The instruction of registration, draft paper submission and camera-ready paper submission

（URL：https://www.easychair.org/conferences/?conf=ieis2014）

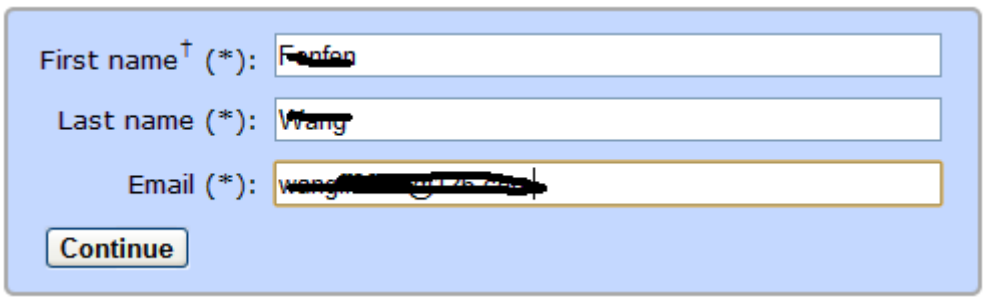
1. Registration

1.1 Logon the log-in screen of EasyChair. If you already have an EasyChair account, you can sign in with your user name and password and submit your paper.

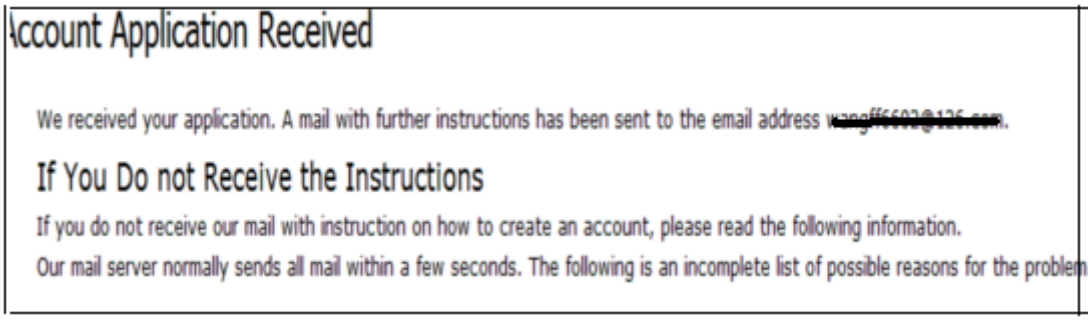
1.2 If you have no EasyChair account, you can sign up for an account by clicking the "sign up for an account"

1.2.1 Once you enter the web page of Registration Process, you should input the verification code firstly.

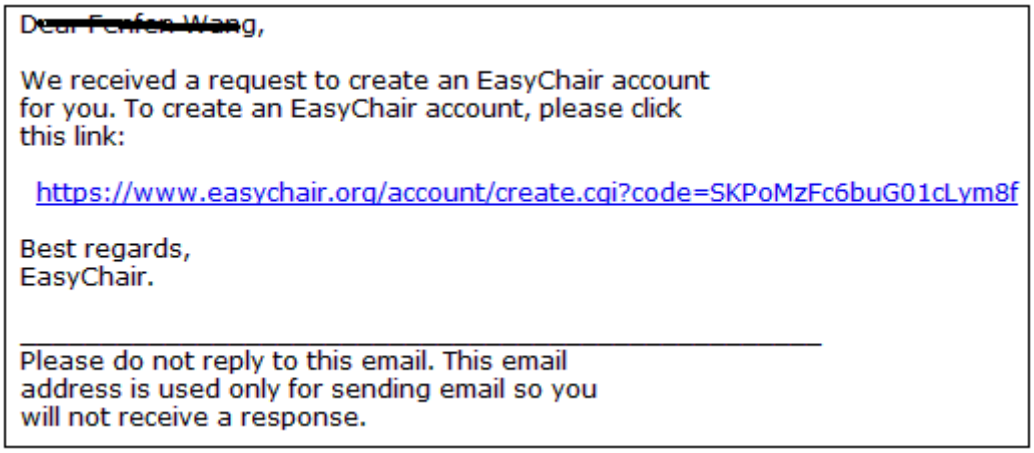
1.2.2 Then, please input your name and email address.



