EasyChair Instructions for Authors

The submission and review of papers for WTC 2020 will be managed through an online conference paper management system called EasyChair. This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission. The submission process consists of three stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission and/or final paper submission

The Technical Paper Committee will review all abstracts and notify authors of their acceptance status. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be reviewed by readers and track chairs and returned with suggestions and edits. The authors will be asked to submit a revised version, where the process repeats. The final draft will be due before the conference.
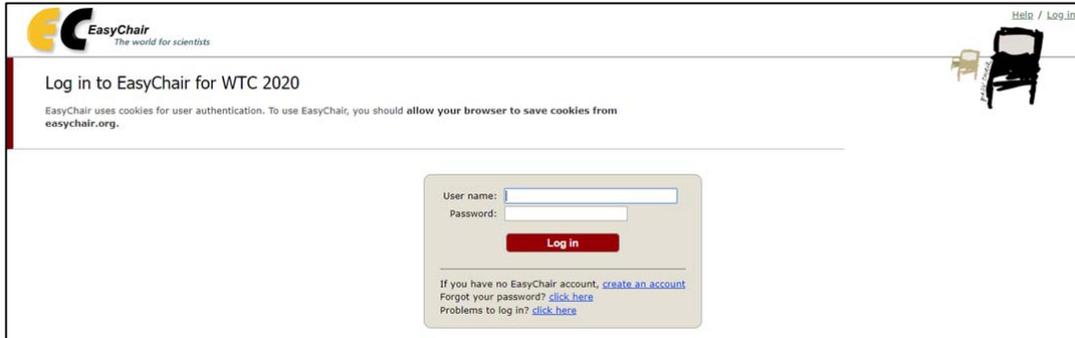
This guide is intended to support authors during the submission process. It has four parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission and/or final paper submission

In the event that this guide does not address your question or technical issue, please contact wtc2020@iem.org.my

1. Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to https://easychair.org/conferences/?conf=wtc2020. You will then be automatically directed to the page shown in Figure 1a. Click on "create an account" and you will be directed to page shown in Figure 1b. Fill in the textbox with the distorted words that appear directly above it, and click on "Continue".

Figure 1a: EasyChair for WTC2020 main page

Figure 1b: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on "Continue." Be sure to use the email address to which you'd like to get all of your correspondence.

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

Figure 3: Login email

Fill out all of the required information (as shown in Figure 4), and click the "Create my account" button to finalize the account registration process.
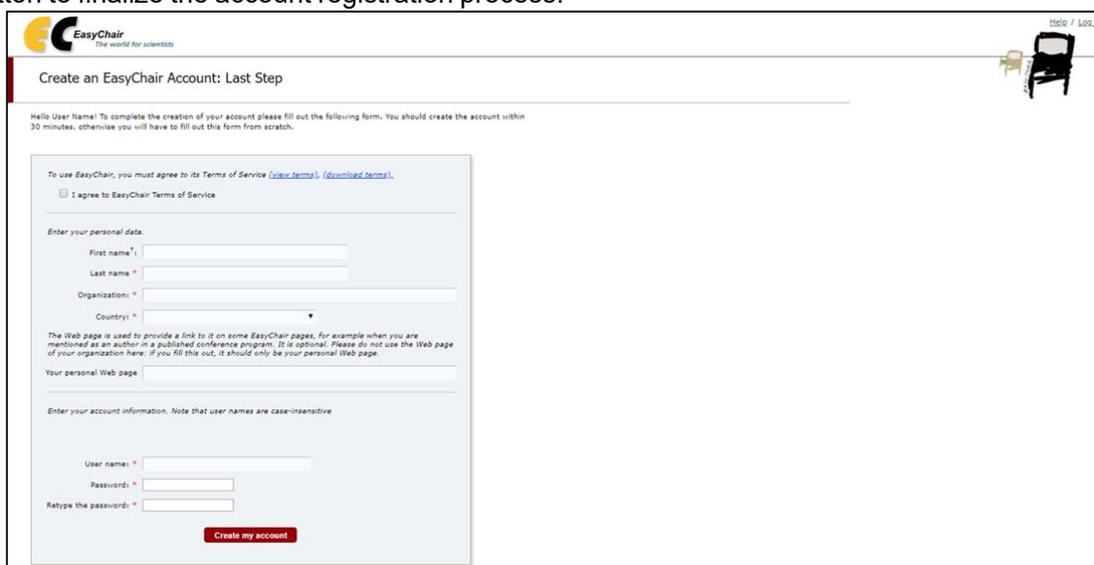

Figure 4: Create an account.

