

EasyChair Instructions for Authors

The submission and review of papers for WTC 2020 will be managed through an online conference paper management system called [EasyChair](#). This system gives you, 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:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission and/or final paper submission

The Technical Paper Committee will review all abstracts and notify authors of their acceptance status. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be reviewed by readers and track chairs and returned with suggestions and edits. The authors will be asked to submit a revised version, where the process repeats. The final draft will be due before the conference.

This guide is intended to support authors during the submission process. It has four parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission and/or final paper submission

In the event that this guide does not address your question or technical issue, please contact wtc2020@iem.org.my

1. Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=wtc2020>. You will then be automatically directed to the page shown in Figure 1a. Click on “create an account” and you will be directed to page shown in Figure 1b. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.

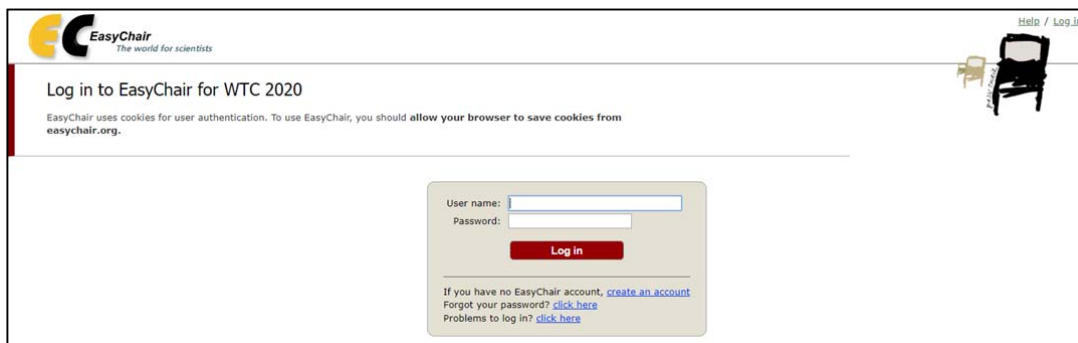
The screenshot shows the EasyChair login page for WTC2020. The header includes the EasyChair logo and the tagline "The world for scientists". On the right, there are links for "Help" and "Log In". The main heading is "Log in to EasyChair for WTC 2020". Below this, a message states: "EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org." The login form has two input fields: "User name:" and "Password:". Below these is a red "Log in" button. At the bottom of the form, there are links: "If you have no EasyChair account, [create an account](#)", "Forgot your password? [click here](#)", and "Problems to log in? [click here](#)".

Figure 1a: EasyChair for WTC2020 main page

The screenshot shows the "Create an EasyChair Account: Step 1" page. The header is the same as Figure 1a. The main heading is "Create an EasyChair Account: Step 1". Below this, instructions state: "To create an EasyChair account you should have a valid email address and do the following." followed by a list: 1. pass a captcha to prove that you are not a robot; 2. fill out a simple form with your personal information; 3. follow the link we send to your email address to complete the account creation. A note says: "Please note that the use of EasyChair is subject to [our terms of service](#)." Below the instructions is a CAPTCHA section with a checkbox labeled "I'm not a robot" and a "reCAPTCHA" logo. At the bottom is a red "Continue" button.

Figure 1b: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue.” Be sure to use the email address to which you’d like to get all of your correspondence.

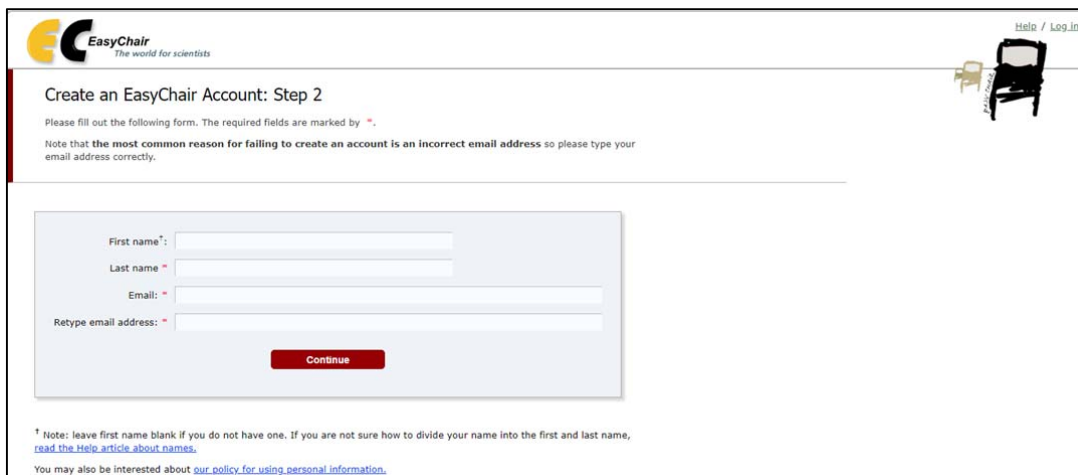
The screenshot shows the "Create an EasyChair Account: Step 2" page. The header is the same as Figure 1a. The main heading is "Create an EasyChair Account: Step 2". Below this, instructions state: "Please fill out the following form. The required fields are marked by *." and a note: "Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly." The form has four input fields: "First name*", "Last name", "Email:", and "Retype email address:". Below these is a red "Continue" button. At the bottom, there is a footnote: "* 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](#)." and a link: "You may also be interested about [our policy for using personal information](#)."

