

EasyChair Instructions for Authors

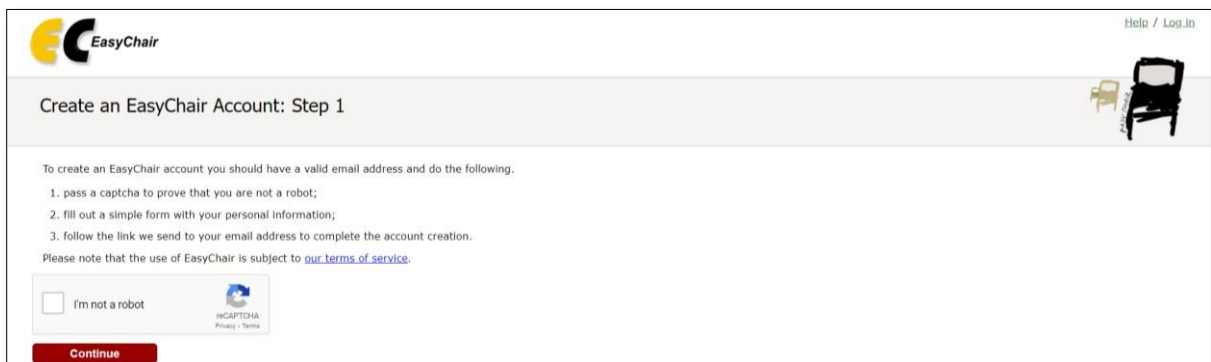
The 19th GJ-NatConMITE 2023 shall be managed through an online conference management system called [EasyChair](#). All abstracts shall be reviewed by the conference committee and results shall be notified to the authors. The authors of accepted abstracts will be asked to submit a draft paper. The authors of accepted draft papers shall be asked to submit a revised version. The result of the revision shall be notified after the conference. Author will submit the final version of the paper after the conference. On EasyChair, an author will go through three stages:

1. Setting up an account
2. Abstract submission
3. Final paper submission

In case of any difficulty or queries, please contact the conference convener at gjncm23@gmail.com.

Step 1: Set up an Account as an Author

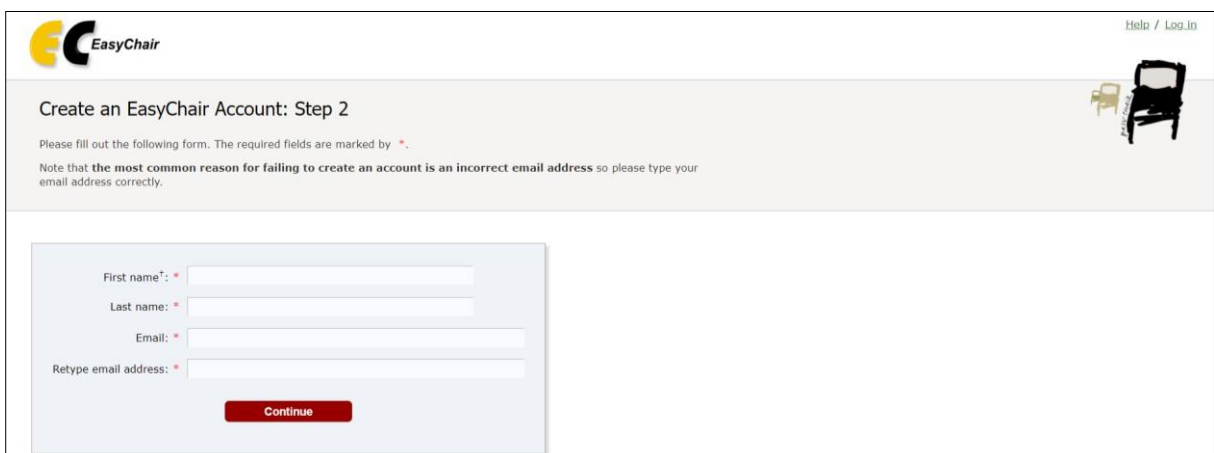
Author will first have to set up an account with [EasyChair](#). Go to <https://easychair.org/account/signup>. You will be directed to the page shown in Figure 1. Click on the checkbox next to “I’m not a robot” and click on “Continue”.



