



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 ICAS
T Conference. Paper submissions and reviews are made through the Microsoft Conference
Management Toolkit (CMT) website.

Kester Quist-Aphetsi, PhD.
**Publications and Technical Chair for IEEE ICAS
T**
Kquist@ieee.org

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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://ieeecast.ghsociety.org/> and as shown in the figure below



Figure 1: The Conference main page

How to Submit a paper to IEEE ICASST 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 ICASST 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**.

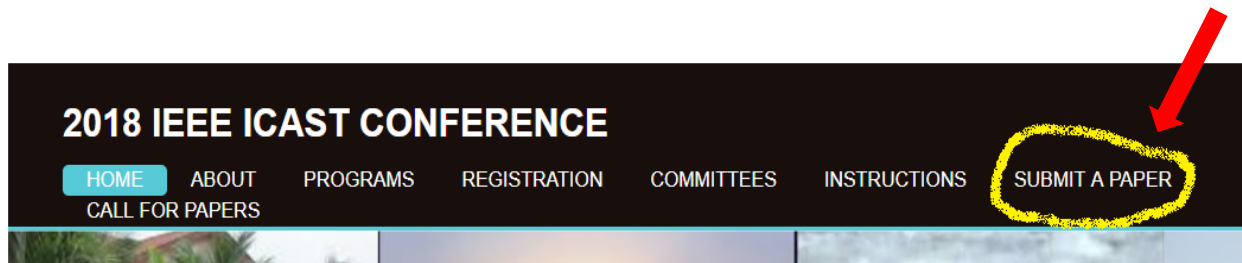


Figure 2: submission link on the menu of the IEEE ICASST main site

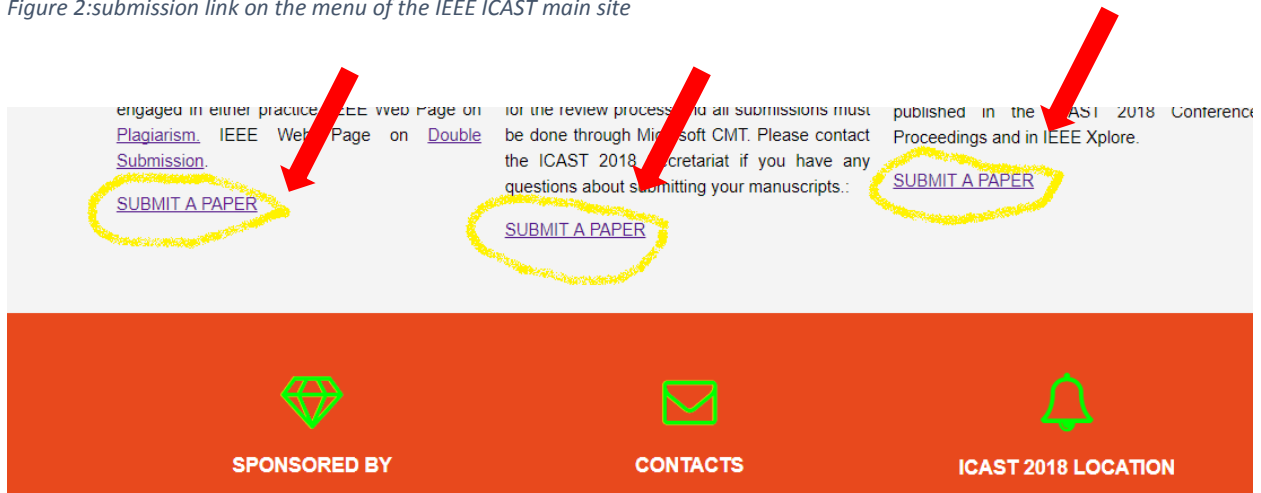


Figure 3: submission link on IEEE ICASST main site before the footer

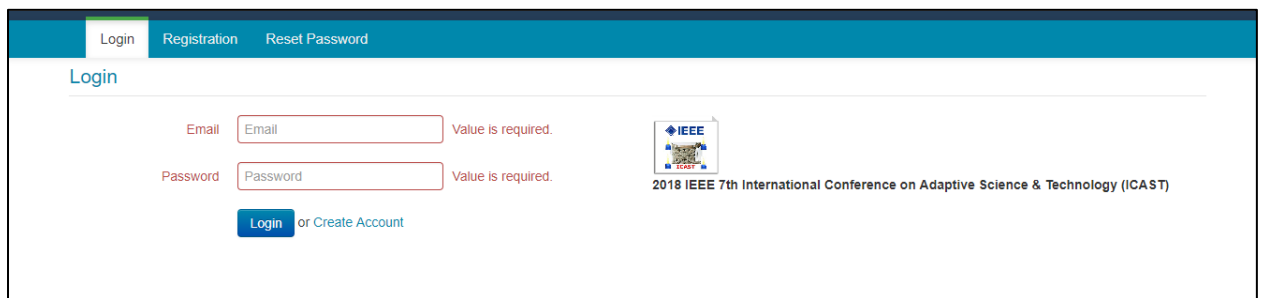
The login page

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.

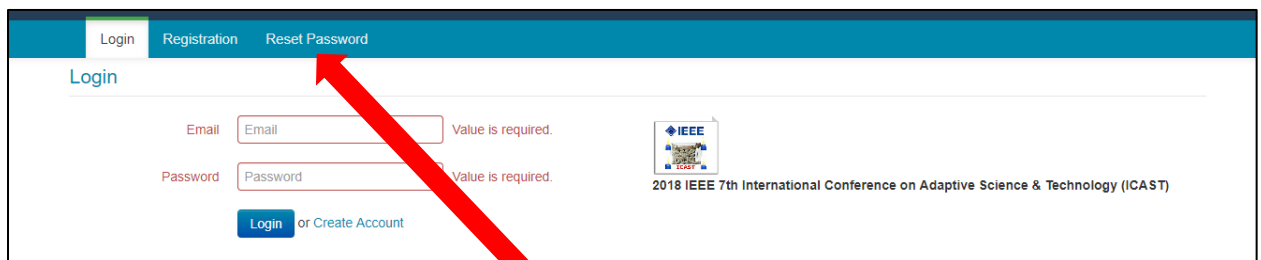
If you are a new user use **option 4**. to register by clicking on the **Registration** link on the page. This is shown in figure 5 with the yellow arrow.

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



The screenshot shows the login page with the 'Login' tab selected in the top navigation bar. Below the navigation bar, the word 'Login' is displayed. There are two input fields: 'Email' and 'Password', both with 'Value is required.' text to their right. Below these fields is a blue 'Login' button followed by the text 'or Create Account'. To the right of the input fields is the IEEE logo and the text '2018 IEEE 7th International Conference on Adaptive Science & Technology (ICAST)'.

Figure 4: Login page



The screenshot shows the login page with the 'Reset Password' tab selected in the top navigation bar. A red arrow points from the bottom right towards the 'Reset Password' tab. The rest of the page content is identical to Figure 4.

Figure 5: Reset Password tab



The screenshot shows the login page with the 'Registration' tab selected in the top navigation bar. A yellow arrow points from the bottom right towards the 'Registration' tab. The rest of the page content is identical to Figure 4.