After the account is registered, you may log in to WTC 2020 simply by clicking on the "click this link" link (as shown in Figure 5), or on the following link:
https://easychair.org/conferences/?conf=wtc2020


Figure 5: Link to the login page

Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

2. Submit an Abstract

The New Submission form is pretty standard, but there are some things to keep in mind:
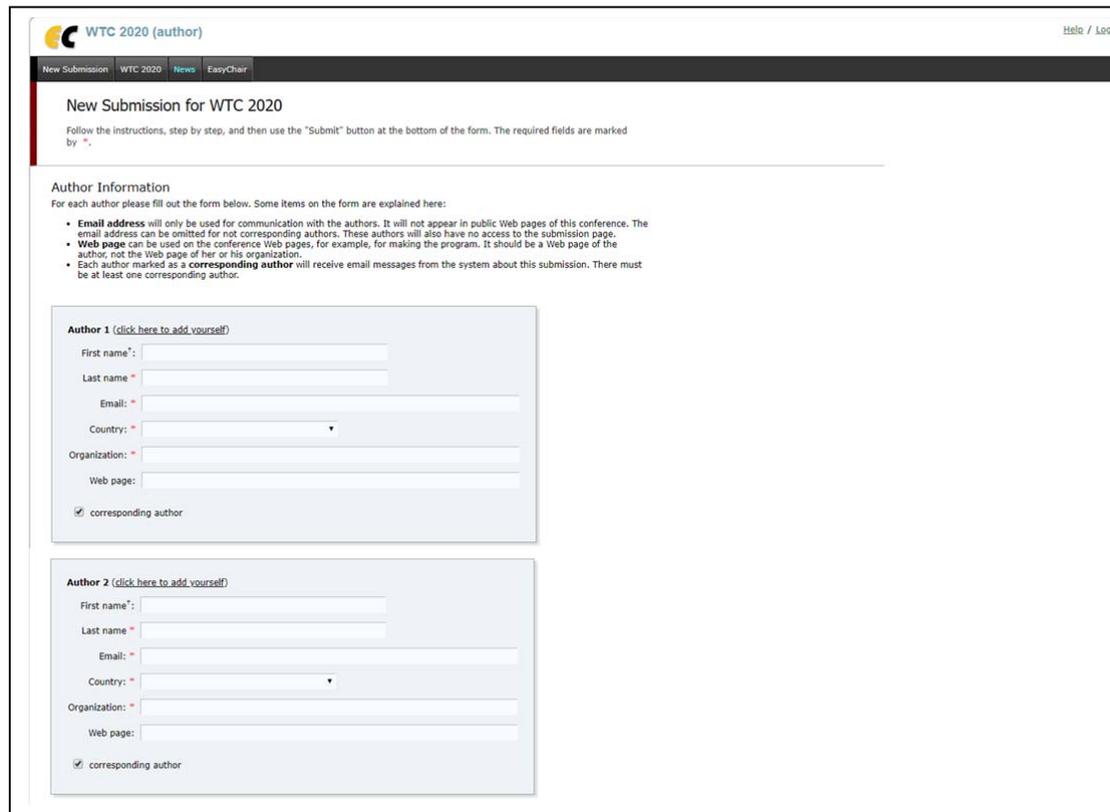
- Please use the same email address with which you registered your Easy Chair account for at least one of the authors. Easy Chair will yell at you otherwise.
- One of the authors has to be a "Corresponding author", even if you only have one author. This is the person to whom we'll send all of our questions or comments.
- Title and Abstract are required, but should adequately describe the message you're trying to convey.
- Keywords will are required on ACM publications. You will be able to update and add to these later. The program committee will use these to format the program.