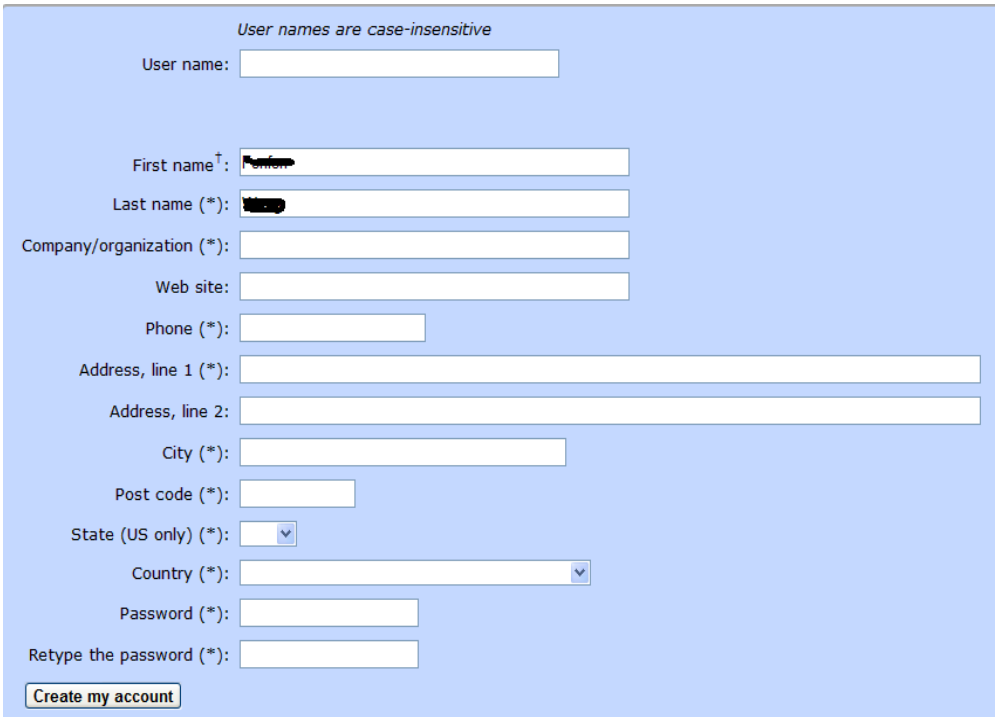
1.2.3 You will see a feedback message.



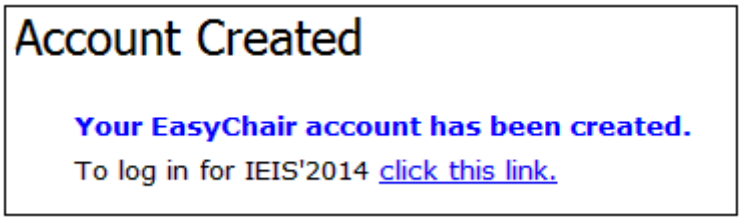
1.2.4 Then you will receive an email from EasyChair. If you have not received the email, please check your spams in your Email .You should finish your registration process by clicking the link the email has provided.



1.2.5 By clicking the link, you can see the page below. Please input your information to finish the registration process.



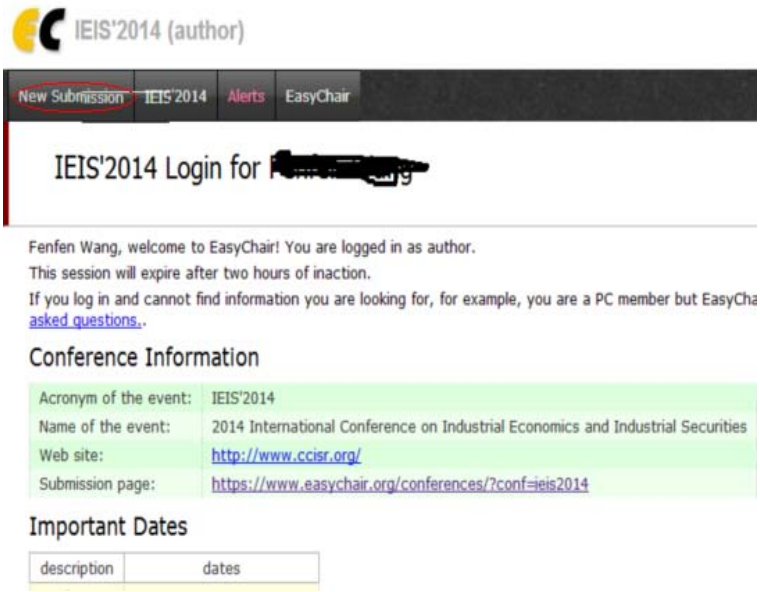
1.2.6 After finishing the registration, you will see a feedback notification.You can click the “click this link” to enter the log-in screen.



