

Instructions for "UV Author Registration," "Upload Paper" and "Paper Management"

Here below are the instructions for

- 1) [UV Author Registration](#)
- 2) [Upload Paper](#)
- 3) [Paper Management](#)

For new users, you have to finish the [UV Author Registration](#) before you can "[Upload Paper](#)" for UV2020.

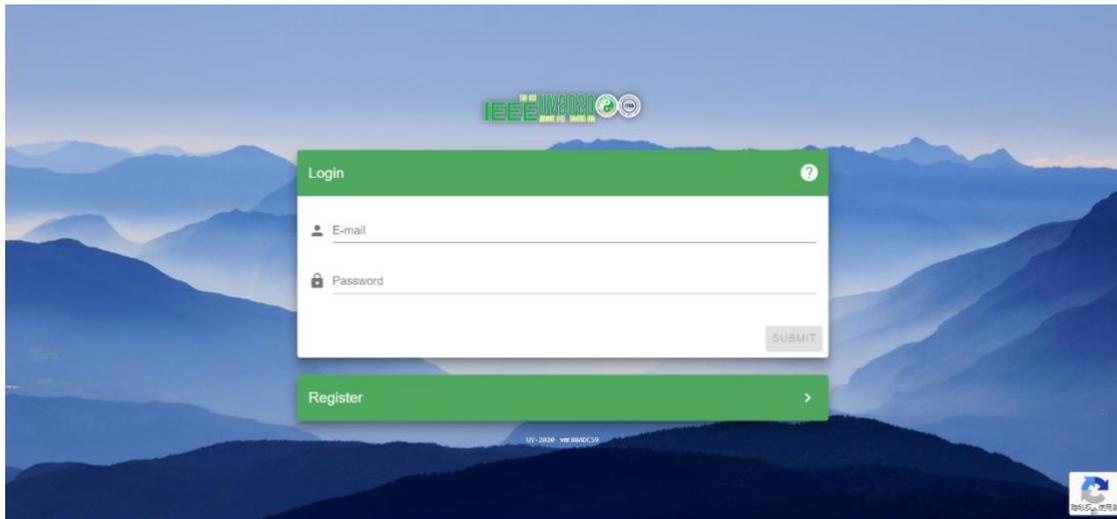
For authors who finish paper submission, please follow the detailed instructions for [Paper Management](#) to modify your papers, to submit papers for review, to check the status of your papers and to submit camera-ready versions of your papers for IEEE Publication.

Important: Please note that your submitted papers will stay as drafts in the systems which can be modified. If your papers are finalized and are ready for review, you **MUST** choose to "[submit paper for review](#)." Once your uploaded papers are submitted for review, you **will not** be able to modify them.

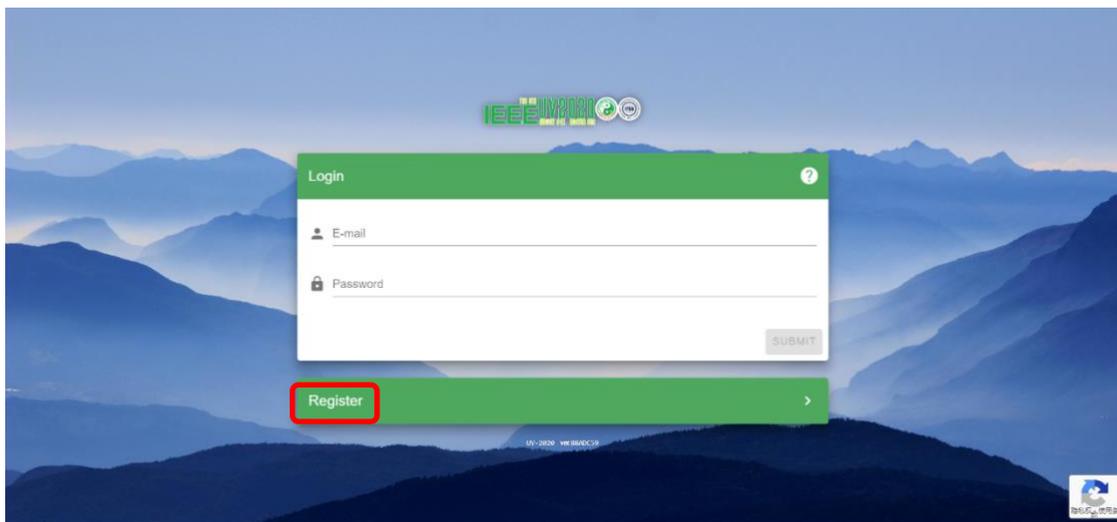
1) UV Author Registration

Please follow the instructions below to create a UV Author Account to submit your papers:

Please visit the UV2020 website (<https://uv2020.universal-village.org/>). You will see the interface below:

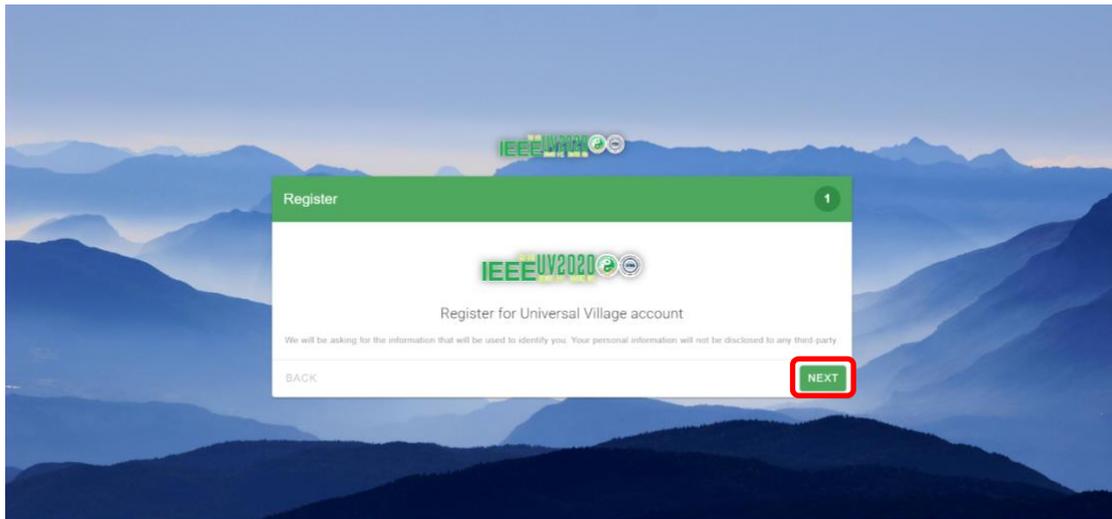


For New Users:

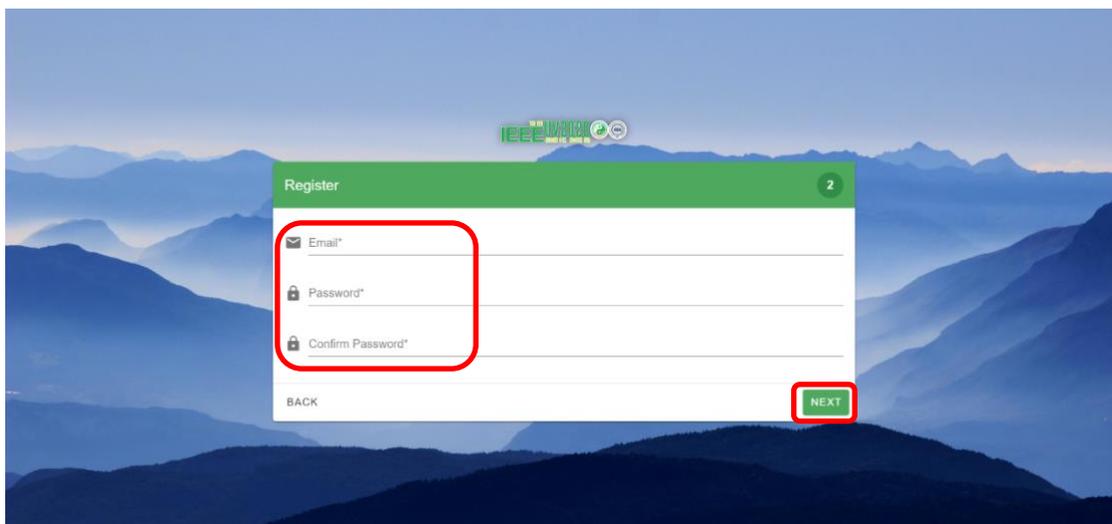


✚ Click "Register" -> Registration Step 1

We will be asking for information that will be used to identify you in the following registration steps. Your personal information will not be disclosed to any third party.