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Use the 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.

The image shows a web page titled 'Create an EasyChair Account: Last Step'. The EasyChair logo is in the top left, and 'Help / Log in' is in the top right. The main content area has a heading 'Hello User Name! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.' Below this is a form with several sections. The first section says 'To use EasyChair, you must agree to its Terms of Service' with links to 'view terms' and 'download terms', and a checkbox 'I agree to EasyChair Terms of Service'. The second section is 'Enter your personal data.' with fields for 'First name', 'Last name', 'Organization', and 'Country'. Below these is a note about the 'Web page' field and a text input for 'Your personal Web page'. The third section is 'Enter your account information. Note that user names are case-insensitive' with fields for 'User name', 'Password', and 'Retype the password'. A red 'Create my account' button is at the bottom of the form.

Figure 4: Create an account.

After the account is registered, you may log in to WTC 2020 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link:

<https://easychair.org/conferences/?conf=wtc2020>



Figure 5: Link to the login page

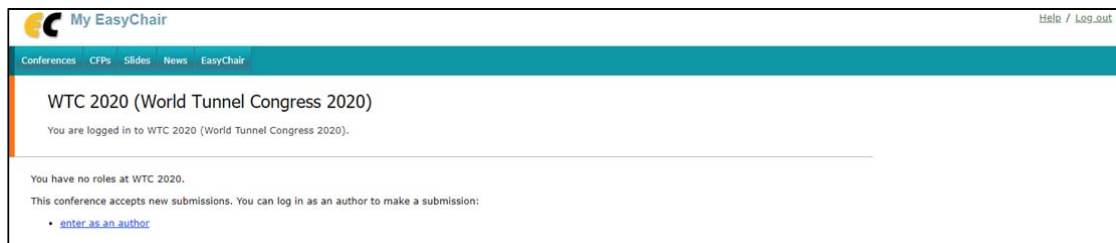
Note: If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

2. Submit an Abstract

The New Submission form is pretty standard, but there are some things to keep in mind:

- Please use the same email address with which you registered your Easy Chair account for at least one of the authors. Easy Chair will yell at you otherwise.
- One of the authors has to be a “Corresponding author”, even if you only have one author. This is the person to whom we’ll send all of our questions or comments.
- Title and Abstract are required, but should adequately describe the message you’re trying to convey.
- Keywords will be required on ACM publications. You will be able to update and add to these later. The program committee will use these to format the program.

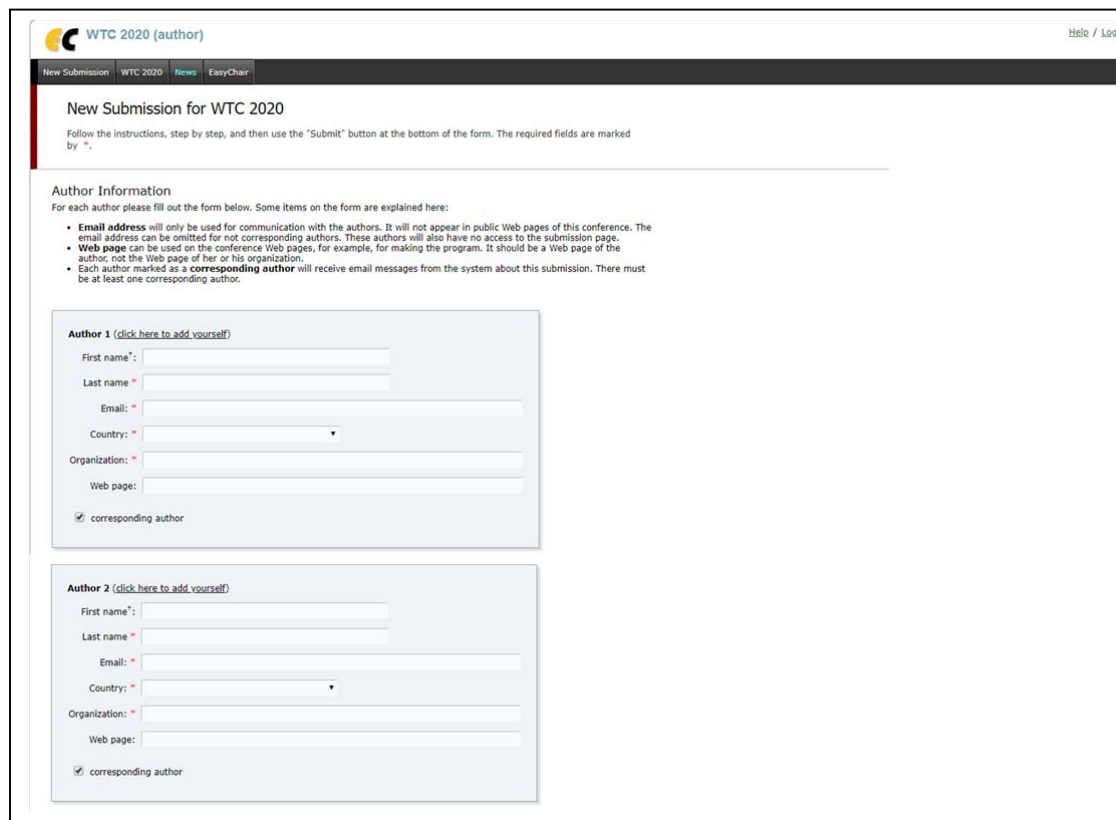
After logging in to the EasyChair website for WTC 2020, you may click on the “Enter as an Author”.



