GUIDE TO PAPER SUBMISSION

2018 IEEE 7th International Conference on Adaptive Science & Technology (ICAST)

Abstract

This is to guide authors on how to use their papers for reviews to the 2018 IEEE 7th ICAST Conference. Paper submissions and reviews are made through the Microsoft Conference Management Toolkit (CMT) website.

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2018 IEEE 7th International Conference on Adaptive Science & Technology (ICAST)

Paper submissions and reviews are made through the Microsoft Conference Management Toolkit (CMT) website. To submit your paper for the conference, it is necessary to register on the website.

Accessing the conference site

The official site of the conference is http://ieeeicast.ghsociety.org/ and as shown in the figure below

Figure 1: The Conference main page

How to Submit a paper to IEEE ICAST 2018 Conference

The following will guide an author on how to submit a paper to **2018 IEEE 7th International Conference on Adaptive Science & Technology (ICAST).**

Accessing the link to 2018 IEEE ICAST submission page

Option 1. Go to the Submission page by directly typing the following URL in your browser or click on it in this pdf directly https://cmt3.research.microsoft.com/ICAST2018

Or you are on the conference website, you can click on the SUBMIT A PAPER . You can find it as shown using the red arrow in in figure 2 and figure 3 below.
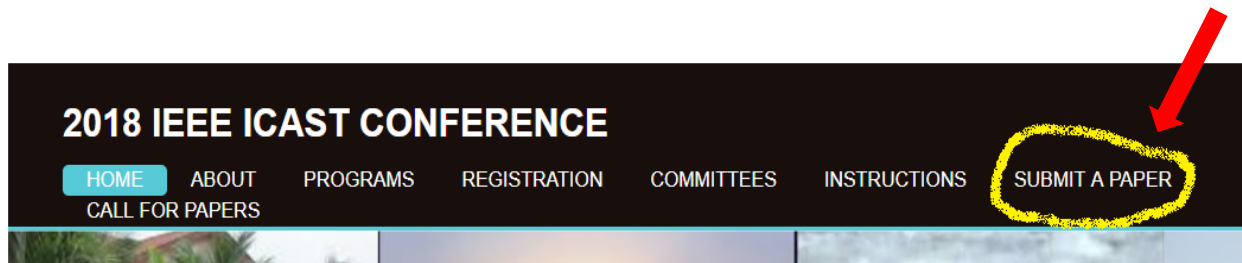
After clicking on the submit button follow **Option 2.**

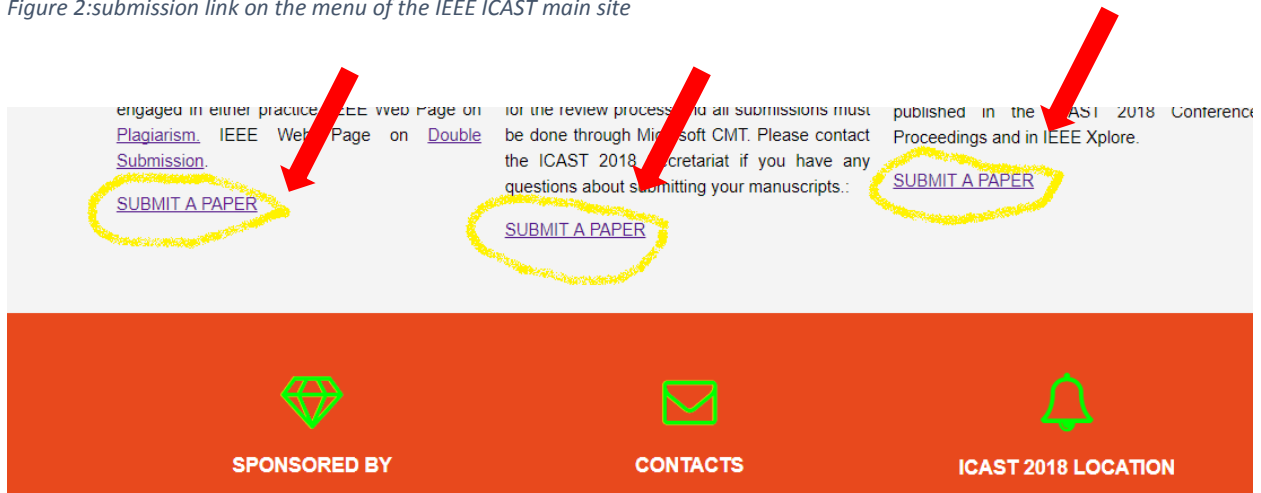*Figure 2:submission link on the menu of the IEEE ICAST main site*