The screenshot shows the 'Create an EasyChair Account: Step 1' page. At the top left is the EasyChair logo. At the top right are links for 'Help / Log In' and a chair icon. The main heading is 'Create an EasyChair Account: Step 1'. Below this, instructions state: 'To create an EasyChair account you should have a valid email address and do the following.' followed by a list: 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. A note mentions terms of service. At the bottom, there is a checkbox labeled 'I'm not a robot' next to a CAPTCHA icon and a red 'Continue' button.

Figure 1: Enter information to sign up

You will be directed to Page 2 as shown in Figure 2. Complete the form in Step 2 and click on “Continue”.



The screenshot shows the 'Create an EasyChair Account: Step 2' page. It features the EasyChair logo and 'Help / Log In' links at the top. The heading is 'Create an EasyChair Account: Step 2'. Instructions ask to fill out a form, with required fields marked by an asterisk. A note states: '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*', 'Last name*', 'Email*', and 'Retype email address: *'. A red 'Continue' button is located at the bottom of the form area.

Figure 2: Fill in the Information

Once registered, you will receive an email as shown in Figure 3. Click on the link provided in the email to continue to the account registration process.

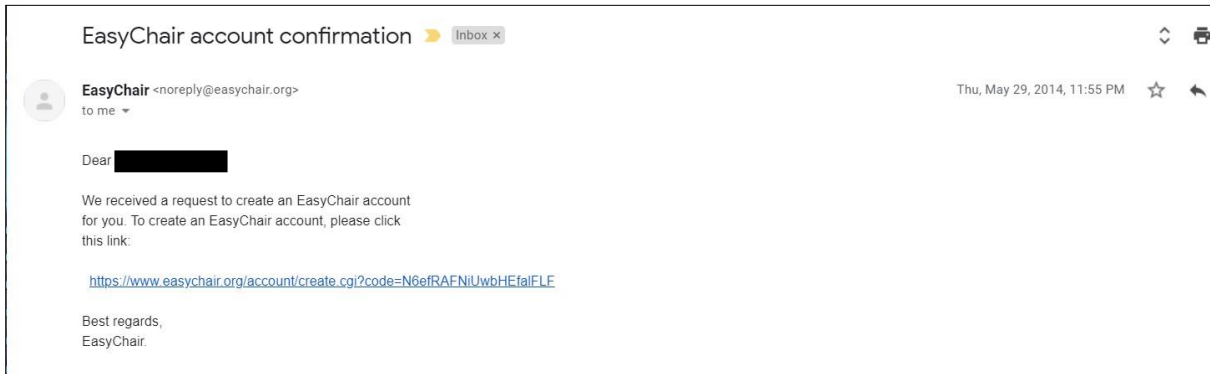


Figure 3: Account confirmation email

Fill out the information as shown in Figure 4 and click on “Create my account”.

The screenshot shows the "Create an EasyChair Account: Last Step" page. At the top left is the EasyChair logo with the tagline "The conference system". At the top right is a small image of a chair. The main heading is "Create an EasyChair Account: Last Step". Below this is a message: "Hello [redacted] To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch." The form itself is a light-colored box containing the following fields: "User name:" (with a note "User names are case-insensitive"), "First name*", "Last name (*)", "Company/organization (*)", "Web site:", "Phone (*)", "Address, line 1 (*)", "Address, line 2:", "City (*)", "Post code (*)", "State (US only) (*)" (a dropdown menu), "Country (*)" (a dropdown menu), "Password (*)", and "Retype the password (*)". At the bottom of the form is a red button labeled "Create my account".