2. The instruction of submitting a draft paper.

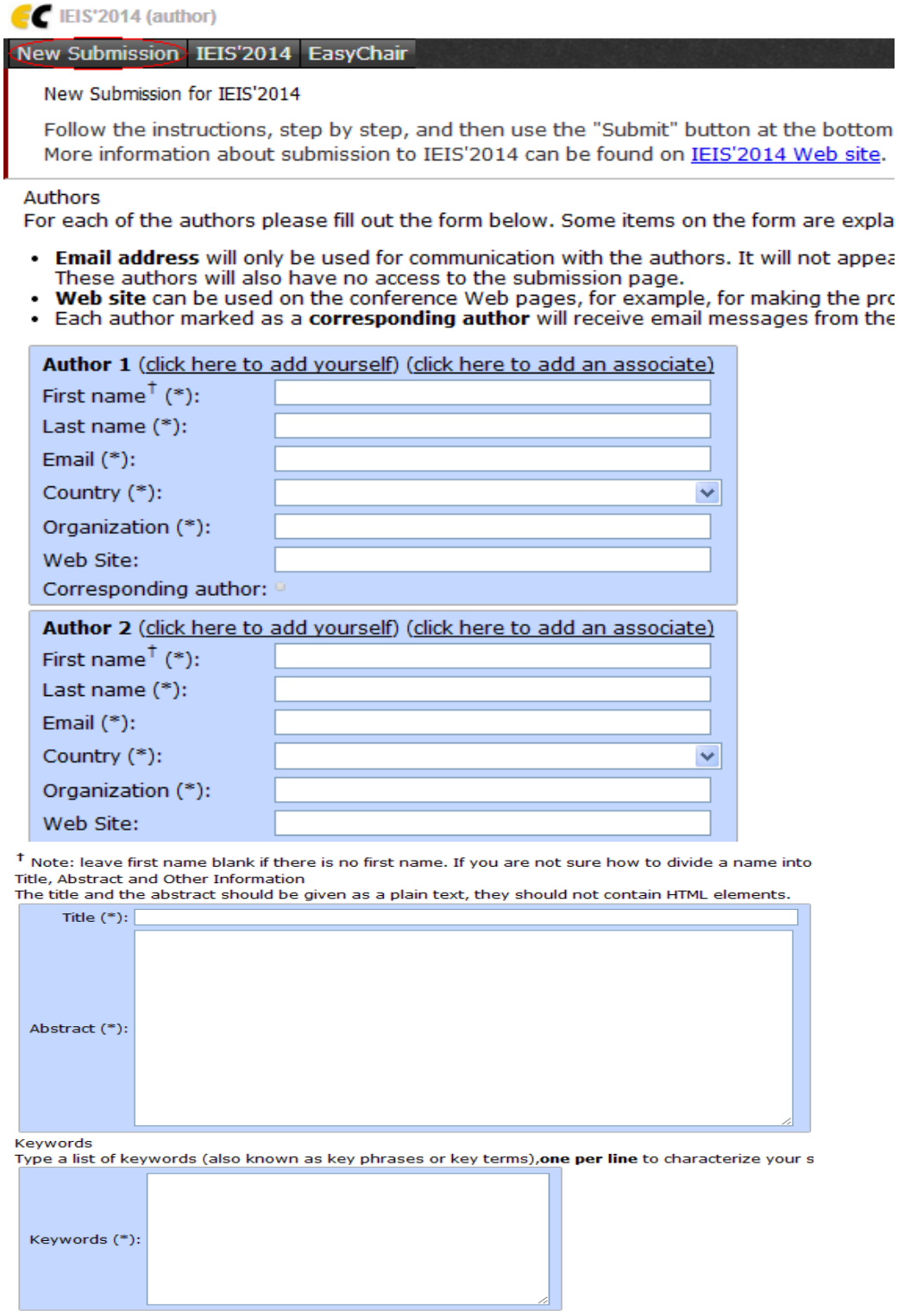
2.1 Please sign in EasyChair with your EasyChair account.（URL：https://www.easychair.org/conferences/?conf=ieis2014).

