

1st International Conference on Industrial Engineering and Management Applications (IEMA - 2017)



Feb 20-22, 2017

EasyChair instructions for Authors

The submission and review of papers for IEMA-2017 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 four stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission

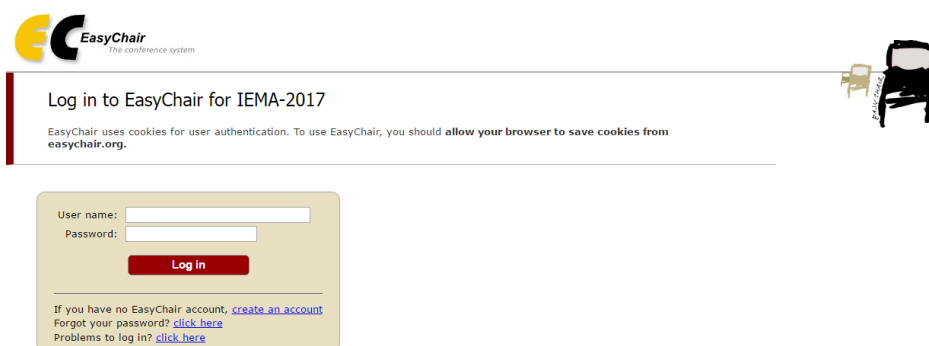
The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version. The result of the second revision will be notified after the conference, so that the final version of the paper will benefit from the discussions and opinions collected during the conference. This guide is intended to support authors during the submission process. It has five parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical team at: m.saleem@admin.muet.edu.pk.

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=iema2017>. You will then be automatically directed to the Login page shown in Figure 1.



EasyChair
The conference system

Log in to EasyChair for IEMA-2017

EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.

User name:

Password:

Log in

If you have no EasyChair account, [create an account](#)

Forgot your password? [click here](#)

Problems to log in? [click here](#)

Figure 1: Enter information to sign up

If you have easy chair account then, Login with username and password. If you have no easy chair account then, create account first.

After registering, you will receive an email similar to the one in Figure 2. Use the link provided in the email to continue the account registration process.

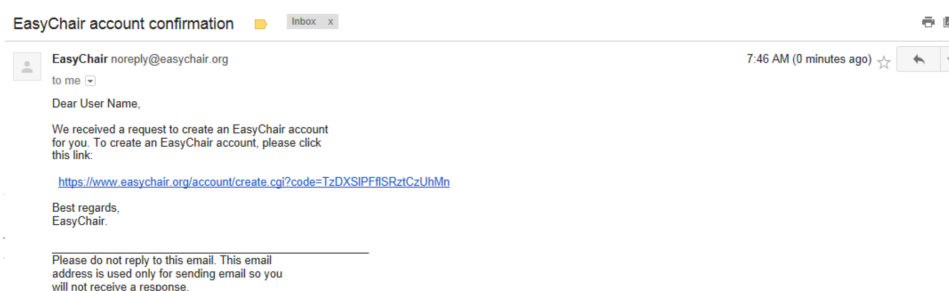




Figure 2: Login email.

Fill out all of the required information (as shown in Figure 3), and click the “Create my account” button to finalize the account registration process.



Create an EasyChair Account: Last Step

Hello Marco Vimercati! 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.

User names are case-insensitive

User name:

First name[†]:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Create my account

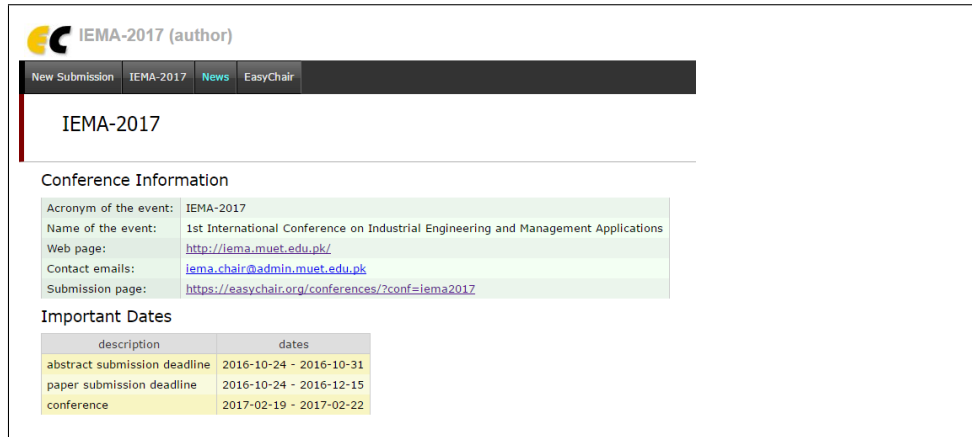
Figure 3: Create an account.

After the account is registered, you may log in to IEMA-2017 simply by clicking on the <https://easychair.org/conferences/?conf=iema2017>.

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 your abstract(s)

After logging in to the EasyChair website for [IEMA-2017](#), you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 4).



description	dates
abstract submission deadline	2016-10-24 - 2016-10-31
paper submission deadline	2016-10-24 - 2016-12-15
conference	2017-02-19 - 2017-02-22

Figure 4: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 5) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

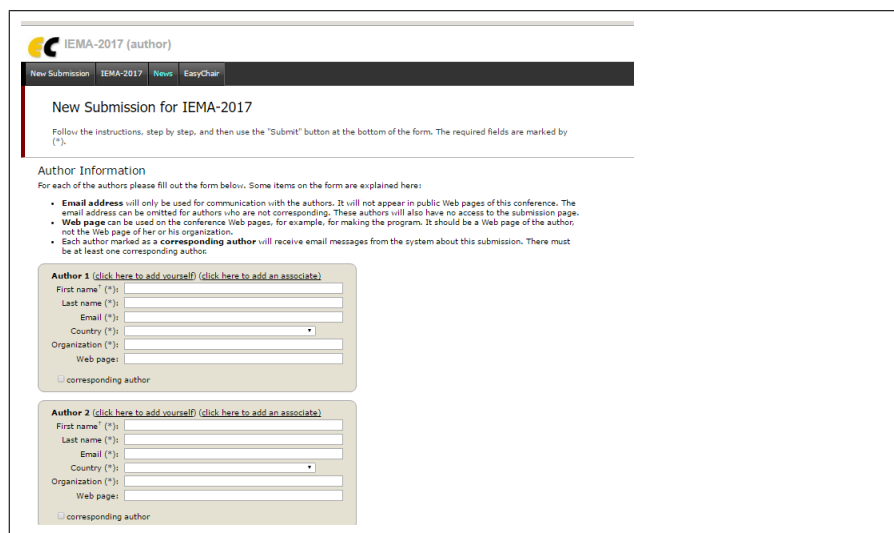


Figure 5: Authors information.

Fill out the text abstract, keywords and the related topics (as shown in Figure 6).

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 (*):

Figure 6: Abstract submission.

Click on the “Submit” link to submit your abstract (as shown in Figure 7). There is no need to upload Files, if you are uploading Abstract only.

Uploads

The following part of the submission form was added by IEMA-2017. 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 7: Abstract submission.

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 iema2017@easychair.org. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

3 Draft paper submission

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”. Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link).

4 Revised paper submission

If your draft paper was accepted, we request that you submit your revised 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 paper by selecting the “Submit” button.