.
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=iwcia2023 after logging in.

![EasyChair Login Screen]

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

![EasyChair My Conference Screen]

- 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 “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”.
(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 IWComputer and Information Applications 2023.

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".

Then, please click the view icon 📁.
(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.