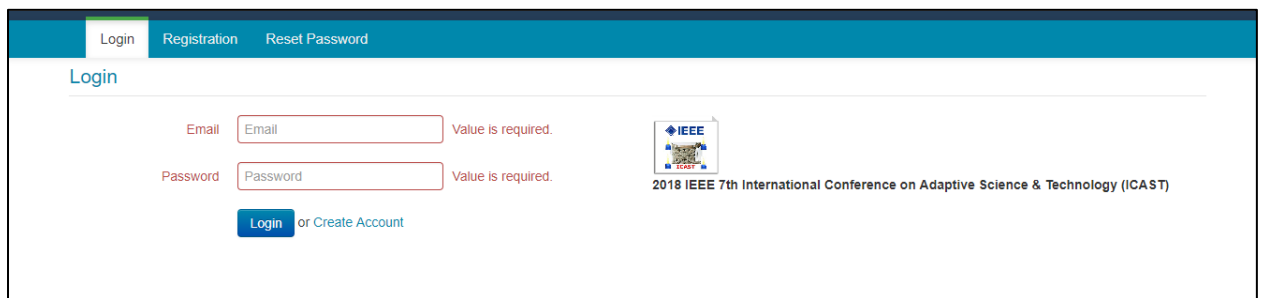*Figure 3: submission link on IEEE ICAST main site before the footer*

The login page

Option 2. The conference submission page looks as below. If you already have an account, you can enter your Email and password login. After successful login go to **option 5**

If you have forgotten our password use **option 3**. Below by clicking on the Reset **Password** tab. This is shown in figure 5 with the red arrow.
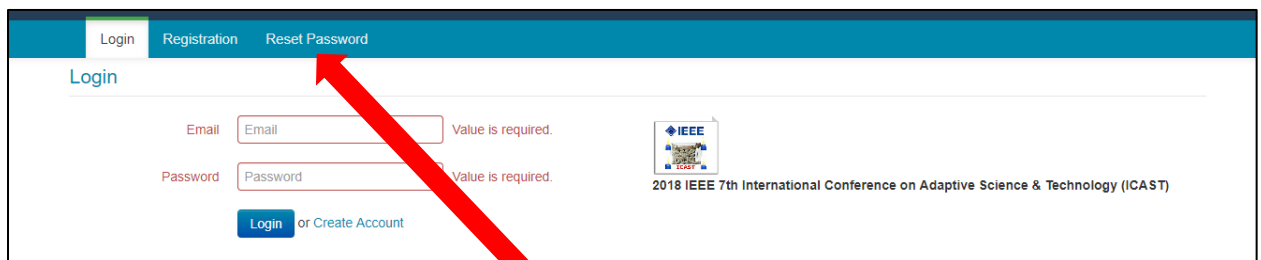
If you are a new user use **option 4**. to register by clicking on the **Registration** link on the page. This is shown in figure 5 with the yellow arrow.

NB: Those invited as reviewers via a mail will have to use option 3. to reset their password before login process.