Figure 4: Create an account

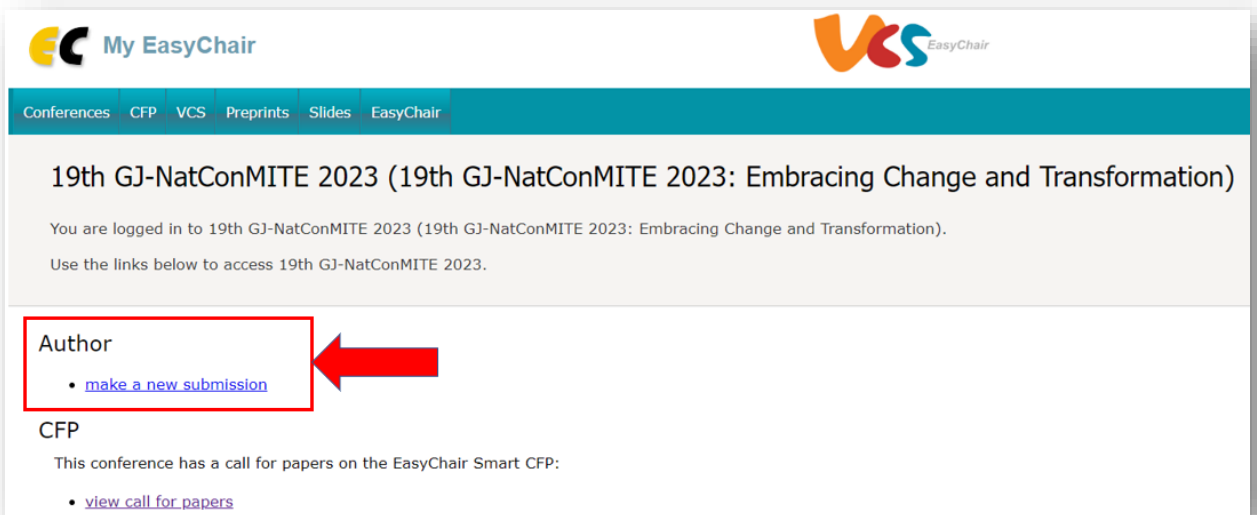
After the registration is complete, you may login to the [19th GJ-NatConMITE 2023](https://www.easychair.org/conferences/?conf=19thgjnatinconmitem2023) by clicking on “click this link” (as shown in Figure 5) or on the following link: <https://www.easychair.org/conferences/?conf=19thgjnatinconmitem2023>.



Figure 5: Link to the 19th GJ-NatConMITE 2023

Step 2: Submission of Abstract

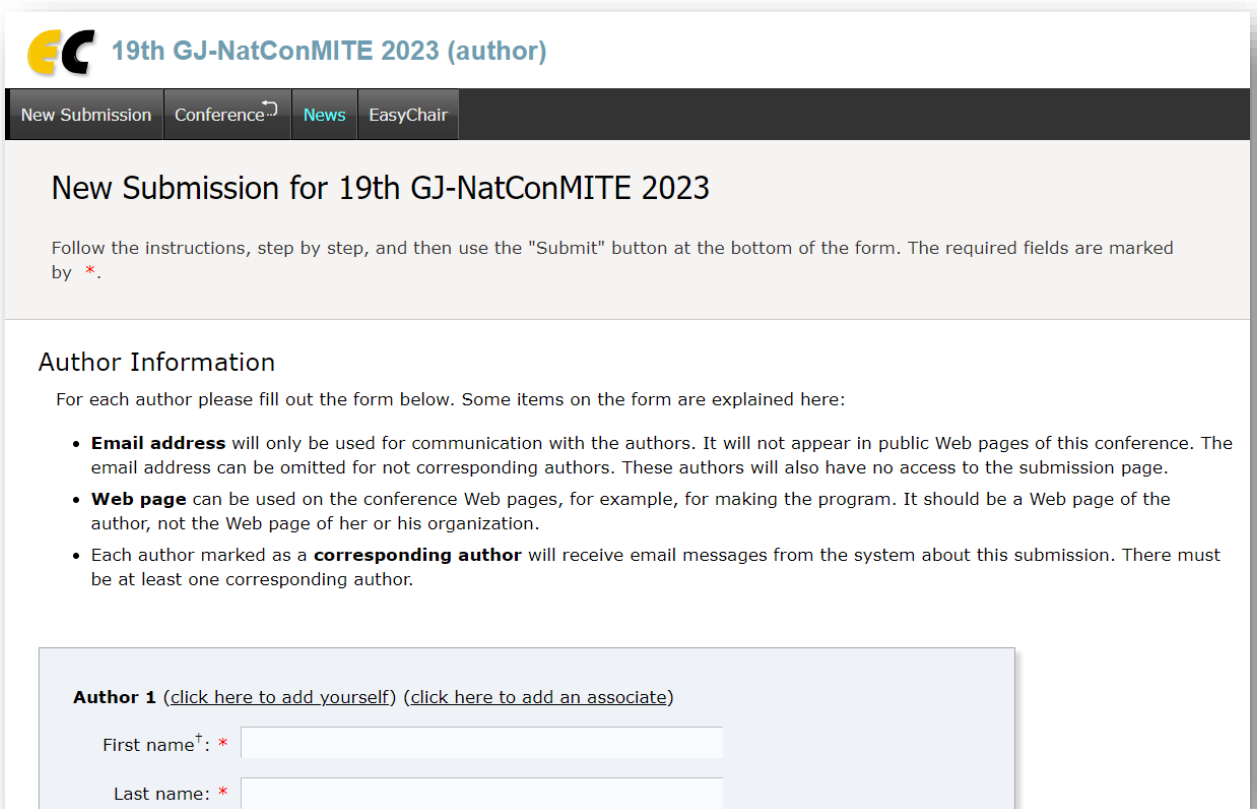
After logging in to the submission website of [19th GJ-NatConMITE 2023](#), you may click on “make a new submission” (indicated by arrow) to submit a new abstract. (See Figure 6).