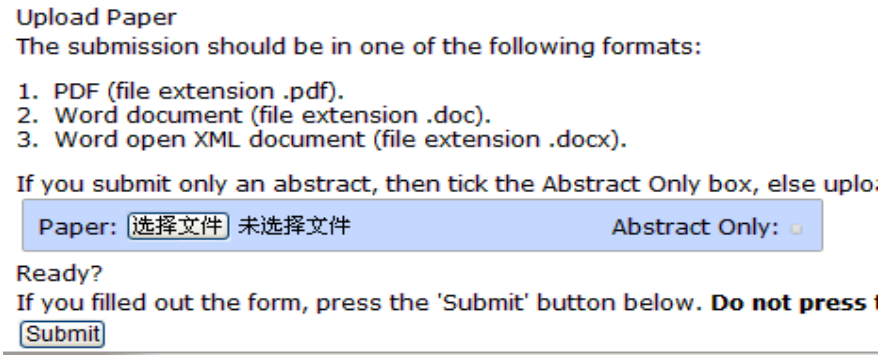
2.2 The page given below will appear when you successfully log in EasyChair. Please click the “New Submission” tab (marked by red ellipse) to submit a new paper.



Notice: The meetings that you have attended by EasyChair,will show on above page. Click on the "IEIS2014" link to enter the subsystem that you can submit your paper.

2.3 The picture below is a page for submitting a new paper. Input the authors' information (at least one of authors should be a corresponding author), the title, abstract and keywords of the paper. At last, click the "Submit" button to affirm your submission.





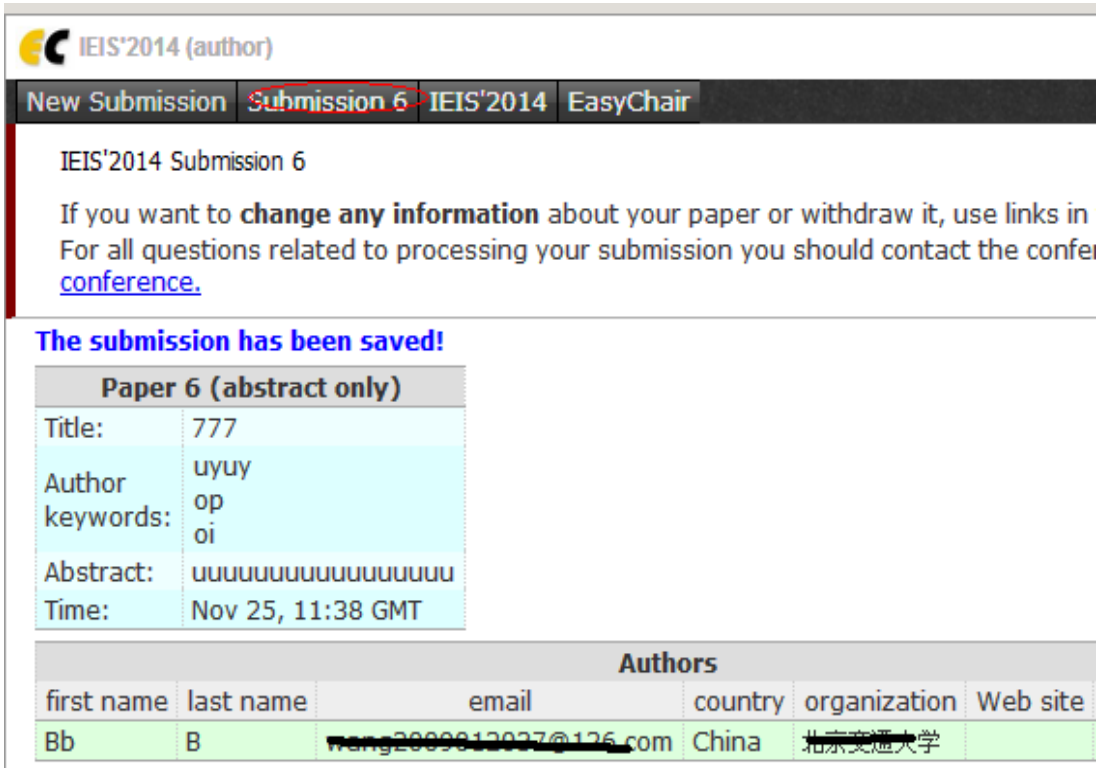
Note:

(1) If you just want to submit your abstract, please choose “Abstract Only”. If not, please submit the draft paper using the upload control, the format of which should be PDF, DOC or DOCX.

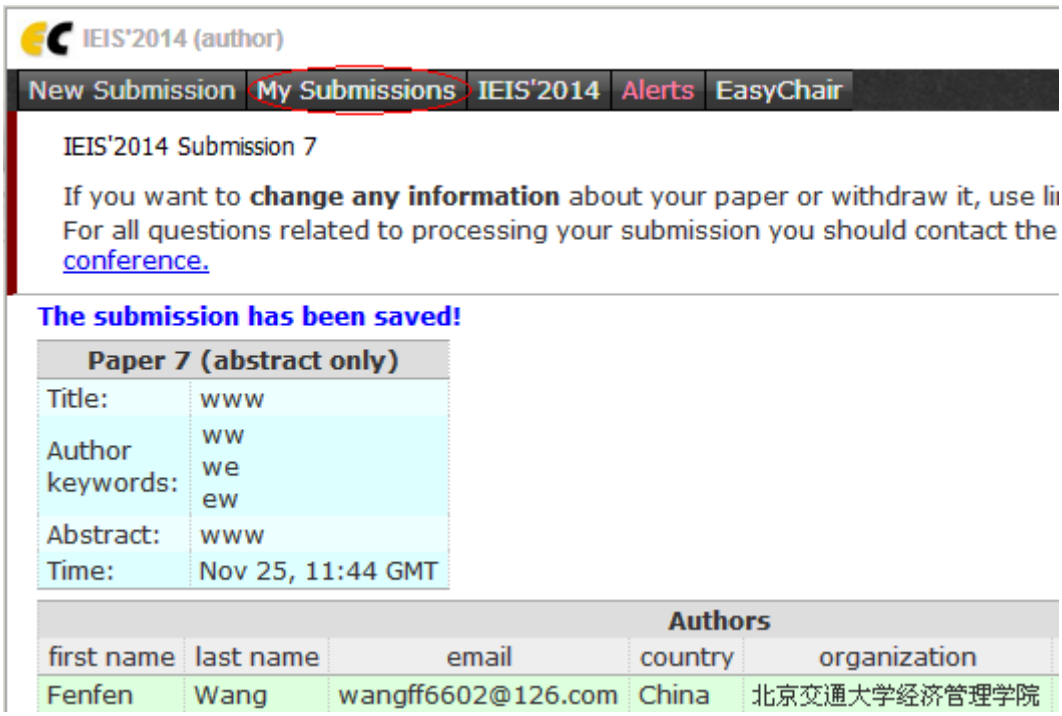
(2)Notice: All submitted papers should follow the rules that the conference submission version sets. You can download the template of Microsoft Word and Latex from the official conference website (http://icir.bjtu.edu.cn/ieis2014/Download/index.jhtml).

2.4 Querying the submitted draft paper

2.4.1 After a new paper (the draft paper) is submitted, the page below will show up to inform you of your Paper ID marked by the red ellipse (Please keep the Paper ID in your mind because the Paper ID is an unique identification of your paper). The "Submission 6" tab will appear on the right side of "New Submission" tab. Click the "Submission 6" tab to enter the page which shows the paper information, you can change the information of your paper or upload the latest version. The new submitted version will replace the previous one. You can change the submission information many times.