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**

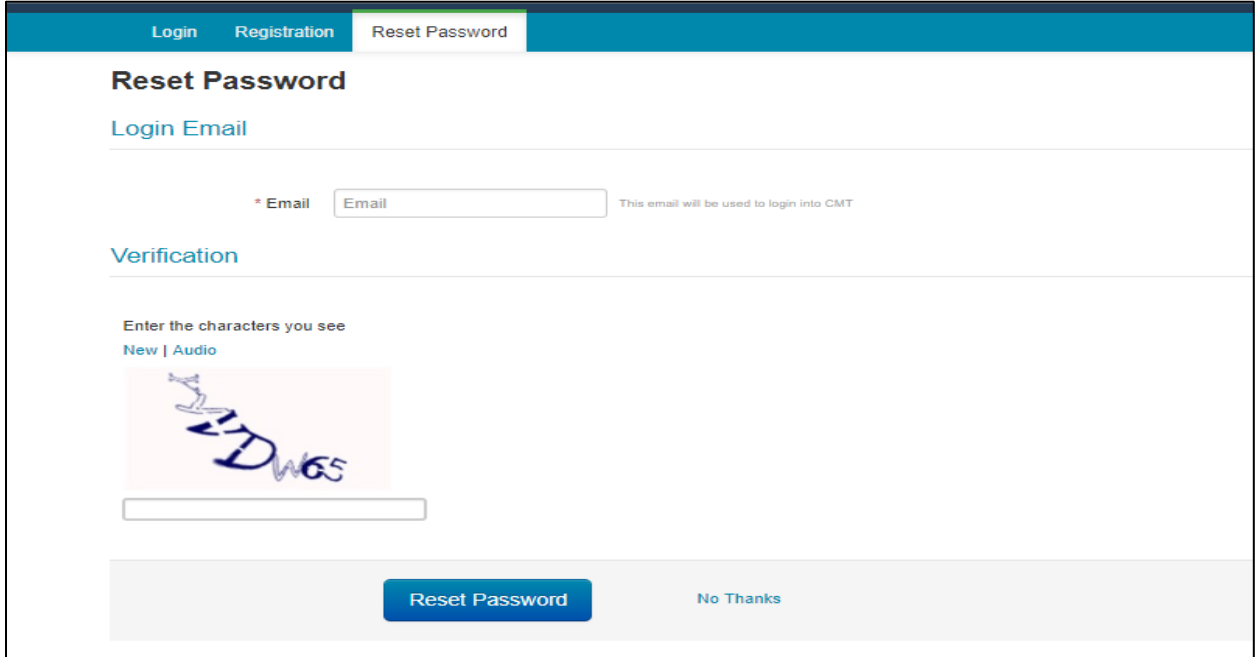


Figure 7: The reset password page

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**

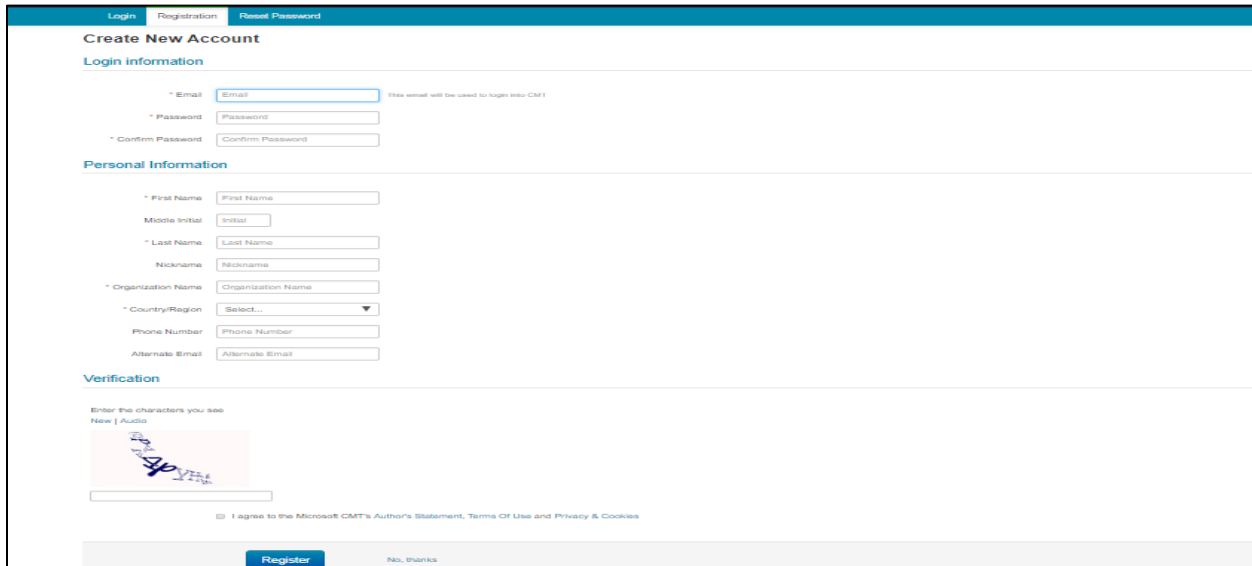
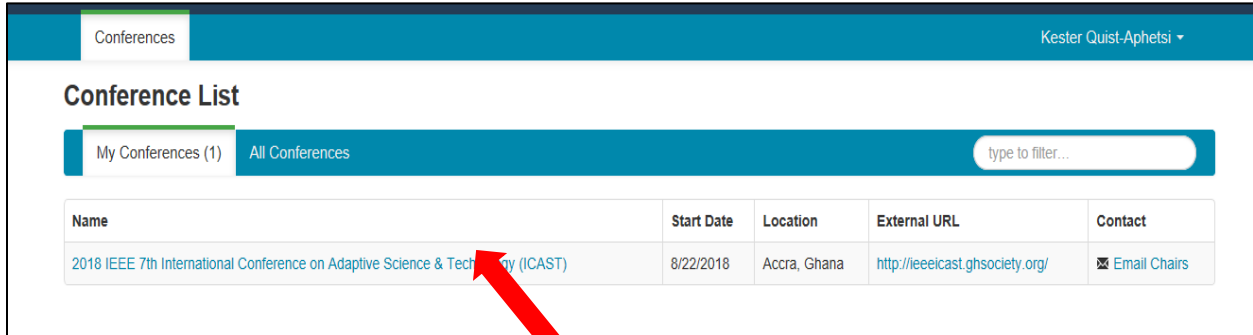