Figure 4: Login page

Figure 5: Reset Password tab

Figure 6:Registration tab

The Reset password page

Option 3. The reset password page is as shown in figure 7 below. Enter the email and verification character and click on the reset button, check your mail and go to **option 2**
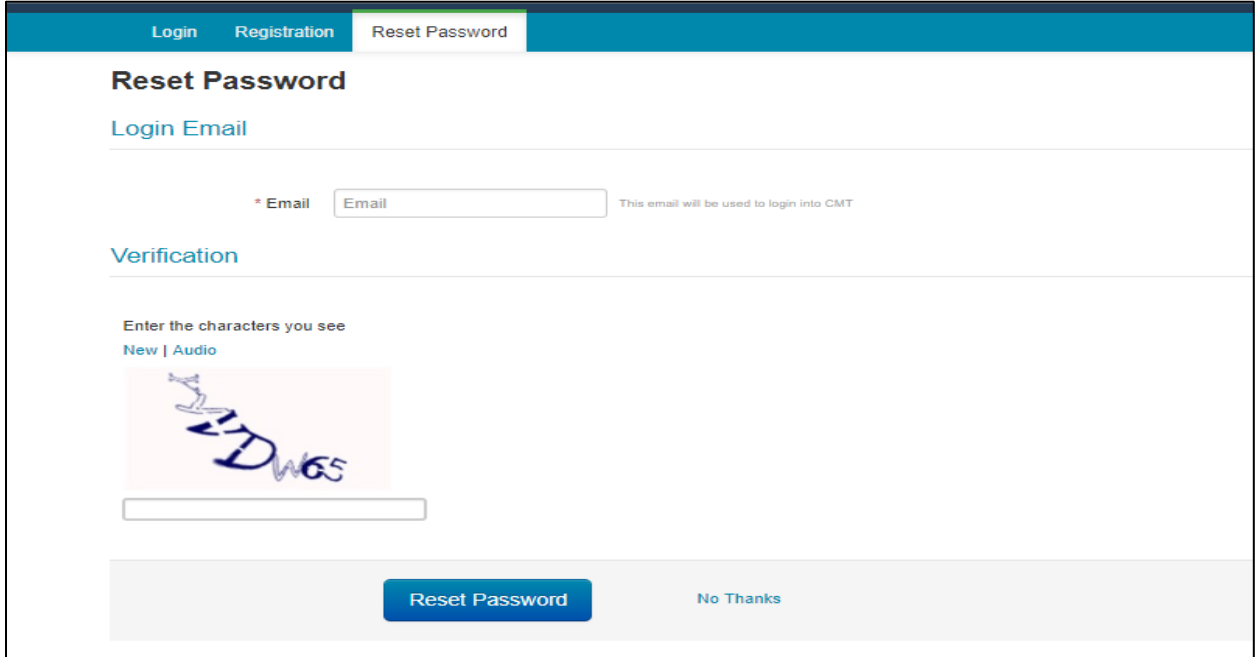

