

iCEAT2023

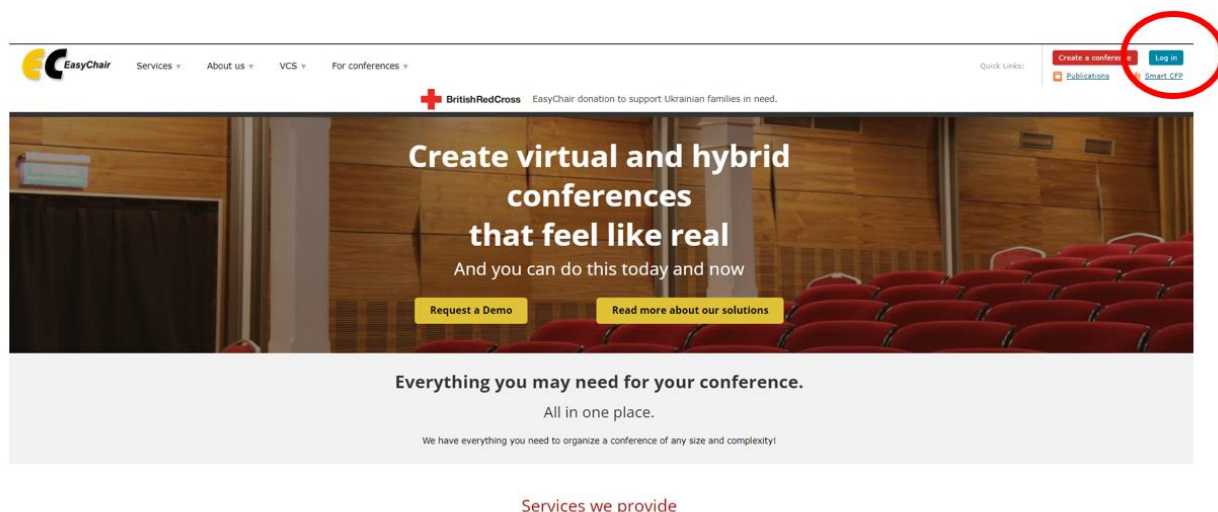
2ND INTERNATIONAL CONFERENCE ON
ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY

EASYCHAIR GUIDELINES FOR AUTHORS

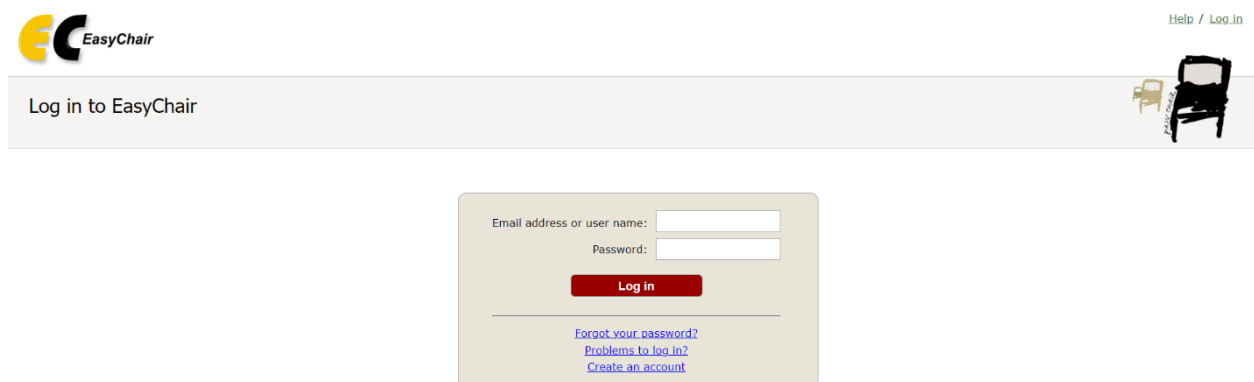
This guide is intended to support authors during the submission process. The conference will use the EasyChair conference management platform. If you have an existing EasyChair account, please proceed directly to **2. Submitting Abstracts**. Otherwise, the author must first create an account by following instructions in **1. Signing-up in EasyChair..**

1. Signing-up in EasyChair

- a. In your browser, type in easychair.org and click log-in.