Figure 8: registration page

The Submission page

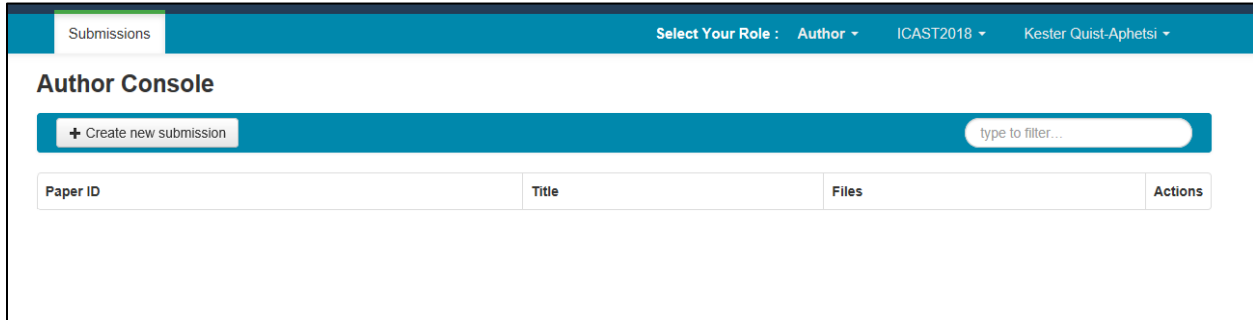
Option 5. After successful login the following page shown in figure 9 below show and click on the link the red arrow is pointing at to access the submission page shown in figure 10 below and go to **option 6**.



The screenshot shows the 'Conferences' page with a user profile 'Kester Quist-Aphetsi'. Under the 'Conference List' section, there are tabs for 'My Conferences (1)' and 'All Conferences'. A search bar is present with the placeholder 'type to filter...'. Below is a table with the following data:

Name	Start Date	Location	External URL	Contact
2018 IEEE 7th International Conference on Adaptive Science & Technology (ICAST)	8/22/2018	Accra, Ghana	http://ieeecast.ghsociety.org/	✉ Email Chairs