The screenshot shows the EasyChair interface for the 19th GJ-NatConMITE 2023. At the top, there are logos for 'My EasyChair' and 'VCS EasyChair'. A navigation bar includes 'Conferences', 'CFP', 'VCS', 'Preprints', 'Slides', and 'EasyChair'. The main heading is '19th GJ-NatConMITE 2023 (19th GJ-NatConMITE 2023: Embracing Change and Transformation)'. Below this, it states 'You are logged in to 19th GJ-NatConMITE 2023 (19th GJ-NatConMITE 2023: Embracing Change and Transformation)' and 'Use the links below to access 19th GJ-NatConMITE 2023.' The 'Author' section is highlighted with a red box and a red arrow pointing to the link 'make a new submission'. Below the 'Author' section is the 'CFP' section, which states 'This conference has a call for papers on the EasyChair Smart CFP:' and includes a link 'view call for papers'.

Figure 6: Submission website for 19th GJ-NatConMITE 2023

Fill out the information about the author(s) as shown in Figure 7. Use the same email address using which you are registered on [EasyChair](#).



The screenshot shows the 'New Submission for 19th GJ-NatConMITE 2023' form. At the top, there are logos for 'My EasyChair' and '19th GJ-NatConMITE 2023 (author)'. A navigation bar includes 'New Submission', 'Conference', 'News', and 'EasyChair'. The main heading is 'New Submission for 19th GJ-NatConMITE 2023'. Below this, it states 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.' The 'Author Information' section provides instructions: 'For each author please fill out the form below. Some items on the form are explained here:'. A list of requirements follows: '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.', and '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.' The form fields for 'Author 1' are visible, including 'First name' and 'Last name'.

Figure 7: Author Information

Fill in the Title, Abstract and Keywords as shown in Figure 8. If you do not wish to submit the full paper at this stage, click on “Submit” as shown in Figure 9.

