

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=eafons2021>. You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on "Continue".



Figure 1: Enter information to sign up

Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on "Continue."

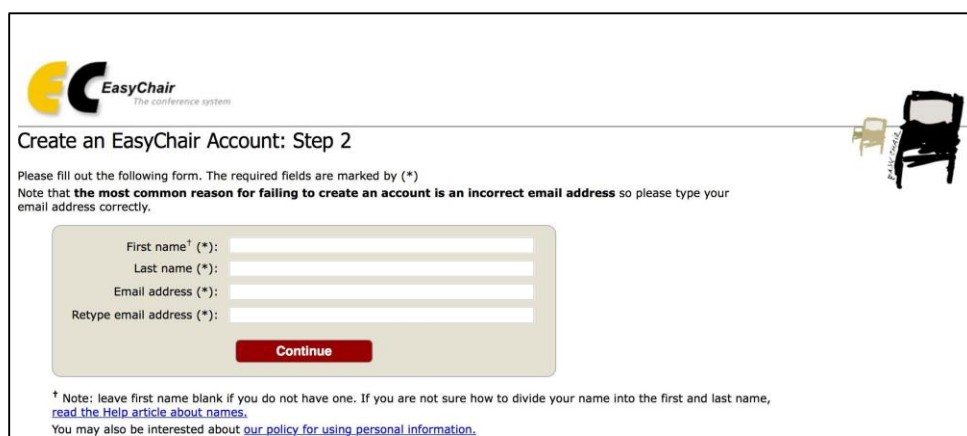


Figure 2: Fill in the form.

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.

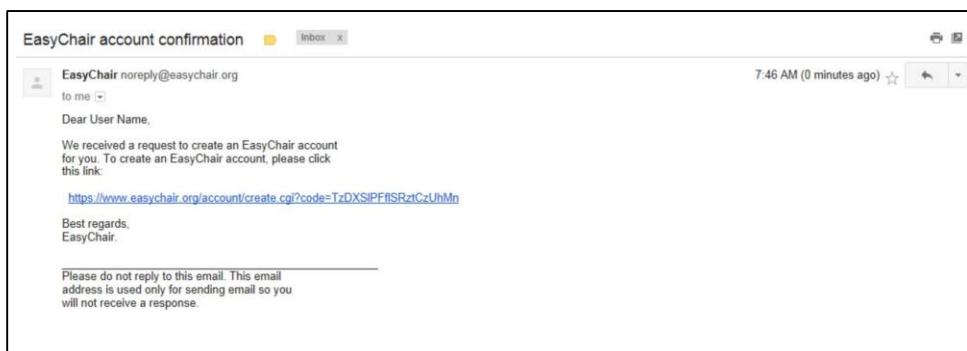


Figure 3: Login email.

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 the "Create an EasyChair Account: Last Step" form. At the top left is the EasyChair logo with the tagline "The conference system". At the top right is an illustration of a chair. The form title is "Create an EasyChair Account: Last Step". Below the title, a message reads: "Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch." The form fields are: "User name:" (with a note "User names are case-insensitive"), "First name*", "Last name (*)", "Company/organization (*)", "Web site:", "Phone (*)", "Address, line 1 (*)", "Address, line 2:", "City (*)", "Post code (*)", "State (US only) (*)" (with a dropdown arrow), "Country (*)" (with a dropdown arrow), "Password (*)", and "Retype the password (*)". A red "Create my account" button is located at the bottom right of the form area.

Figure 4: Create an account.

After the account is registered, you may log in to EAFONS 2021 simply by

clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=eafons2021>.

Note: If your username appears taken, it is possible that you have signed

Account Created

Your EasyChair account has been created.

To log in for [click this link](#).

Figure 5: Link to the login page.

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 your abstract(s)

After logging in to the EasyChair website for [EAFONS 2021](#), you may click on the “Make a New Submission” link located on the left side to submit a new abstract (as shown in Figure 6).

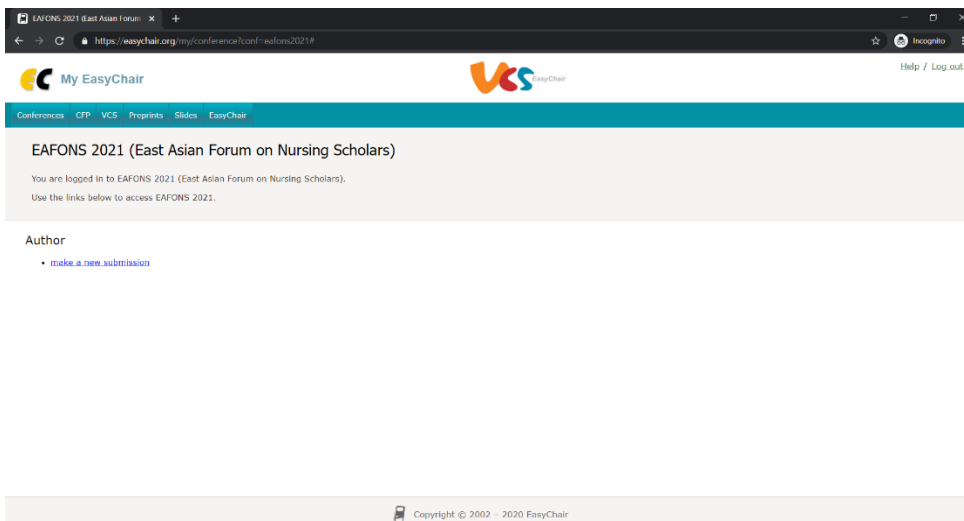


Figure 6: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors.

