

Authors Guide to Using EasyChair

Dear Respected Authors,

Submission and review of papers for IEPS-2014 (<http://ieps.ieee.org.ua/>) will be managed through an online conference paper management system called "EasyChair" (www.easychair.org). This system gives you complete control over your submission. You can upload your paper, change details, check on the review status of your paper etc.

The submission process consists of two stages: 1) Full Paper Submission, and 2) Final Paper Submission. In each stage, our technical committee members will review your paper and notify you of the result. Only papers that are accepted in stage 1 will be submitted to stage 2.

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 chair at ieps@ieee.org.ua

Best Regards,
Local Organizing Committee of IEPS-2014

1. EASYCHAIR ACCOUNT SETUP

You will need to set up an account if you do not have an account with EasyChair. Go to <https://www.easychair.org/conferences/?conf=ieps2014>. This link will bring up a login page of IEPS-2014 (Fig. 1a) for the conference. Select on the link at the bottom to set up an account.



IEPS 2014 Intelligent Energy and Power Systems

Sign in to EasyChair for IEPS-2014

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)
Forgot your password? [click here](#)
Problems to sign in? [click here](#)

EasyChair conference system


Fig. 1a

This will bring you to the step 1 of account request (Fig. 1b). You have to do the image recognition test before creating an account. It will redirect you to step 2 (Fig. 1c) to key in your information after you have passed the image recognition test.

Signing up for EasyChair: Step 1

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the two words that you see in the image below and click on "Continue".
2. If you type the words correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to create an account.

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.



boofee tones.

Type the two words:

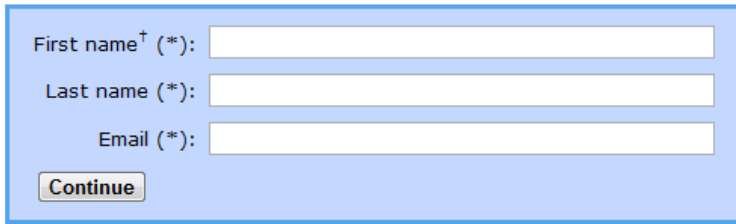
reCAPTCHA™ stop spam, read books

Fig. 1b

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.



First name[†] (*):

Last name (*):

Email (*):

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

Fig. 1c

After submission of the request, you will be shown an acknowledgement and a list of instructions (Fig.1d). You will receive an email almost instantly (Fig. 1e). Kindly check your junk/spam folder (as some mail servers have strict settings on receiving unfamiliar email address) if you do not received any email from EasyChair in your inbox.

Account Application Received

We received your application. A mail with further instructions has been sent to the email address nus.isealumni@gmail.com.

If You Do not Receive the Instructions

If you do not receive our mail 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, your mail server may spend a lot of time checking incoming mail for spam.

"Reply-me" mail protection.

Some mailers, when receiving a mail 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 get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

Mail box problems and quotas

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

Anti-spam filters

It is possible that your spam filters will classify our mail 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, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account.

You can repeat your application at any time. Another mail will be sent to you.

Fig.1d

Click on the link to create your account.

