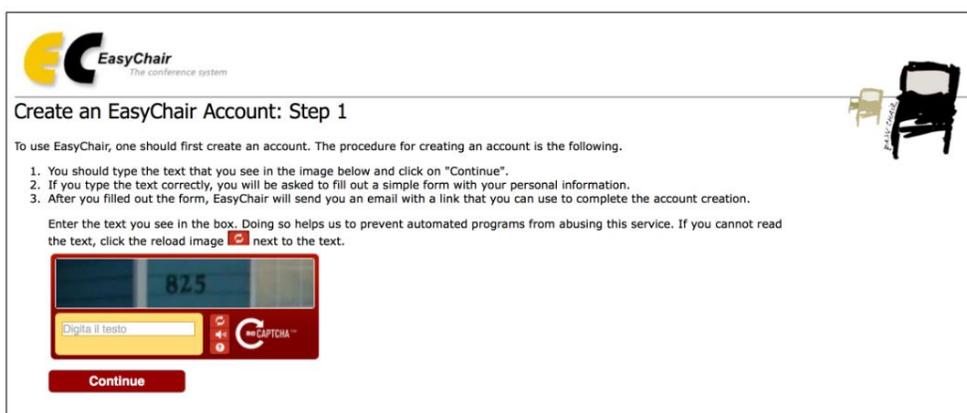# Easy Chair instructions for AICoSH 2020 Authors

The submission and review of papers for AICoSH 2020 will be managed through an online conference paper management system called EasyChair.This system gives you, the author, complete control over your submission. The submission process consists of two stages, Abstract Submission and Full Paper Submission. This guide is intended to support authorsduring the submission process. It has three parts:

1. **Setting up an account**
   First, you will need to set up an account (username and password) as an au-thor. Go to https://easychair.org/conferences/?conf=aicosh2020. You will then be automatically directed to the page shown in Figure 1. Fillin the textbox with the distorted words that appear directly above it, andclick on "Continue".

Figure 1:
Enter information to sign upThen, follow the on-screen instructions and complete the form (as shown inFigure 2), and click on "Continue".

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Usethe link provided in the email to continue the account registration process.
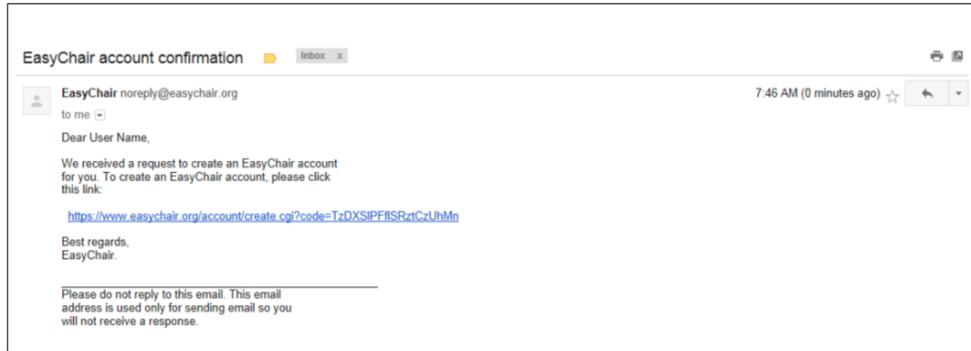
Figure 3: Login email

Fill out all of the required information (as shown in Figure 4), and click the "Create my account" button to finalize the account registration process.

Figure 4:

Create an account.After the account is registered, you may log in to AICoSH 2020 simply byclicking on the "click this link" link (as shown in Figure 5), or on the following link https://easychair.org/conferences/?conf=aicosh2020. Note: If your username appears taken, it is possible that you have signed
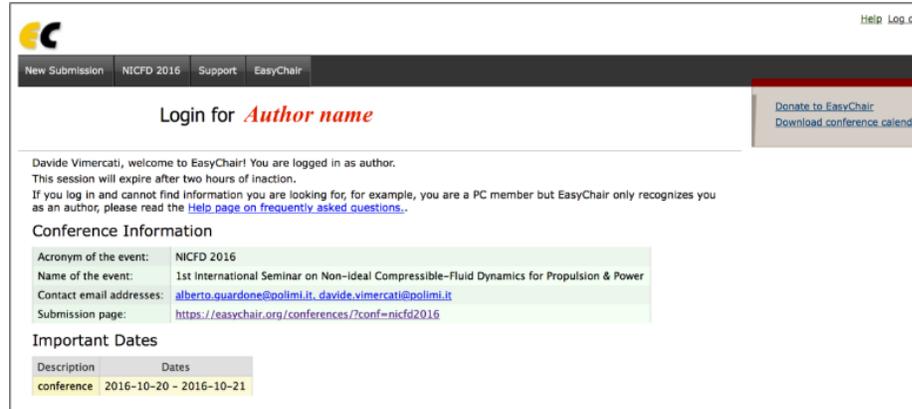

Figure 5:

