

# **ICON-2011**

## **Instructions for Abstract and Paper Submissions**

The abstract and paper submissions this year will be managed by EasyChair Conference Management System, which can be accessed at: <https://www.easychair.org/account/signin.cgi?conf=icon2011>

### **First Step: Signup for an account on EasyChair**

#### **New to EasyChair:**

In case you are using the EasyChair conference management system for the first time you are required to create an account on EasyChair first.

#### **Process-**

1. Open the above link in your internet browser
2. Click on “sign up for an account”
3. Enter the Alpha-numeric word authentication and click on “continue”
4. Enter your Name and Email address
5. You will receive a confirmation email on your address with a log-in link to ICON-2011. Using that link you will be able to log into EasyChair and proceed to the submission phase.

#### **Existing Users:**

In case you already have an EasyChair account you can directly log in with your 'User name' and 'Password'.

Once you have logged into EasyChair, click on 'EasyChair->My Conferences' and change your conference to ICON-2011.

Now you can proceed to the submission phase.

### **Second Step: Abstract and Paper Submission**

The submission can be done in 2 ways:

- A) First an Abstract is submitted and Paper is submitted at a later date (before the last date of paper submission).
- B) Both Abstract and Paper are submitted simultaneously.

#### **Submission Process-**

1. Log in to the EasyChair system.
2. Click on 'New Submission'
3. Select the appropriate track for submission and click on 'continue'.
4. Fill in the details as required in the Submission form.  
Atleast 1 Corresponding Author is mandatory.
5. **For Abstract submission only 'A)'**:

At the end of the page, in the Upload Paper section, check the 'Abstract Only' box and click on 'Submit'. The paper can be submitted thereafter. (see \*\* )

**For Abstract and Paper Submission 'B)':**

At the end of the page, in the Upload Paper section, attach your paper (in PDF format) by using the 'Browse' button and click on 'Submit'.

**\*\* : Updating information / Uploading Paper after Abstract submission**

Please go through this section if -

- A) You submitted the abstract at an earlier date and now you want to upload the Paper.
- B) You want to update information on the Paper submitted.

**Process-**

1. Login to the EasyChair system with your User name and Password.
2. Click on the link to your paper from the menu on the top.
3. In the next page, on the menu towards the right side of the screen, *click* on:
  - '**Update Information**' to update information on your paper Title, Abstract, submission Category, Keywords and Topics.
  - '**Update Authors**' to update information on Authors, add a new author or change/add corresponding author.
  - '**Submit a new version**' to upload the paper or submit a new version.
  - '**Withdraw**' to withdraw your submission from the conference.

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