Figure 9: link to the submission page



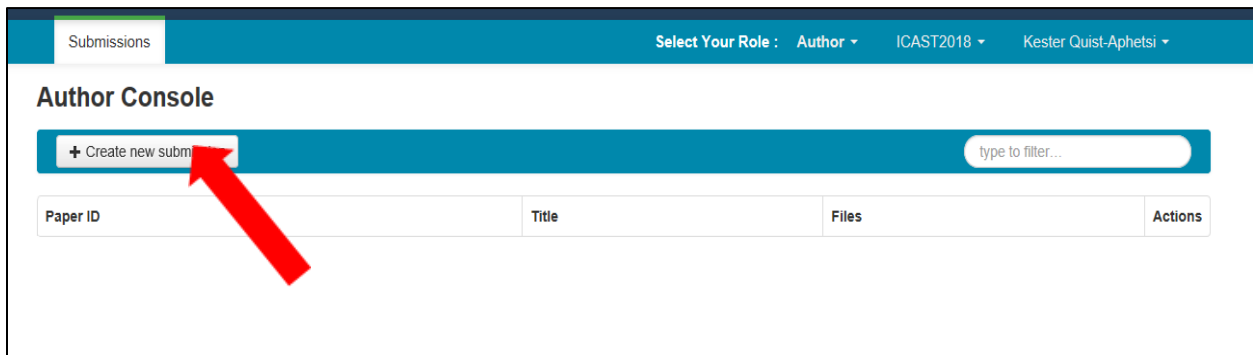
The screenshot shows the 'Submissions' page for an 'Author' role, specifically for the 'ICAST2018' conference. The page title is 'Author Console'. There is a '+ Create new submission' button and a search bar with the placeholder 'type to filter...'. Below is a table with the following headers:

Paper ID	Title	Files	Actions
----------	-------	-------	---------

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**.

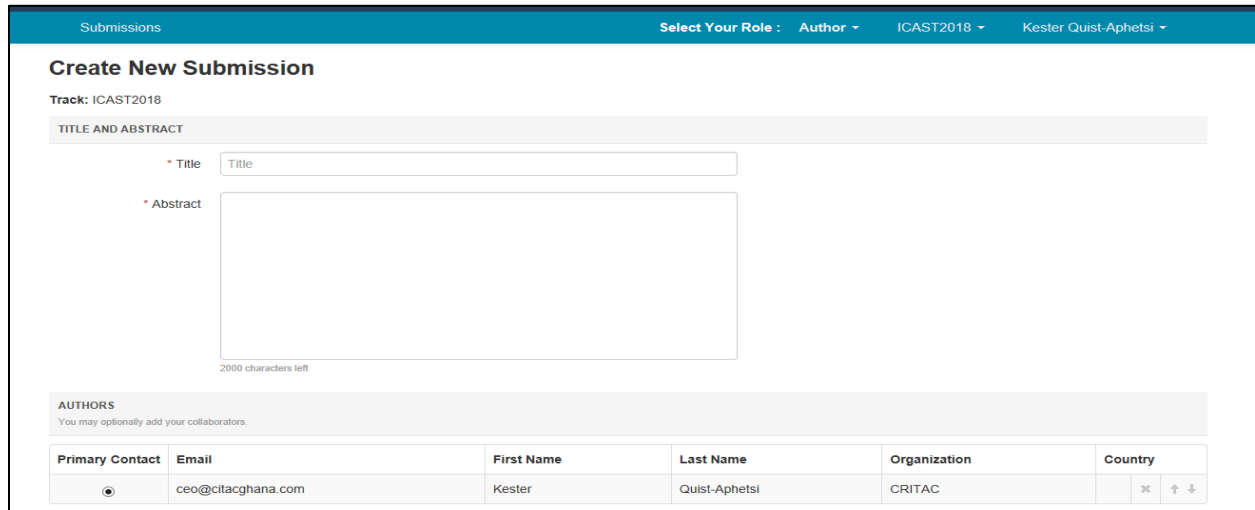


This screenshot is identical to Figure 10, showing the 'Author Console' page. A red arrow points to the '+ Create new submission' button.

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**.



