

EasyChair instructions for Authors

The submission and review of papers for 4-CIAB will be managed through EasyChair. This system gives 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, each of them will receive feedback from the members of the Scientific committee acting as reviewers:

- Abstract submission (Deadline ~~20 February 2018~~ 20 March 2018)
- 6-page paper submission (optional) (Deadline ~~20 May 2018~~ 10 June 2018)
- 6-page final paper submission (Deadline 20 July 2018), considering comments/suggestions from reviewers

To submit an abstract (and later optionally a 6-page paper) using EasyChair please follow these steps:

1. Click the button “Submit your paper”.
2. Create an account as an Author, if you do not have one previously created. If you have already an account, go directly to log in.

Go to <https://easychair.org/conferences/?conf=4ciab> and click “create an account”. You will then be automatically directed to the page shown in Figure 1. Fill in the textbox and click on “Continue”.



Figure 1.

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.”

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (*)
 Note that **the most common reason for failing to create an account is an incorrect email address** so please address correctly.

First name[†] (*):

Last name (*):

Email address (*):

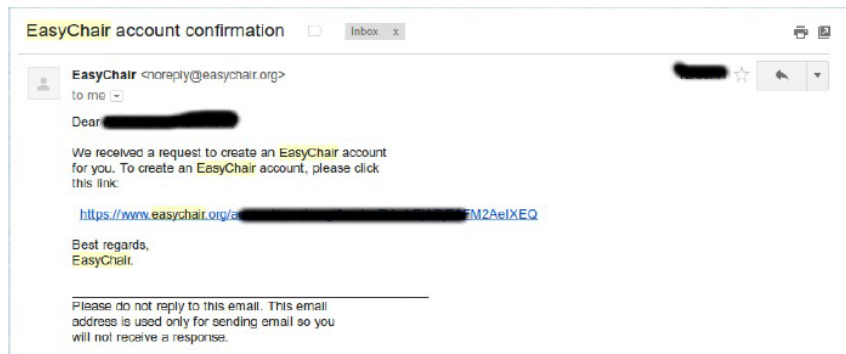
Retype email address (*):

Continue


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

Figure 2.

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



Fill out all of the required information (as shown in next figure), 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

3. Submit an abstract

Log in to EasyChair website for 4CIAB and click on the “New Submission” link located in the top-left corner of the menu bar and fill in the information concerning authors.

4-CIAB (author) [Help](#) / [Log out](#)

New Submission 4-CIAB CFP News Alerts EasyChair

New Submission for 4-CIAB

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

Author Information

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

- 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 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.
- 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.

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

First name* (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

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

First name* (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name* (*):

Then include the information concerning the abstract and then upload the abstract according to the template of 4CIAB. And press Submit button.

Uploads

The following part of the submission form was added by 4-CIAB. It has neither been checked nor endorsed by EasyChair

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

Ningún archivo seleccionado

Ready?

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

As an author, you can update the abstract or any of the information provided, at any time.

4. To submit the 6-page paper

If you want to submit the 6-page paper, please use the update submission option, once your abstract is accepted and before the deadline for the 6-page paper submission (20 May 2018)