Click "NEXT" -> Registration Step 2



Please enter:

- A valid email address
- A password that you will use to log in

Click "NEXT" -> Registration Step 3

Register 3

Title

First Name*

Middle Name

Last Name*

Name in your own language

Birthday*

BACK

NEXT

Please enter:

- Your title (Mr./Ms./Dr., etc.)
- Your first name
- Your middle name
- Your last name
- Your name in your own language (if applicable)
- Your birthday

➤ Click "NEXT" -> Registration Step 4

Register 4

Biography*
Short summary about yourself

0 / 200

Organization*

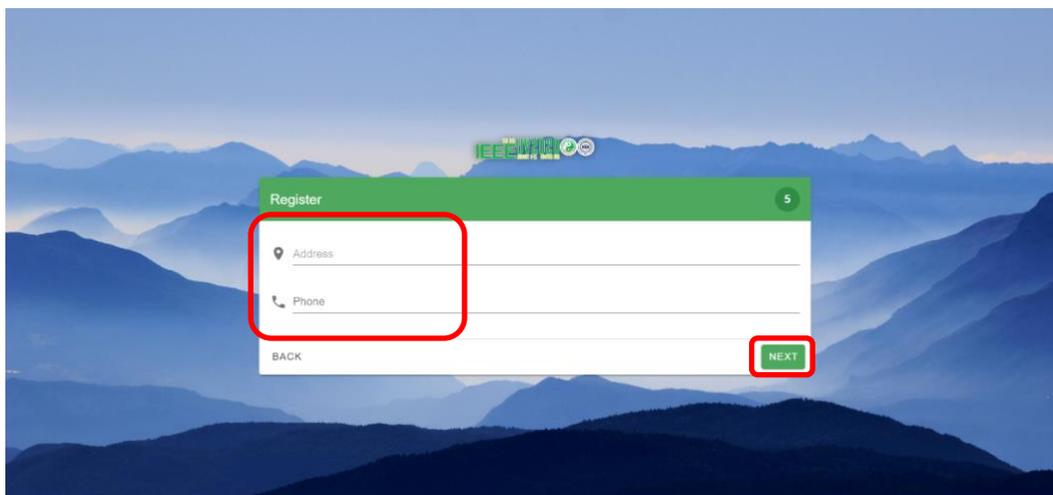
BACK

NEXT

Please enter:

- A short summary of your professional work
- The name of your organization

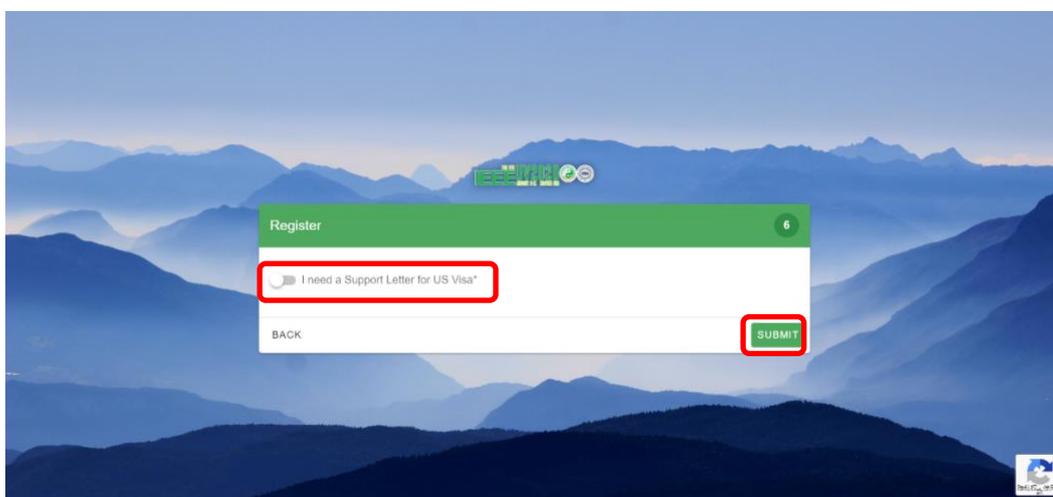
✚ Click "NEXT" -> Registration Step 5



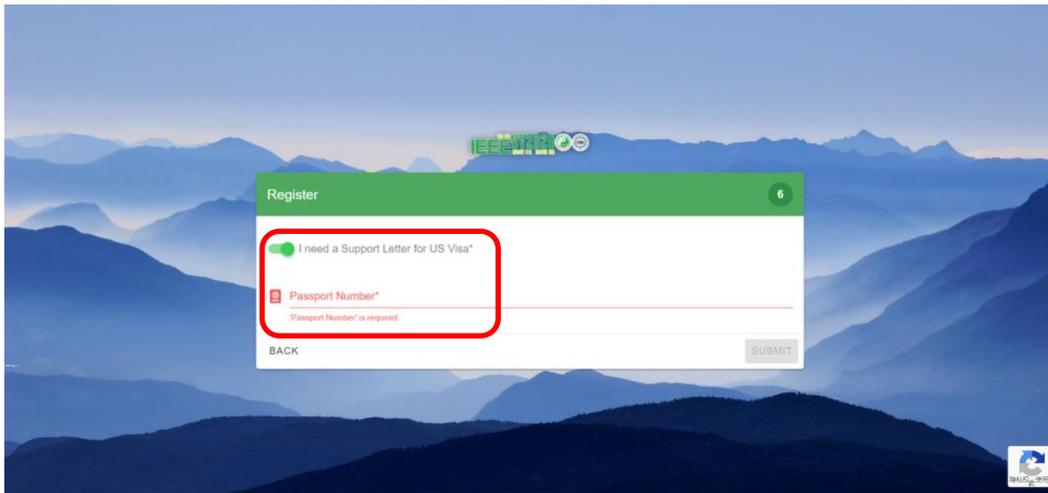
Please enter:

- Address
- Phone

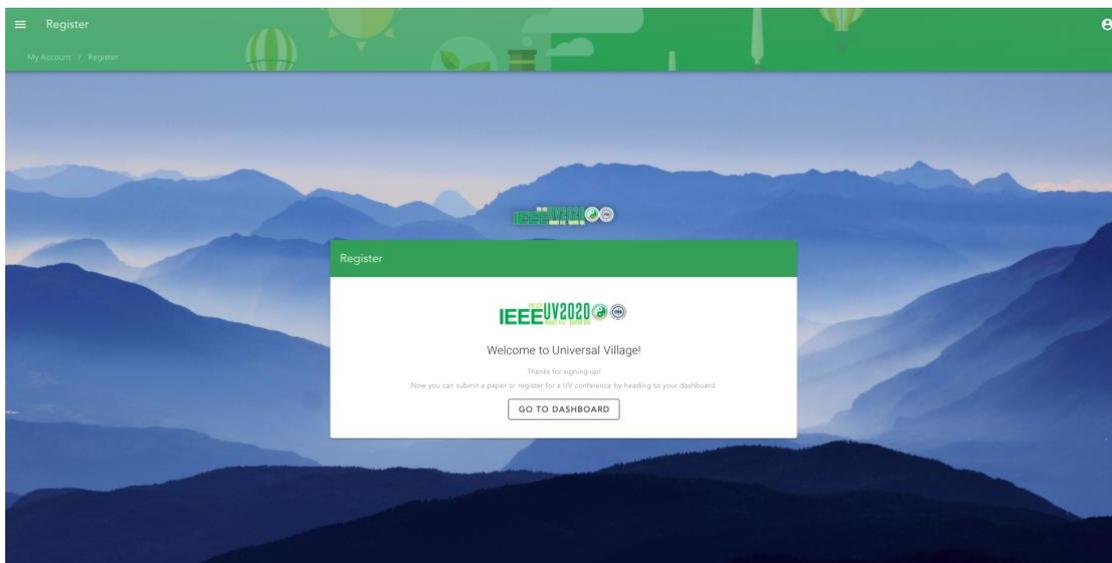
✚ Click "NEXT" -> Apply for a Letter of Support (if applicable)