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

New Submission for EAFONS 2021

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **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 help 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.

Author 1 (Click here to add yourself)

First name* :
Last name* :
Email* :
Country/region* :
Organization* :
Web page :
 corresponding author

Author 2 (Click here to add yourself)

First name* :
Last name* :

Figure 7: Authors information.

Fill out the text abstract, keywords and the related topics (as shown in Figure 8).

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

Paper (upload your paper. The paper must be in PDF format (file extension .pdf))
Choose file No file chosen

Figure 8: Abstract submission.

Click on the "Submit" link to submit your abstract (as shown in Figure 9). **Please do not submit the full paper or any other files at this stage.**

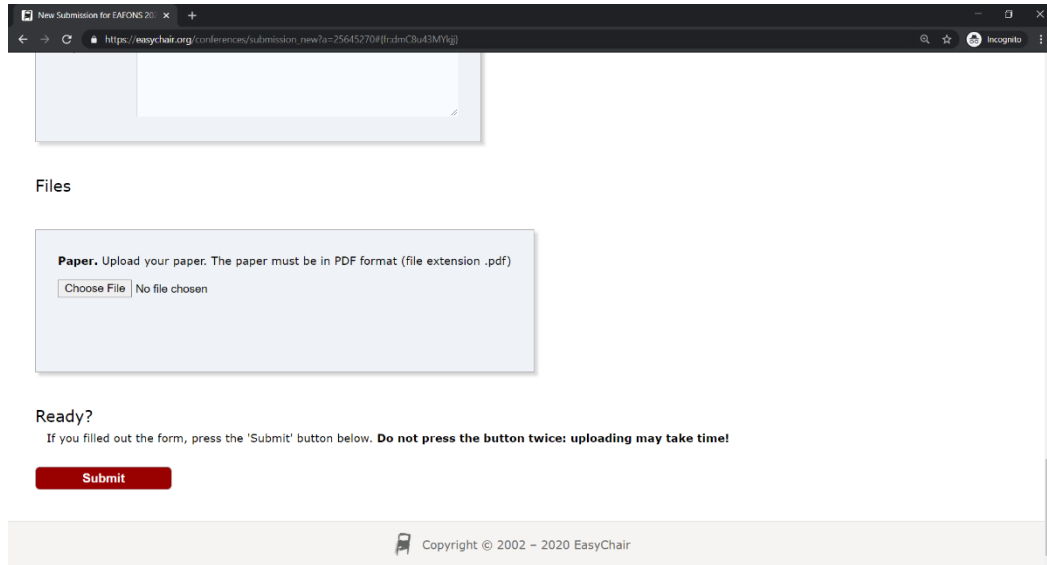


Figure 9: Abstract submission.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 10). Click on "Submission #" for changing any information about the submission.

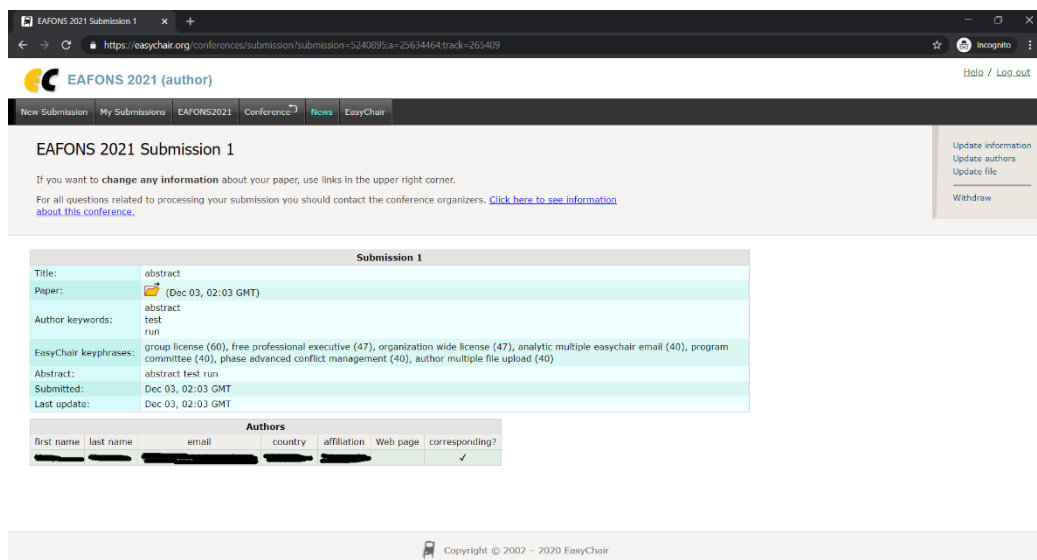


Figure 10: A page for changing your submission(s).

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 eafons2021@easychair.org . Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

3 Draft paper submission

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, as shown in Figure 10. 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”. After clicking on “Add file”, you will be able to select the file you want to upload with the link “Select file”, as shown in Figure 11. Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link).

EFONS 2021 (author) Hello / Log out

New Submission Submission 3 EAFONS2021 Conference News EasyChair

Update a File for Submission 3

Use the form below to **upload** or **update** a file for your submission.

File	Admissible file extensions
<input type="text" value="Choose File"/> No file chosen	PDF (extension pdf)

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Figure 11: Uploading draft paper(s)

Once the draft paper review process is completed, you will receive acceptance/rejection notification with reviews by email.

4 Revised paper submission

If your draft paper was accepted, we request that you submit your revised 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 paper by selecting the "Submit" button.

5 Final paper submission

After the final revision, we request that you submit your revised 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 final paper by selecting the "Submit" button.