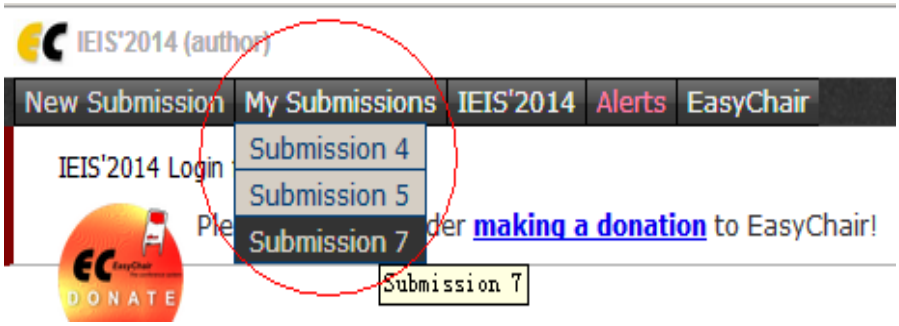
2.4.2 The following page will show up if you click the "New Submission" to submit paper one more time. The "My Submissions" tab will appear on the right side of "New Submission", and it can show all paper numbers when you click the tab. If you want to modify the paper, firstly choose the corresponding paper number, and then click the corresponding paper to change the information or upload the latest version of your paper. The new submitted version will replace the previous one.



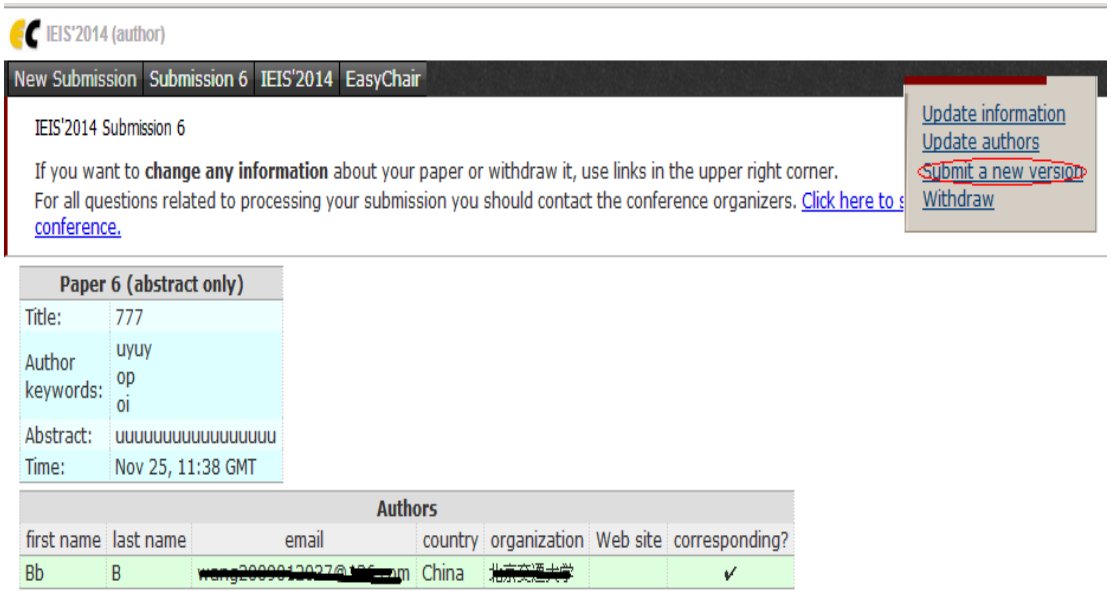
3. The instruction of submitting the camera-ready paper.