Figure 7: The reset password page

The Registration page

Option 4. The registration page is as shown in figure 8 below. Fill all or the required fields and click on the register button to submit and go to **option 2**
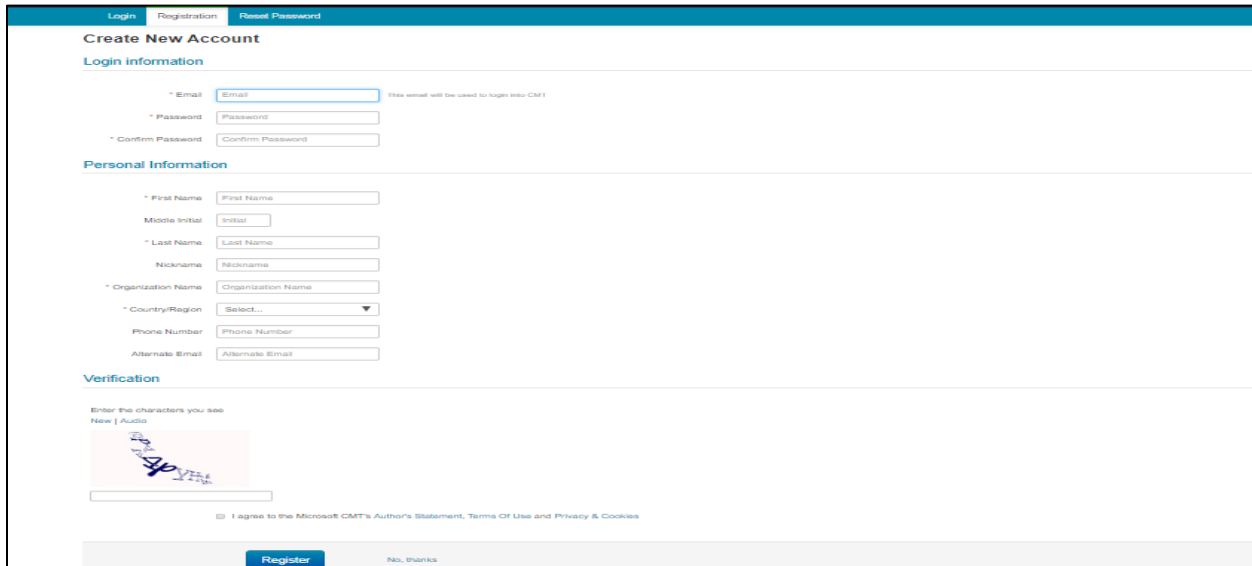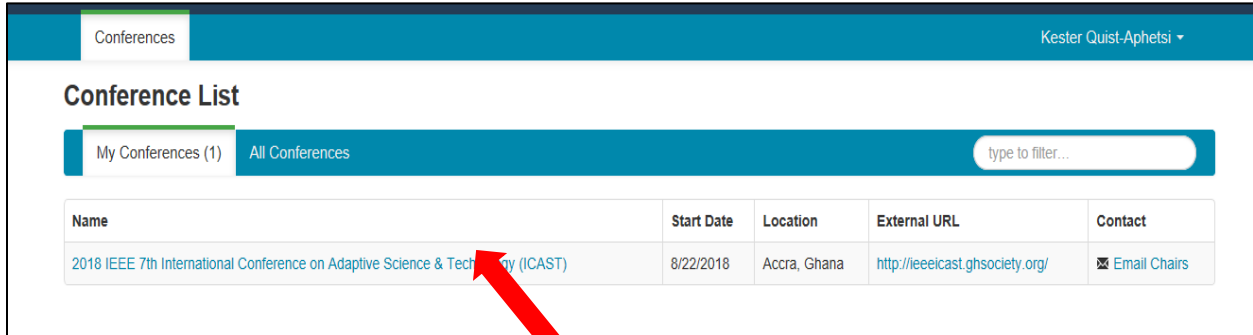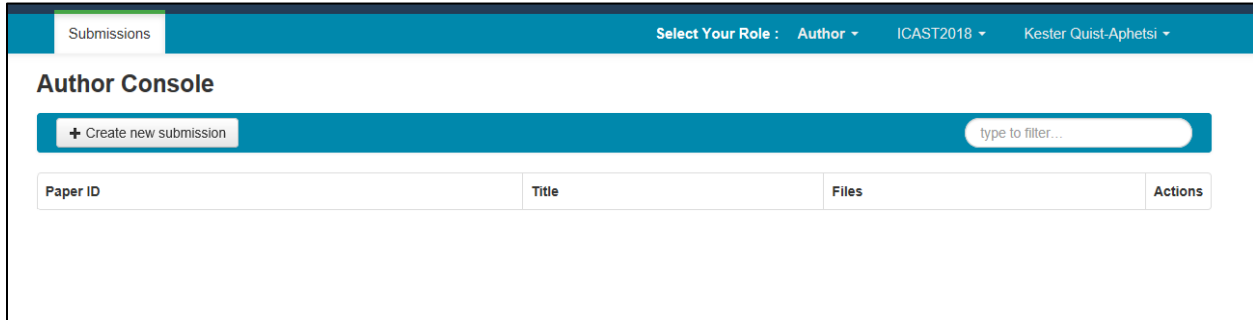