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

Title: *

Abstract: *

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: *

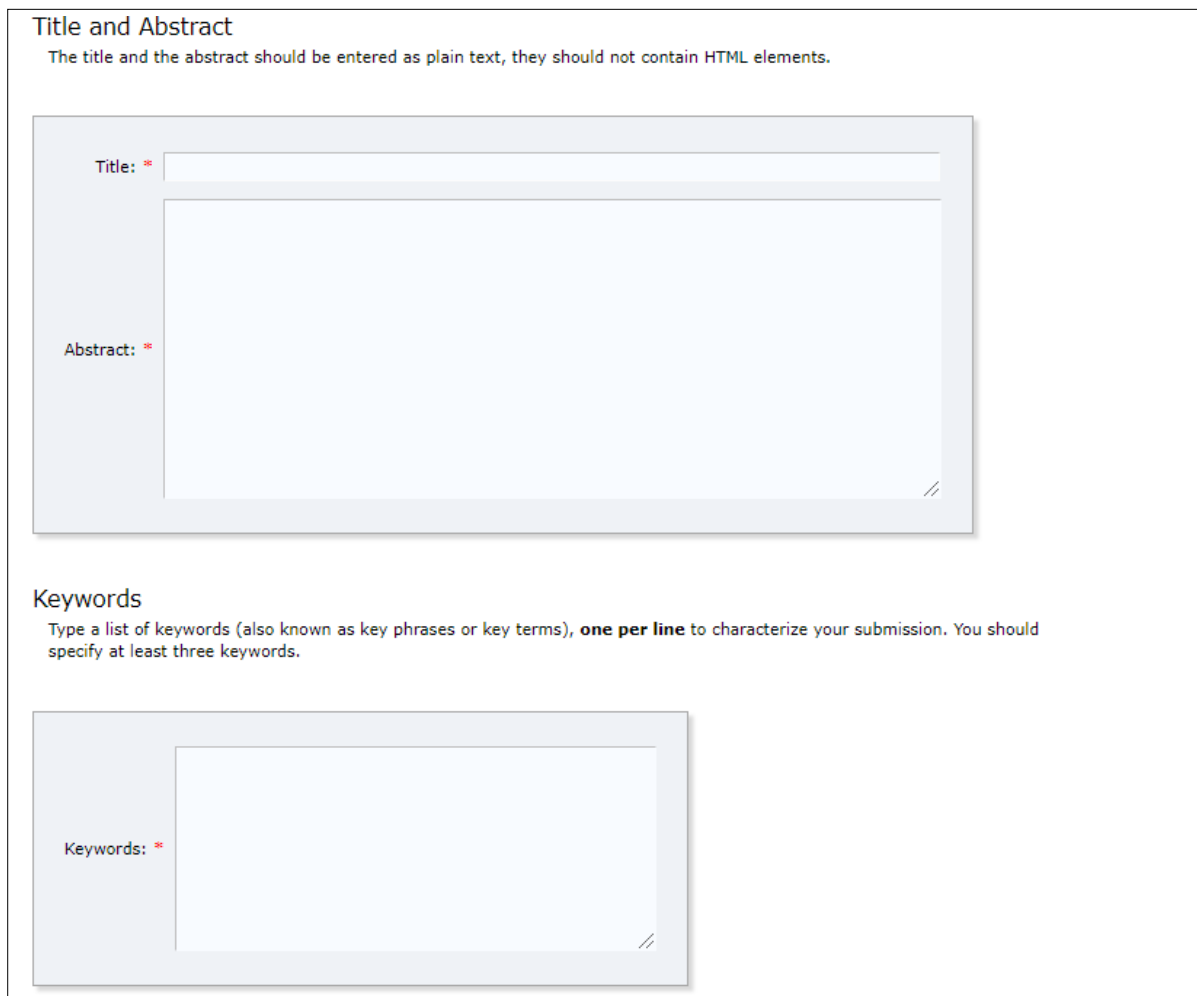
The image shows a web form for submitting an abstract. It is divided into three sections. The first section, 'Title and Abstract', contains a single-line text input for the title and a larger multi-line text area for the abstract. The second section, 'Keywords', contains a multi-line text area for entering keywords, one per line. All input fields are currently empty. The form has a light gray border and a white background.

Figure 8: Abstract Submission

Step 3: Submission of Full Paper

If you are ready to submit the full paper along with the abstract, you may scroll down and click on “Choose File” as shown in Figure 9. Alternatively, after abstract submission, you may upload the full paper at a later stage.

Note: Paper must be in PDF format.

Files

The following part of the submission form was added by 18th GJ-NatConMITE 2021. It has neither been checked nor endorsed by EasyChair

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

No file chosen

Ready?

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

Figure 9: Full Paper Submission

Once a submission is completed, a new menu bar “Submission #” is created as shown in Figure 10. You may click on “Submission #” to change any information about the submission.

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

New Submission Submission 1 Conference News EasyChair

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.](#)

Submission 1

Title:	Title
Author keywords:	KEYWORD1 KEYWORD2 KEYWORD3
Abstract:	ABSTRACT
Submitted:	Jul 05, 06:08 GMT
Last update:	Jul 05, 06:08 GMT

Authors

first name	last name	email	country	affiliation	Web page	corresponding?
Author	Author					✓

Figure 10: Submission page for Author

Using the links in the top-right corner (indicated by arrow) in Figure 10, you may:

- **Update information about the paper** (change the title, abstract, keywords)
- **Update authors** (update information about author, add new author, remove author, reorder authors)
- **Add files** (Draft paper, Final paper after revision)
- **Withdraw your paper**

After the submission process is over, you will receive an email from EasyChair. After review, you will receive the acceptance/rejection notification with reviews by email.

Based on the reviews, you may be asked to revise the paper. To upload the revised paper, click on “Add file” in the top-right corner (as shown in Figure 10) and select the revised paper as shown in Figure 11.

File	Admissible file extensions
Paper. Upload your paper. The paper must be in PDF format (file extension .pdf) <input type="button" value="Choose File"/> No file chosen	PDF (extension pdf)

Figure 11: Updating a File

After uploading the revised file, click on “Submit”.