After logging in to the EasyChair website for WTC 2020, you may click on the "Enter as an Author".
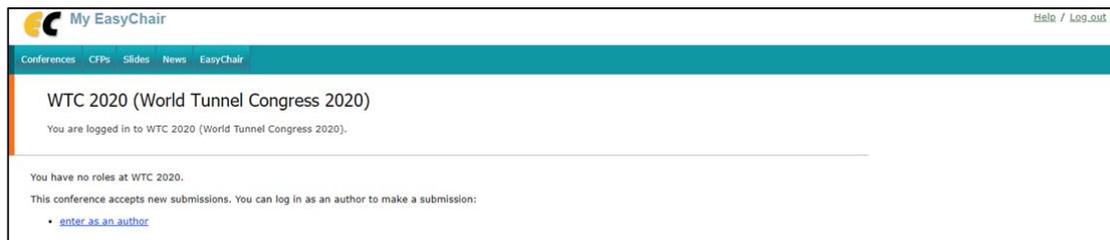
Follow the on-screen instructions and fill out all of required information (as shown in Figures below) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account
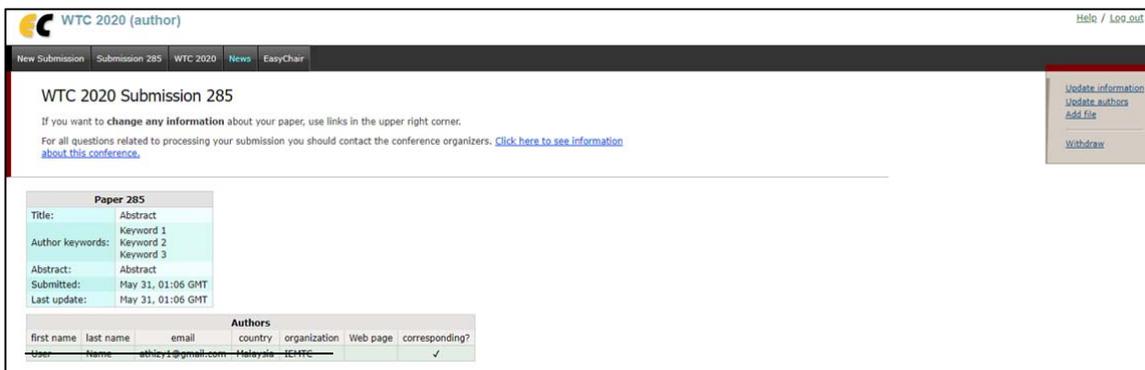
Fill out the title, abstract, and the keywords (as shown in Figures below). You do not need to submit a paper at this point in time.

There is an option to upload a paper, but obviously we don't need that now. You will edit this submission later when you're ready to begin submitting drafts.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created. Click on "Submission #" for changing any information about the submission.

Use the links at the top-right corner for:

- **Updating information about your submission**: select "Update information" from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission**: select "Update authors" to modify any information about the author(s) and click "save." In the case of multiple authors, you can add ("Add new author") or remove authors (Click on "X"); then update the order of the authors by selecting the "Reorder authors" button.
- **Uploading files**: the "Add file" link may be used to upload files.
  Please do not upload any files at this stage.
- **Withdrawing the submission**: select "Withdraw" to withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from noreply@easychair.org

It's that simple! If you have questions, please feel free to let us know, but otherwise, thanks for your interest and we look forward to working with you.

3. Draft paper submission

Once the review process is completed, you will receive acceptance/rejection notification on your submitted abstract by email.

If your abstract was accepted, we request you to submit your draft paper electronically. You can submit a draft paper only by updating the submission you submitted as an abstract. Once you have completed the abstract submission, the menu bar "Submission #" or "My Submissions" in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting "Update information" and you may also update authors using the "Update authors" page. Most importantly, you have to submit a draft paper by selecting "Add file".

After clicking on "Add file", you will be able to select the file you want to upload with the link "Select file".

4. Revised and/or final paper submission

If your draft paper was accepted, we request you to submit your revised or final paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen.

After selecting the file that you wish to upload from your computer, submit your revised or final paper by selecting the "Submit" button.