

How to submit a paper

Step 1: Register in EasyChair

Access <https://www.easychair.org/conferences/?conf=cimode2012> . A page as shown in Figure 1 will appear.

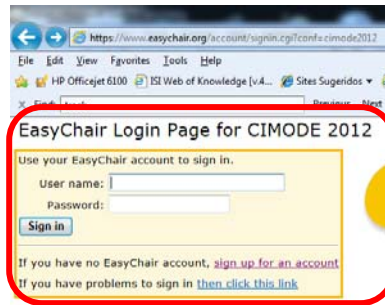


Figure 1.

EasyChair is a conference management system. By creating an account and defining a profile with information, a user will be able to use that same account in different conferences that make use of this platform, without the need of creating a new account for each conference submission process. If you already have an account in EasyChair, just fill in the form with your username and password (refer to figure 1). If you are a new user, then select “Sign up for an account”.

A new page will appear (refer to figure 2), which asks you to reproduce a sequence of characters. It’s a security measure of this platform. Just fill in the form below the sequence of characters and click “continue”. If, for some reason, the characters are unreadable, you can ask for a new sequence. You should separate the two sequences of characters with a space before clicking “continue”.



Figure 2.

Step 2: Introducing essential information and confirming the creation of your account.

After validation, a new page will appear (refer to figure 3). This page asks you to fill some essential information: first, last name and email. This information will allow EasyChair to confirm your email.

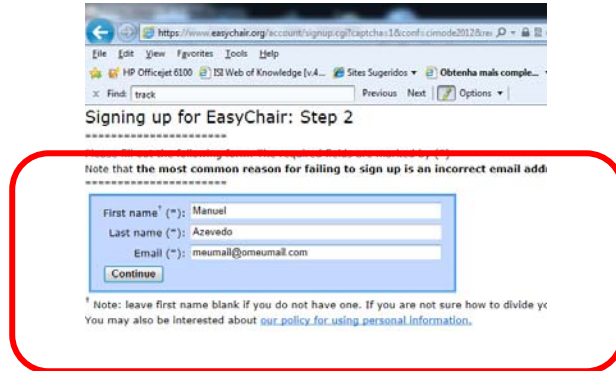


Figure 3.

EasyChair will then confirm the application for a new account by sending a message to the email you have specified previously (figure 3).

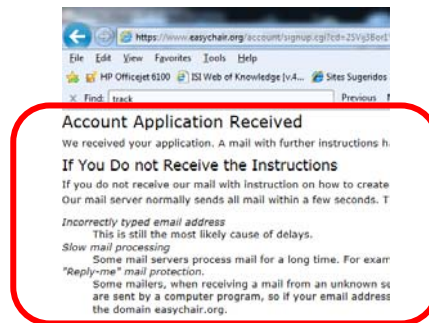


Figure 4.

Open your mailbox and look for a message from EasyChair (be careful because it may go to your spam folder). Click on the link that comes in the body of that message, as figure 5 shows. Your account is now validated in the EasyChair platform.

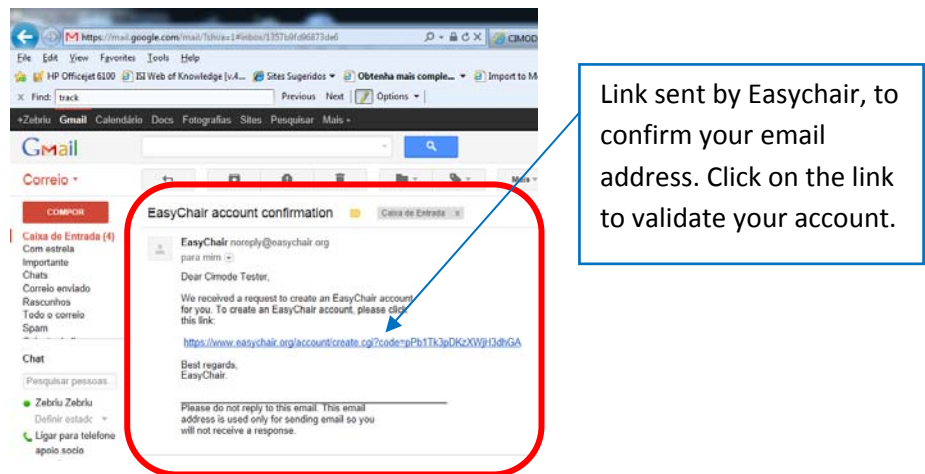
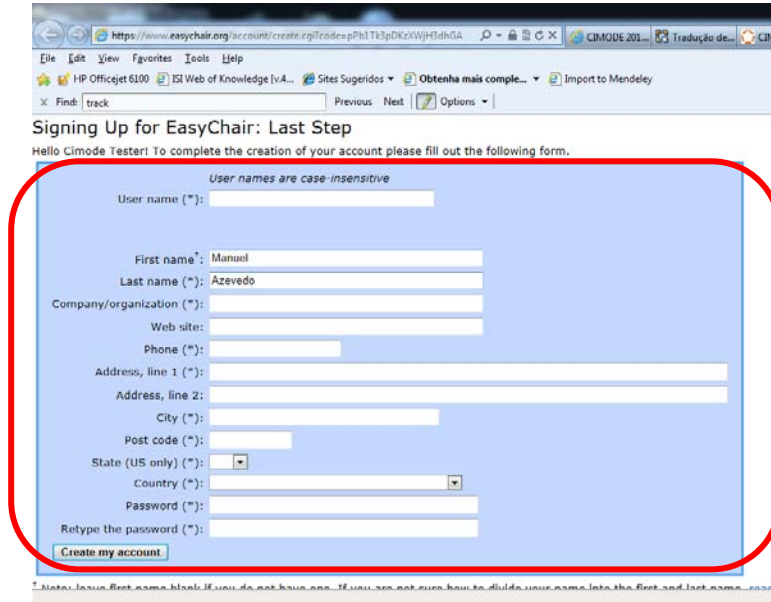


Figure 5.

Step 3: Introduction of your personal information

Now that your account is validated, you must introduce all the data that is required in the form shown in figure 6. Note that (*) means mandatory information, without which you cannot proceed.



Signing Up for EasyChair: Last Step

Hello Cimode Tester! 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/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

Figure 6.

As soon as you click on “create my account”, the platform will in fact create your account. To enter your account you have to log in. You can use the links given by EasyChair or you can use <https://www.easyChair.org/conferences/?conf=cimode2012>. You will enter a new page – the Author’s page (refer to figure 7).



Figure 7.

In order to submit a paper, click on “New submission” (refer to figure 7). You will see a new page as figure 8 shows, in which you must select a “track”, and click “continue”.



Figura 8.

After that you will enter a page where you have to fill several items related to your submission. Just follow the instructions given by the platform and append the documents that are requested.

Notes

- You can withdraw submissions (“Withdraw” Menu available in the information about the submission made);
- You can modify the information given in a submission while the deadline is not reached.

File Size

EasyChair does not allow more than 20MB for submitting a paper. Submissions with bigger files will be accepted, but the appended file will not be transferred. In those cases contact cimode.informatica@gmail.com.