- b. Click “Create an Account”



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<https://iceat.uplb.edu.ph/>

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c. Click "I'm not a robot" and then click continue



[Help](#) / [Log in](#)


Create an EasyChair Account: Step 1

To create an EasyChair account you should have a valid email address and do the following.

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.

Please note that the use of EasyChair is subject to [our terms of service](#).

I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Continue

d. Fill out the needed information and then click continue.



[Help](#) / [Log in](#)

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 type your email address correctly.

First name*:

Last name*:

Email*:

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 last name, [read the Help article about names](#).

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



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- e. Further instructions will be sent to your registered email account. Kindly check your email.



[Help](#) / [Log In](#)

Account Application Received



We received your application. A mail with further instructions has been sent to the email address aquino.christianlaurence@gmail.com.

If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address

This is still the most likely cause of delays.

Slow mail processing

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

"Reply-me" mail protection.

Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, configure it to accept email from the domain easychair.org.

Mailbox problems and quotas

Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.

Anti-spam filters

It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.

General connection problems

There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

- f. Click the link provided in your email to create your EasyChair account.

EasyChair account confirmation Inbox x



EasyChair <noreply@easychair.org>
to me ▾

4:29 PM (2 minutes ago) ☆ ↶ ⋮

Dear [REDACTED]

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

<https://easychair.org/account/create?code=7qcVimEozM6OcTkfgcJ7>

Please note that this link is only valid for one week. After one week you will have to apply for an account again.

Please be aware that this is an unmonitored email alias,

so please do not reply to this email.

To contact EasyChair use the EasyChair contact Web page

<https://easychair.org/contact>



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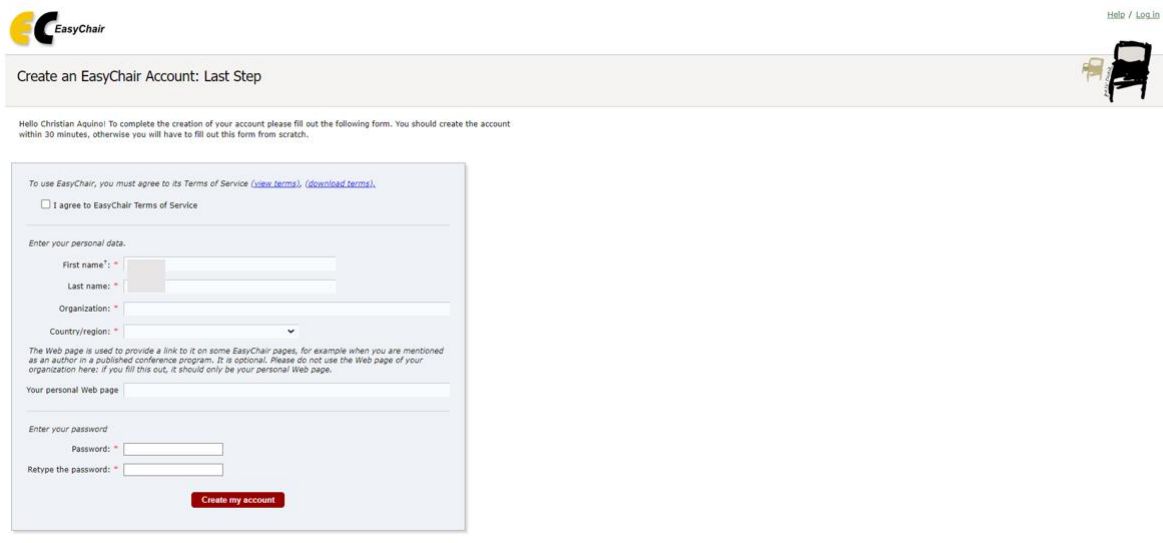
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- g. Complete your account creation by filling out the form, reading the terms of service, and checking "I agree to EasyChair Terms of Service". After filling out, click "Create my account". Please remember your password.