Figure 8:registration page

The Submission page
Option 5. After successful login the following page shown in figure 9 below show and click on the link the red arrow is pointing at to access the submission page shown in figure 10 below and go to **option 6**.
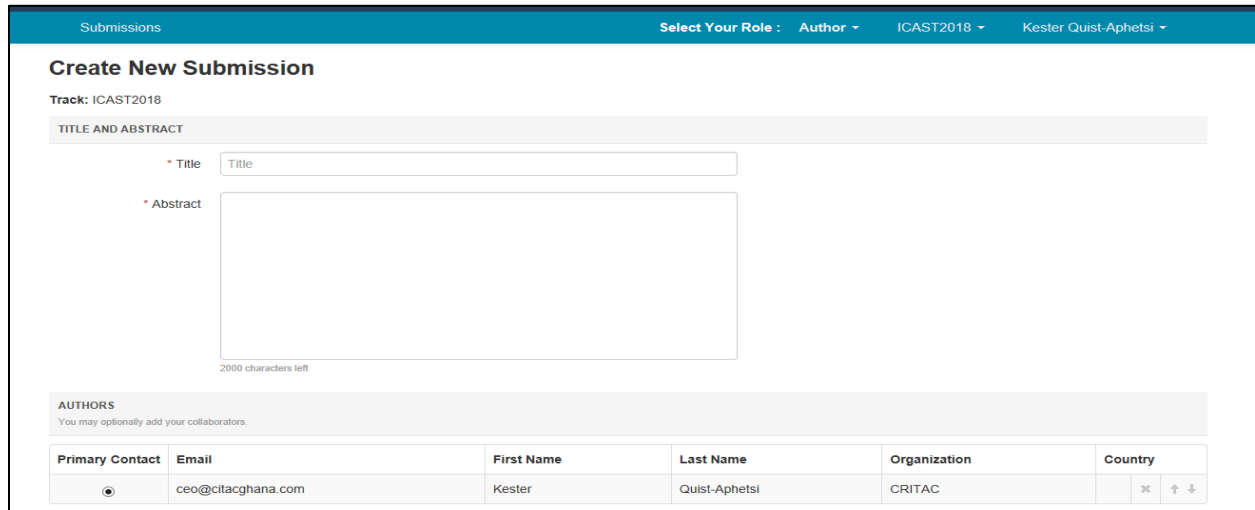

Figure 9: link to the submission page
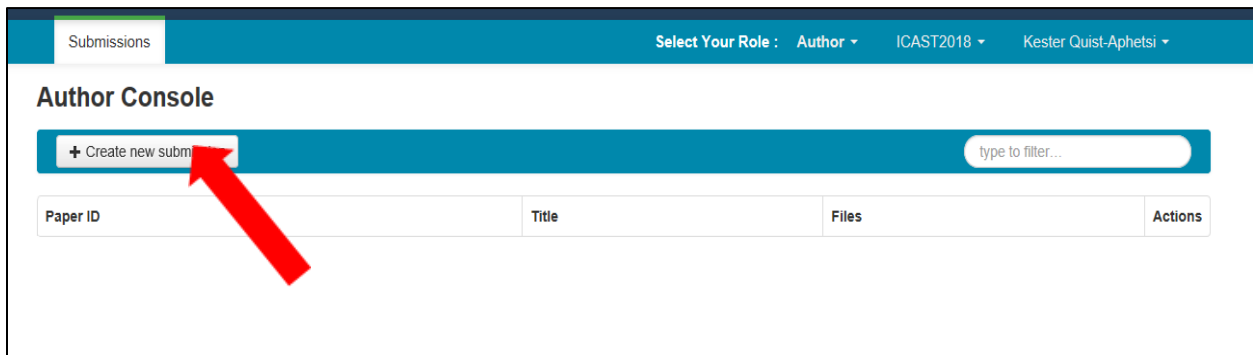
Figure 10:the submission page

Submitting the paper
Option 6. Click on new submission button After successful login the following page shown in figure 9 below show and click on the link the red arrow is pointing at to access the submission page shown in figure 11 below and go to **option 7**.