Link to the login page.up for EasyChair in the past for another conference. In this case, you sim-ply need to ask the system to remind you of your password based on yourusername.
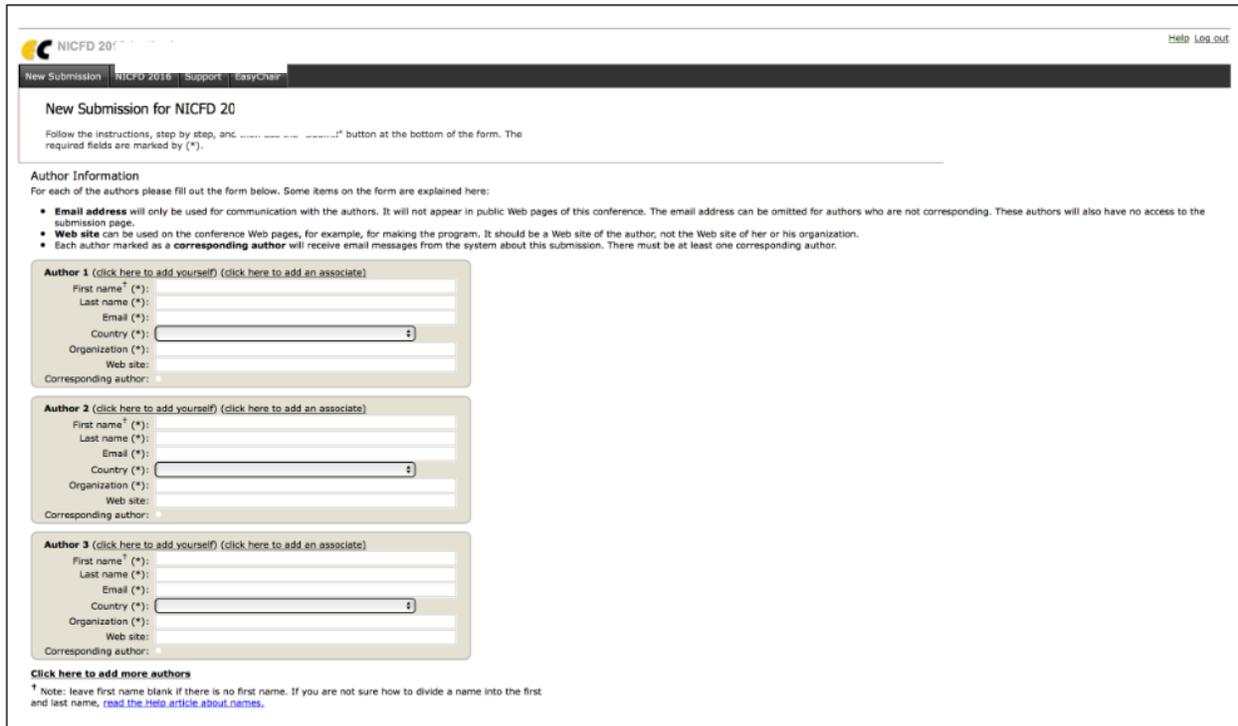
2. Abstract Submission

After logging in to the EasyChair website for AICoSH 2020, you may clickon the "New Submission" link located in the top-left corner of the menu barto submit a new abstract (as shown in Figure 6).

Figure 6: The main page for authors.

Follow the on-screen instructions and fill out all of required information (asshown in Figure 7) about the authors. Note: You must use the same email address that you signed up with whencreating the EasyChair account.

Figure 7:

Authors information.Fill out the text abstract, keywords and the related topics (as shown inFigure 8).

Figure 8:

Abstract submission.Click on the "Submit" link to submit your abstract (as shown in Figure 9). Please do no submit the full paper or any other files at this stage.

Figure 9:

Abstract submission.After completing a submission, a new menu bar ("Submission #" or "MySubmissions" in the case of multiple submissions) is created (as shown inFigure 10). Click on "Submission #" for changing any information about the submission.

Figure 10: A page for changing your submission(s).

Use the links at the top-right corner for:

- **Updating information about your submission**: select "Updateinformation" from the right-hand menu of the Submission screen tochange any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** select "Up-date 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 authorsby 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 thesubmission.At the end of the submission procedure (a new submission or an update of anold one), you will receive a confirmation email from nicfd2016@easychair.org.Once the review process is completed, you will receive acceptance/rejectionnotification with reviews by email.

At the end of the submission procedure (a new submission or an update of anold one), you will receive a confirmation email from aicosh@uin-suka.ac.id. Once the review process is completed, you will receive acceptance/rejectionnotification with reviews by email.

3. **Paper Submission**

You can submit a 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 multiplesubmissions is created. By clicking on this tab, you will access informationabout your submission, as shown in Figure 10. In particular, using the menuin the top-right corner, you may change the title, abstract, and keywords byselecting "Update information" and you may also update authors using the"Update authors" page. Most importantly, you have to submit a draft paperby selecting "Add file". After clicking on "Add file", you will be able to selectthe file you want to upload with the link "Select file", as shown in Figure 11.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)
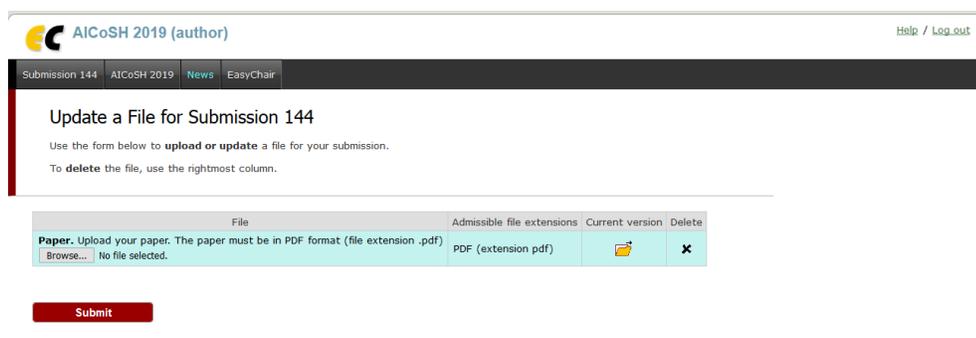

Figure 11:

Uploading paper(s) Once the paper review process is completed, you will receive acceptance/rejection notification with reviews by email.