EasyChair Hello / Log In

Create an EasyChair Account: Last Step

Hello Christian Aquino! 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.

To use EasyChair, you must agree to its [Terms of Service](#) ([view terms](#)) ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name: *

Last name: *

Organization: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

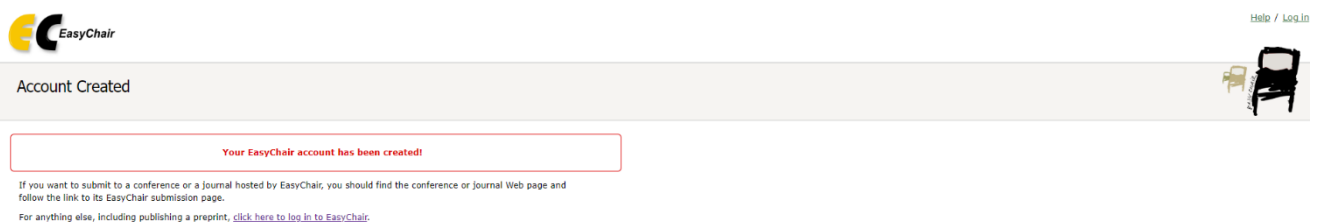
Enter your password

Password: *

Retype the password: *

Create my account

- h. This notification box will show to indicate that your account has been created.



EasyChair Hello / Log In

Account Created

Your EasyChair account has been created!

If you want to submit to a conference or a Journal hosted by EasyChair, you should find the conference or Journal Web page and follow the link to its EasyChair submission page.
For anything else, including publishing a preprint, [click here to log in to EasyChair](#).