If you need a letter of support for a US Visa, please enter your passport number

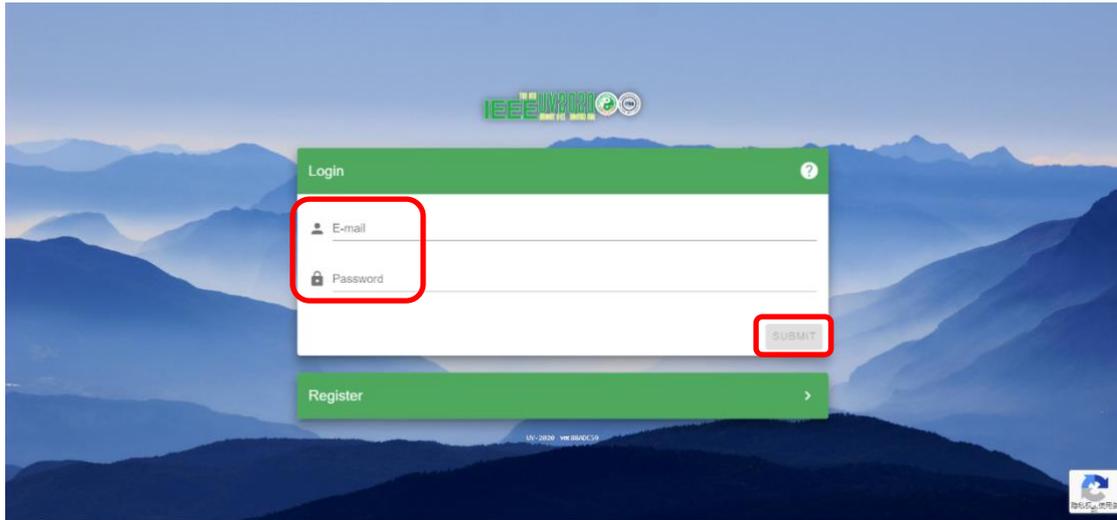


After this step, you will now have a UV Author Account of your own!



Now you should be able to log in:

Please visit the UV2020 website (<https://uv2020.universal-village.org/>). You will see the interface below:



First, please enter the **E-mail address you used** and **the password you set up** during the registration process (**Registration Step 2** in "**UV Author Registration**").

Second, please click the "***SUBMIT***" button on the lower right corner of the page to log in.

2) Upload Paper

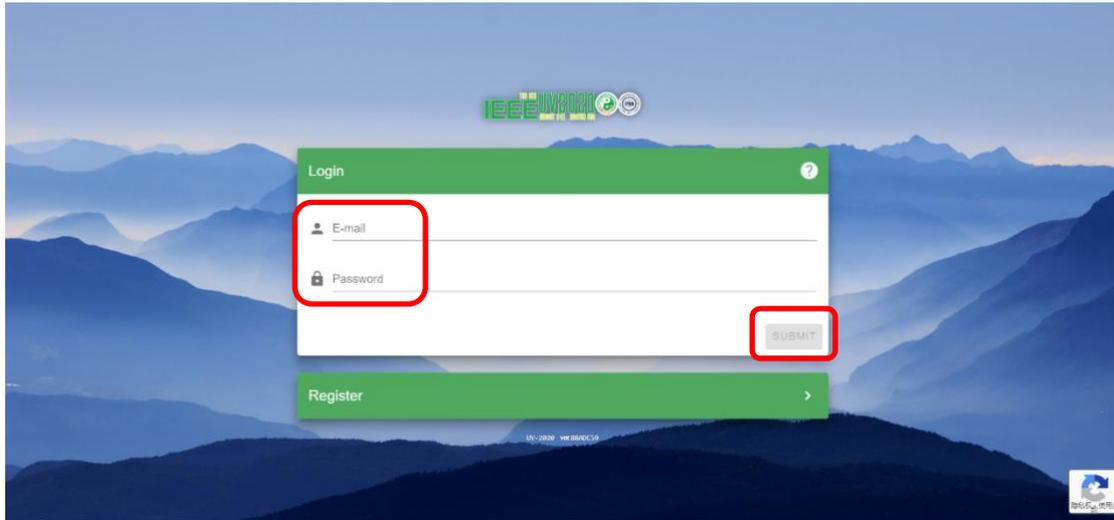
If you **don't have a UV Author Account**, please follow the steps mentioned in "**UV Author Registration**" to create a UV Author Account of your own.

If you **have a UV Author Account**, please follow the instructions below to submit your papers.