3.1 Logon Easychair paper submittion system of IEIS 2014.
(URL: https://www.easychair.org/conferences/?conf=ieis2014)

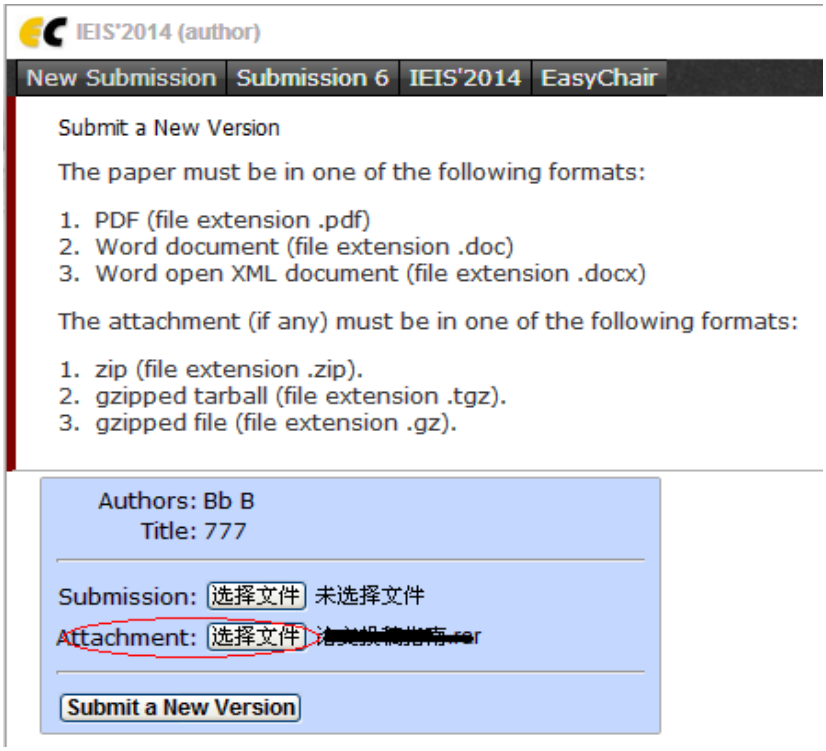
3.2 Choose your paper ID which has been marked by the red circle to enter the paper information page.



3.3 Click “submit a new version” which has been marked by the red circle to submit your camera-ready paper.



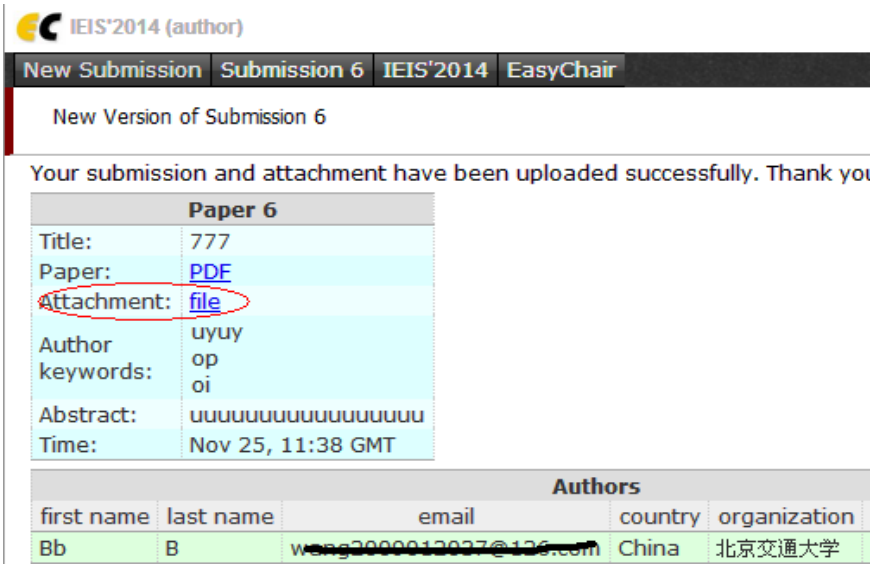
3.4 The following page is for submitting the camera-ready paper .You must choose the "Attachment" button to upload package of the final version.



Please note:

(1) All files should be submitted as a gzipped tarball(*.zip,*.tgz,*.gz).

(2) The package should include 5 documents

- 2 final version(pdf & doc/docx)
- The scanning copy or photo of assignment of copyright which should be personally signed
- The scanning copy or photo of payment voucher which should be personally signed
- Registration form
- If the author is a student, the scanning copy or photo of student card is necessary.

3.5 your camera-ready paper is submitted successfully when the page below pops up