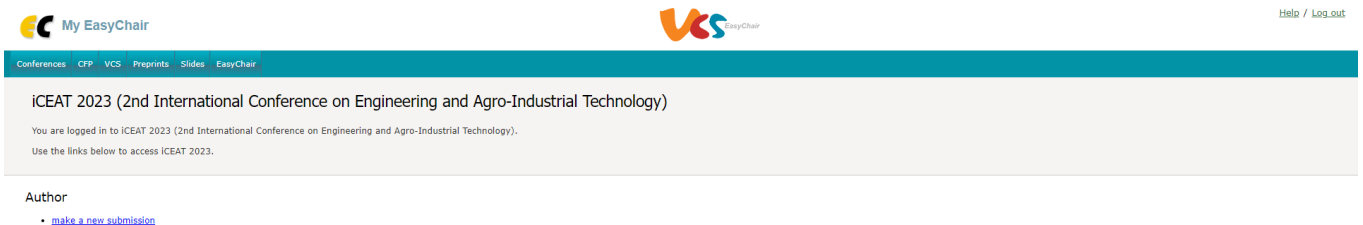


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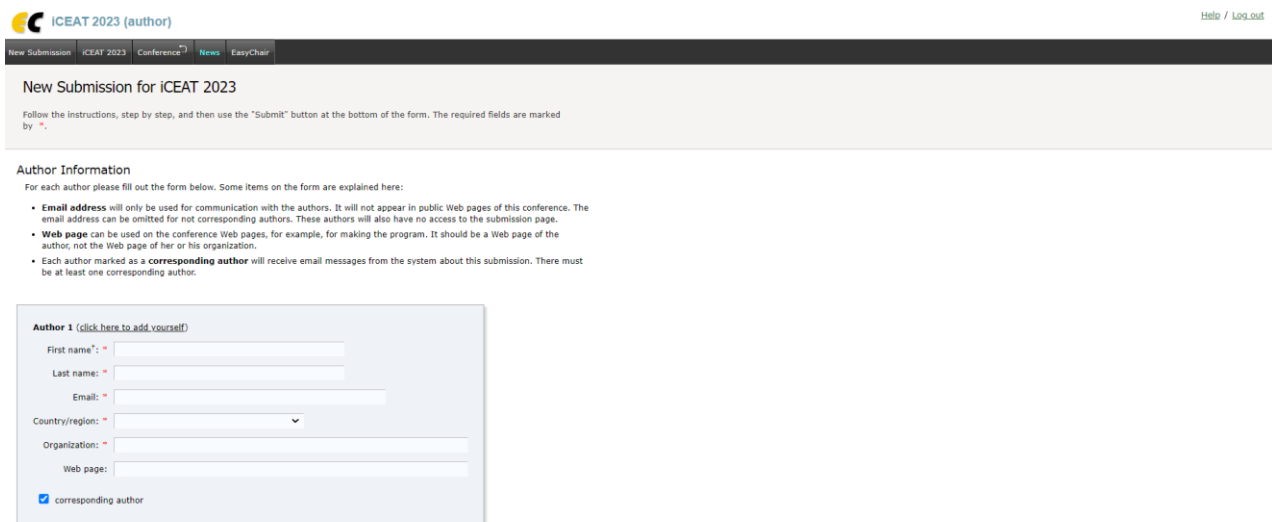
2. Submitting Abstracts in EasyChair

- a. Access this link <https://easychair.org/conferences/?conf=iceat2023> for iCEAT 2023 and log-in using your credentials.
- b. Click “make a new submission”



The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with 'My EasyChair' and 'VCS EasyChair' logos. Below the navigation bar, the page title is 'iCEAT 2023 (2nd International Conference on Engineering and Agro-Industrial Technology)'. A message states: 'You are logged in to iCEAT 2023 (2nd International Conference on Engineering and Agro-Industrial Technology). Use the links below to access iCEAT 2023.' Under the 'Author' section, there is a link: '• [make a new submission](#)'.

- c. Fill out author information sheet. Separate field are available for other authors of your paper.



The screenshot shows the 'New Submission for iCEAT 2023' form. The page title is 'ICEAT 2023 (author)'. Below the navigation bar, the page title is 'New Submission for iCEAT 2023'. A message states: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.' Under the 'Author Information' section, there is a message: 'For each author please fill out the form below. Some items on the form are explained here:'. Below this, there are three bullet points: '• **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 not corresponding authors. 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.'

The form fields are: 'Author 1 (click here to add yourself)', 'First name: *', 'Last name: *', 'Email: *', 'Country/region: *', 'Organization: *', 'Web page: *', and a checkbox for 'corresponding author' which is checked.



d. Fill in the title and abstract (not more than 300 words) of your paper or poster.

† 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: *

e. Fill in 3 to 5 keywords of your work.

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: *

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- f. Upload your file in **pdf format** using the iCEAT 2023 extended abstract template, then click submit.

Files

The following part of the submission form was added by iCEAT 2023. 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!**

Submit

- g. A confirmation prompt will appear upon submission. You will also receive a confirmation email in your registered email address. This confirms your submission to iCEAT 2023. Your paper will be sent to the reviewers for screening and you will be notified of the result through email.

The screenshot shows the iCEAT 2023 submission interface. At the top, there is a navigation bar with the iCEAT 2023 logo and the text "(author)". Below the navigation bar, there is a header for "ICEAT 2023 Submission 2775". A red-bordered box contains the message "The submission has been saved!". Below this, there is a form for "Submission 2775" with fields for Title, Paper (with a file icon and timestamp "Nov 24, 08:54 GMT"), Author keywords, and Abstract. At the bottom of the form, there is a table for "Authors" with columns for first name, last name, email, country, affiliation, Web page, and corresponding? (with a checkmark).

If you are having problems in the submission of abstracts, please contact us at iceat.uplb@up.edu.ph



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