Figure 11: link to submission page

Entering the paper details

Option 7. Provide the title and abstract of the paper as shown in figure 12 below the form below and go to **option 8**.
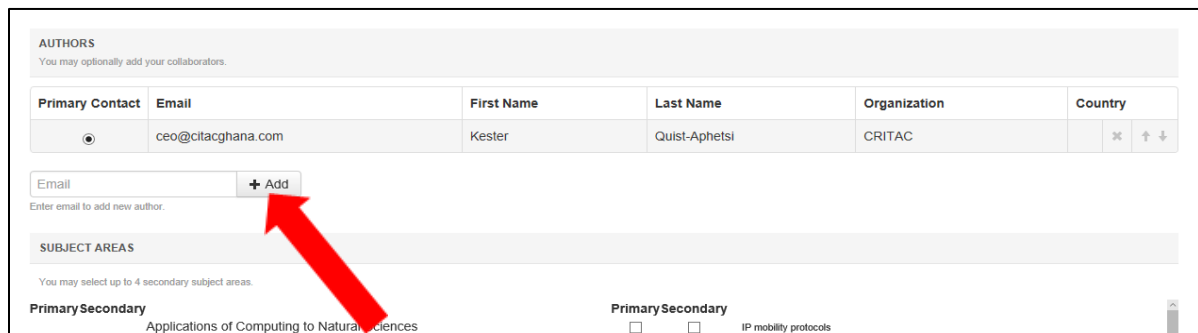

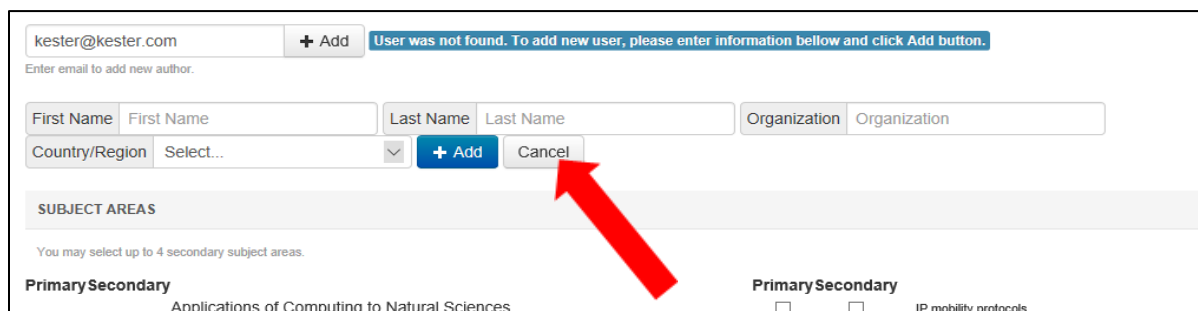*Figure 12:entering title and abstract*

Adding co-authors to the paper details

Option 8. Enter the email of the co-author and click on add as shown figure 13 below. If the co-author is a registered user, the details will be added automatically else If the co-author is not registered, the fields in the figure 14 will show for you to fill the fields with the details of the co-authors and submit. For the next step see **option 9**

Figure 13: Adding co-author to paper details

Choosing a subject area for the paper details

Option 9.   One has to choose/select one primary subject of the paper by ticking the boxes in the first columns e.g as the red arrows are pointing to in figure 15. The secondary areas are the second column (with the yellow arrows point) of the subject area of the paper are additional areas one can further choose. You can only tick a maximum of 4 secondary areas in addition. For the next step see **option 10**.

Figure 15:subject area for the paper details

Uploading the paper

Option 10. You can drag the file from desktop or a folder and drop in on the area circles red as shown in figure 16 below. You can also click on the button in the figure 16 below with button named "upload from a computer" with the yellow arrow pointing at it. After the upload, lick on submit to upload the paper finally.

Figure 16:Uploading the paper

End of the process.

Thank You.