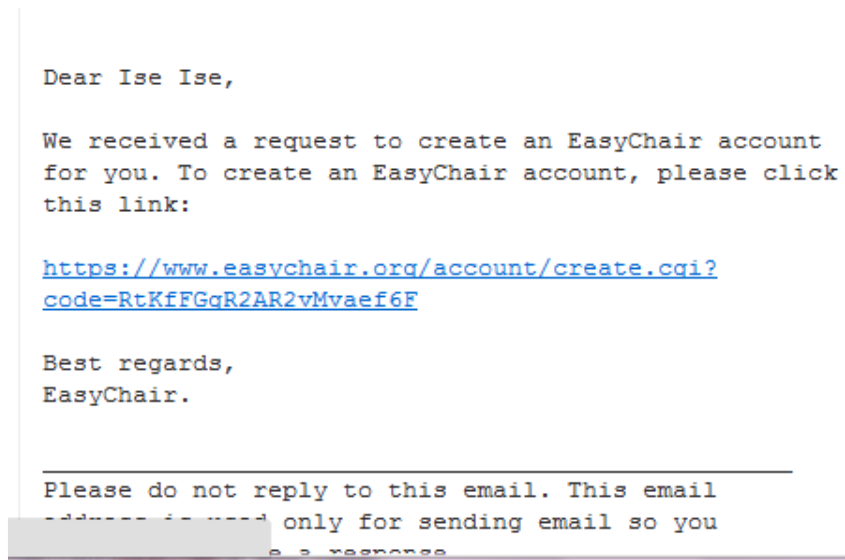


Fig. 1e

Clicking on the link in your email will bring you to the last step of the account creation process. In here, you will now create an account with your own preferred user name, password and of course your particulars (Fig.1f).

Signing Up for EasyChair: Last Step

Hello Ise Ise! To complete the creation of your account please fill out the following form.

User names are case-insensitive

User name (*):

First name[†]:

Last name (*):

Company/organisation (*):

Homepage:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

Fig. 1f

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. PAPER SUBMISSION BY JANUARY 21, 2014

Go to the link <https://www.easychair.org/conferences/?conf=ieps2014> enter your login information. This will take you to the main page (Fig. 2a). Along the top of the page is a menu. You can view a list of previous submissions by selecting Overview. To see or edit specific information on the previous papers submitted (e.g., the authors, abstract, time of submission) select any identified papers across the top of the menu. The IEPS-2014 link provides information about the conference (Fig. 2b) and EasyChair menu item allows you to view the settings and go to your account information (see the drop-down menu in Fig. 2b).

EC IEPS-2014 (chair)

Submissions | Reviews | Status | PC | Events | Email | Administration | IEPS-2014 | EasyChair

IEPS-2014 Login for Ievgen Pichkalov

Conference Information

Acronym of the event:	IEPS-2014
Name of the event:	2014 IEEE International Conference on Intelligent Energy and Power Systems (IEPS)
Web site:	http://ieps.ieee.org.ua/
Addresses for inquiries:	ieps@ieee.org.ua
Submission page:	https://www.easychair.org/conferences/?conf=ieps2014
Program committee login page:	https://www.easychair.org/conferences/?conf=ieps2014

Important Dates

description	dates
submission opens	2013-08-01 - 2014-01-21
Response of Reviewers	2014-01-21 - 2014-02-28
Submission of Final Papers	2014-02-28 - 2014-03-14
Final Acceptance Notification	2014-03-14 - 2014-03-21
Final Registration for Participation	2014-03-21 - 2014-04-21
conference	2014-06-02 - 2014-06-06

Fig. 2a

The screenshot shows the 'My Account' page on the EasyChair website. At the top, there are navigation tabs for 'New Submission', 'IEPS-2014', and 'EasyChair'. A dropdown menu is open under 'EasyChair', listing options: 'Donate to EasyChair', 'News', 'My account', 'My conferences', 'Terms of Service', 'New installation', 'EasyChair home page', and 'Sign out'. The 'My Account' section includes a sub-header and a brief description. Below this is the 'Personal Information' section, which contains a form with the following fields: 'First names† (*):', 'Last name (*): Pichkalov', 'Organization (*): NTUU "KPI", Faculty of Electronics', 'Web site: http://iee.org.ua/en/', 'Phone (*): +380987255198', 'Address, line 1 (*): Polytekhnichna Str. 16, off. 405', 'Address, line 2:', 'City (*): Kyiv', 'Post code (*): 03056', 'State (US only) (*):', and 'Country (*): Ukraine'. A 'Sign out' button is visible next to the first name field. At the bottom of the form, it says 'Enter your user name and password below:'.

Fig. 2b

To make a submission, first select New Submission. You will be shown a long list of fields to enter.

- Authors' information (Fig. 2c)
- Title, Abstract (Fig. 2d)
- Keywords (Fig. 2e)
- Topics selection (Fig. 2f)
- **Upload file: *paper* for *.PDF version of your paper and *attachment* for *.DOC or *.DOCX, or *.TEX version of your paper (Fig. 2g)**

Click on "Submit" once to submit your paper (Fig. 2h)

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **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 authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There should be at least one corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name* (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name* (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web Site:

Corresponding author:

Fig. 2c

Title, Abstract and Other Information

The title and the abstract should be given as a plain text, they should not contain HTML elements.