The screenshot shows the EasyChair website interface for WTC 2020. The header includes the EasyChair logo and navigation links for Conferences, CFPs, Slides, News, and EasyChair. The main content area displays the conference title 'WTC 2020 (World Tunnel Congress 2020)' and a message stating 'You are logged in to WTC 2020 (World Tunnel Congress 2020)'. Below this, it informs the user that they have no roles at the conference and provides a link to 'enter as an author' to make a submission.

Follow the on-screen instructions and fill out all of required information (as shown in Figures below) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account



The screenshot displays the 'New Submission for WTC 2020' form. It begins with instructions for authors to follow the steps and use the 'Submit' button. The form is divided into two main sections for author information, labeled 'Author 1' and 'Author 2'. Each section contains fields for 'First name', 'Last name', 'Email', 'Country', 'Organization', and 'Web page'. A checkbox labeled 'corresponding author' is provided for each author. The form also includes a link to 'click here to add yourself' for each author.

Fill out the title, abstract, and the keywords (as shown in Figures below). You do not need to submit a paper at this point in time.

[Click here to add more authors](#)
 † Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

Title and Abstract
 The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: *

Abstract: *

Keywords
 Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Files

The following part of the submission form was added by WTC 2020. It has neither been checked nor endorsed by EasyChair

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

No file chosen

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

There is an option to upload a paper, but obviously we don't need that now. You will edit this submission later when you're ready to begin submitting drafts.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created. Click on "Submission #" for changing any information about the submission.

WTC 2020 (author) [Help](#) / [Log out](#)

New Submission Submission 285 WTC 2020 **News** EasyChair

WTC 2020 Submission 285

If you want to **change any information** about your paper, use links in the upper right corner.
 For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

[Update information](#)
[Update authors](#)
[Add file](#)
[Withdraw](#)

Paper 285

Title: Abstract

Author keywords: Keyword 1
 Keyword 2
 Keyword 3

Abstract: Abstract

Submitted: May 31, 01:06 GMT

Last update: May 31, 01:06 GMT

Authors						
first name	last name	email	country	organization	Web page	corresponding?
User	Name	athay1@gmail.com	Malaysia	BMHC		✓

Use the links at the top-right corner for:

- **Updating information about your submission:** select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** select “Update 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 authors by 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 the submission.


At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from noreply@easychair.org

It’s that simple! If you have questions, please feel free to let us know, but otherwise, thanks for your interest and we look forward to working with you.

3. Draft paper submission

Once the review process is completed, you will receive acceptance/rejection notification on your submitted abstract by email.

If your abstract was accepted, we request you to submit your draft paper electronically. You can submit a draft 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 multiple submissions is created. By clicking on this tab, you will access information about your submission. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting "Update information" and you may also update authors using the "Update authors" page. Most importantly, you have to submit a draft paper by selecting "Add file".



The screenshot shows the 'WTC 2020 (author)' interface. At the top, there is a navigation bar with links: 'New Submission', 'Submission 285', 'WTC 2020', 'News', and 'EasyChair'. The 'WTC 2020' link is highlighted. Below the navigation bar, the main heading is 'Update a File for Submission 285'. Underneath, it says 'Use the form below to upload or update a file for your submission.' The form area has a light blue background and contains a 'File' section with a text input field and a 'Choose file' button. To the right of the text input field, it says 'Admissible file extensions: PDF (extension pdf)'. At the bottom of the form, there is a red 'Submit' button.

After clicking on "Add file", you will be able to select the file you want to upload with the link "Select file".

4. Revised and/or final paper submission

If your draft paper was accepted, we request you to submit your revised or final paper electronically. To upload your final paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen.

After selecting the file that you wish to upload from your computer, submit your revised or final paper by selecting the "Submit" button.