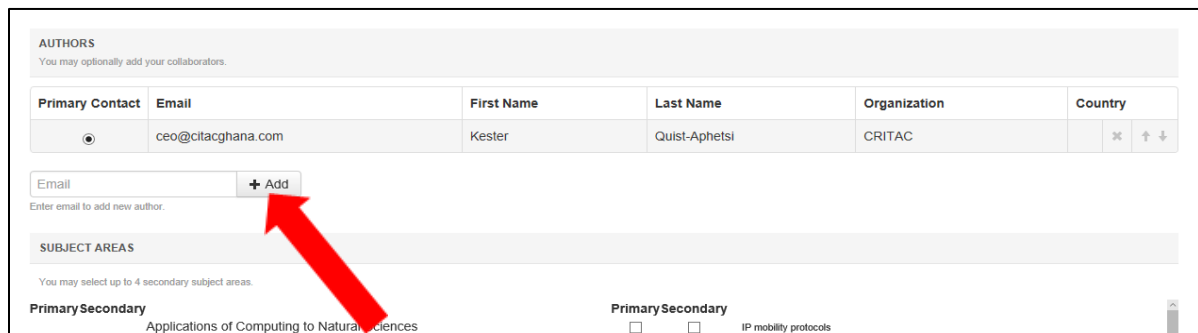
The screenshot shows the 'Create New Submission' form. At the top, it says 'Submissions' and 'Select Your Role : Author'. The track is 'ICAST2018' and the user is 'Kester Quist-Aphetsi'. The 'TITLE AND ABSTRACT' section has a 'Title' input field and a larger 'Abstract' text area with a '2000 characters left' indicator. Below this is the 'AUTHORS' section, which includes a table with the following data:

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ceo@citacghana.com	Kester	Quist-Aphetsi	CRITAC	<input type="text"/>

Figure 12: entering title and abstract

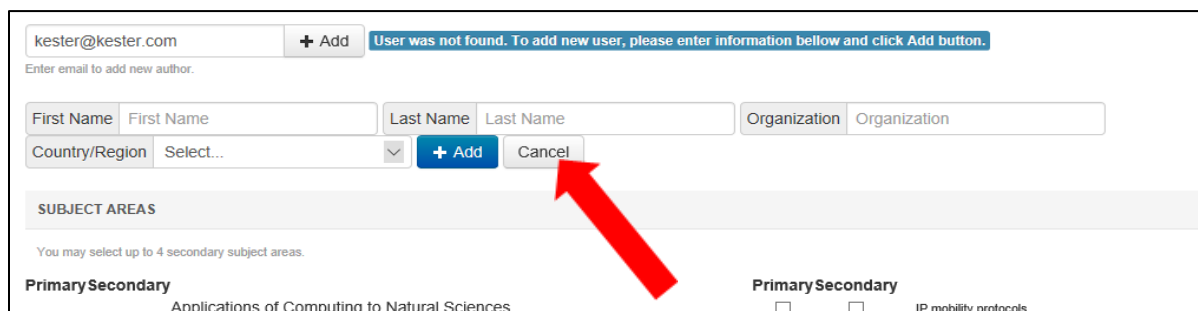
Adding co-authors to the paper details

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**



The screenshot shows the 'AUTHORS' section. Below the table, there is an 'Email' input field with a '+ Add' button next to it. A red arrow points to the '+ Add' button. Below the email field, there is a 'SUBJECT AREAS' section with a dropdown menu and a '+ Add' button. The subject areas are 'Applications of Computing to Natural Sciences' (Primary) and 'IP mobility protocols' (Secondary).

Figure 13: Adding co-author to paper details



The screenshot shows the 'Add' form for a new author. It has a blue error message: 'User was not found. To add new user, please enter information below and click Add button.' Below this are input fields for 'First Name', 'Last Name', 'Organization', and 'Country/Region'. There is a '+ Add' button and a 'Cancel' button. A red arrow points to the '+ Add' button. Below the form, there is a 'SUBJECT AREAS' section with a dropdown menu and a '+ Add' button. The subject areas are 'Applications of Computing to Natural Sciences' (Primary) and 'IP mobility protocols' (Secondary).

Figure 14: Submitting the details of the co-author

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**.

Primary	Secondary
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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.

You can upload from 1 to 1 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-
Upload from Computer

Submit Cancel

Figure 16: Uploading the paper

End of the process.

Thank You.