Title (*):

Abstract:

Fig. 2d

Keywords

Type a list of keywords, **one per line** to characterize your submission. You should specify at least three keywords.

Keywords:

Fig. 2e Keywords

Topics

Please select topics relevant to your submission from the following list.

<input type="checkbox"/> SECTION 1. MODERN ENERGY SYSTEMS AND POWER ELECTRONICS	<input type="checkbox"/> SECTION 3. INTELLIGENT AND ADAPTIVE SYSTEMS IN SMART GRID
<input type="checkbox"/> SECTION 2. RENEWABLE ENERGY SYSTEMS AND DISTRIBUTED GENERATION	<input type="checkbox"/> SECTION 4. INDUSTRIAL ELECTRONICS AND ELECTRICAL DRIVES

Fig. 2f Topics selection

Upload Paper

The submission should be in the PDF format (file extension .pdf). If you submit only an abstract, then tick (if any) should be in one of the following formats:

1. Word document (file extension .doc).
2. LaTeX file (file extension .tex).
3. Word open XML document (file extension .docx).

Paper:	<input type="button" value="Выберите файл"/>	Файл не выбран	Abstract Only:	<input type="checkbox"/>
Attachment (*):	<input type="button" value="Выберите файл"/>	Файл не выбран		

Fig. 2g Upload paper in PDF and DOC

Ready?

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

Fig. 2h Press once on the submit button

3. CHANGING THE DETAILS OF YOUR SUBMISSION

From the **Overview** page (Fig. 3a), select the paper you want to make changes to, e.g., **Paper 5**. Or you can also access your paper by clicking on the paper number at the navigation panel (Fig. 3a). Both ways will bring you to the paper information page (Fig. 3b). Your paper will appear as **IEPS-2014 Submission 5**, use the menu on the right hand side of the screen (Fig. 3b) to update information, update authors, submit a new version or withdraw your submission.

IIE 2012-demo (author) [Help](#) [Sign out](#)
[Overview](#) [New Submission](#) [Paper 5](#) [IIE 2012](#) [EasyChair](#)

My Submissions for IIE 2012-demo

***** Paper 5 *****

Using this submission system you can manage your papers submitted to IIE 2012-demo. You can submit new papers, resubmit previously submitted papers, or change information about authors. This page is for your information only, use the menu on the top of this page to make any changes.

If you submitted a paper using the system, then the paper number should appear in the menu. If you sign in and do nothing (not even click on the menu) for more than two hours, the system will close the connection. In this case you will have to sign in again. Keep this in mind if you are likely to submit a new version of your paper several minutes before the submission deadline. Additional information about submission to IIE 2012-demo can be found at the [IIE 2012-demo home page](#)

#	authors	title	information	paper
5	Chuck Anot	adsaf	information	

Fig 3a Overview page

IIE 2012-demo (author) [Help](#) [Sign out](#)
[Overview](#) [New Submission](#) [Paper 5](#) [IIE 2012](#) [EasyChair](#)

IIE 2012-demo Submission 5

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.

(abstract only)

Paper 5									
Title:	adsaf								
Keywords:	adf af afer								
Topics:	Information Processing and Engineering								
Abstract:	df								
Time:	Nov 26, 16:04 GMT								
Fax:									
Address:									
Authors									
Authors:	<table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Country</th> <th>Affiliation</th> </tr> </thead> <tbody> <tr> <td>Chuck Anot</td> <td>author%@easychair.org</td> <td>Austria</td> <td>Rice University ✓</td> </tr> </tbody> </table>	Name	Email	Country	Affiliation	Chuck Anot	author% @easychair.org	Austria	Rice University ✓
Name	Email	Country	Affiliation						
Chuck Anot	author% @easychair.org	Austria	Rice University ✓						

Note: the rightmost column marks corresponding authors

Fig 3b Overview page

THANK YOU

If you've completed your submission, thank you from the IEPS-2014 Local Organizing Committee.

CONTACTS

Website: <http://ieps.ieee.org.ua/>

E-mail: ieps@ieee.org.ua