Submit a Paper:

Please first visit the UV2020 website (<https://uv2020.universal-village.org/>)

If you **haven't logged in**, you will see the interface shown below:

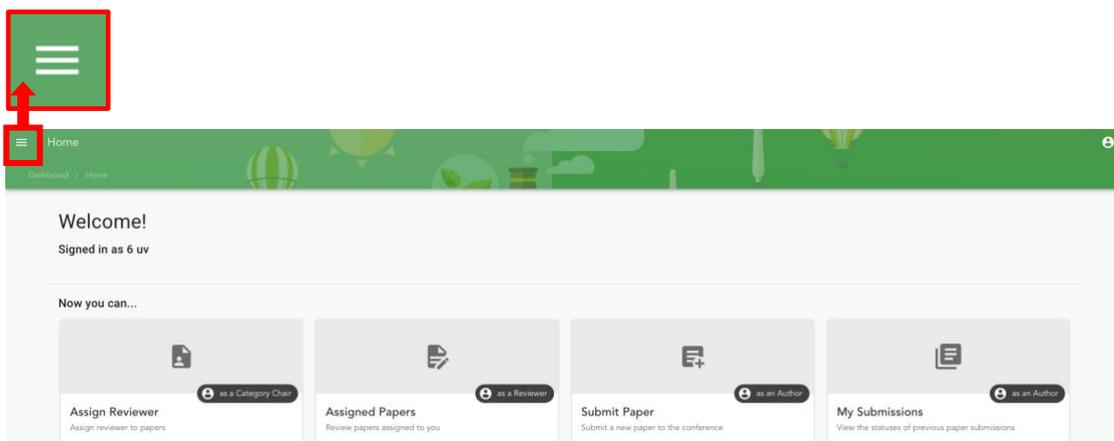


First, please enter the **E-mail address** you used and **the password you set up** during the registration process ([Registration Step 2](#) in "[UV Author Registration](#)").

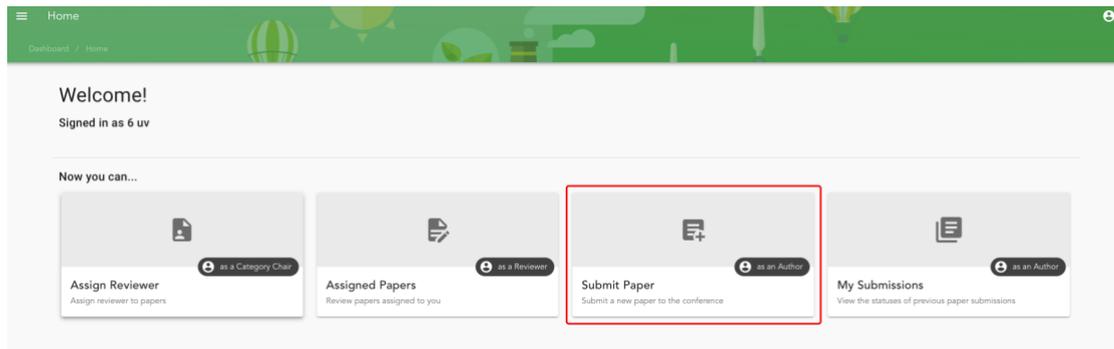
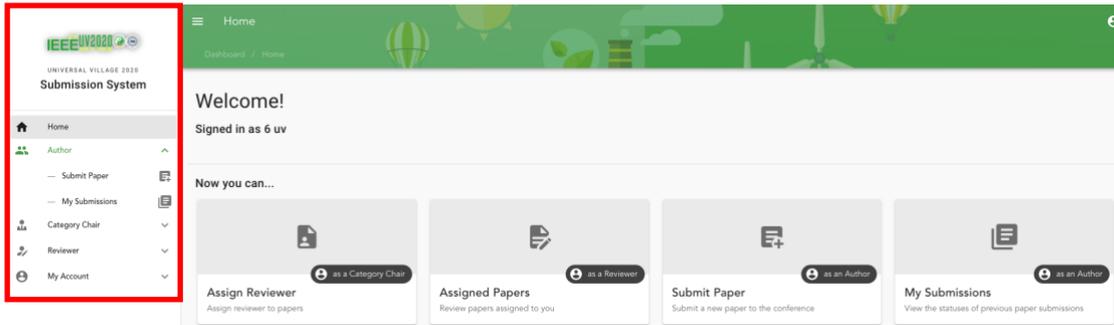
Second, please click the "***SUBMIT***" button on the lower right corner of the page to log in.

If you **have already logged in**, you will see the interface shown below:

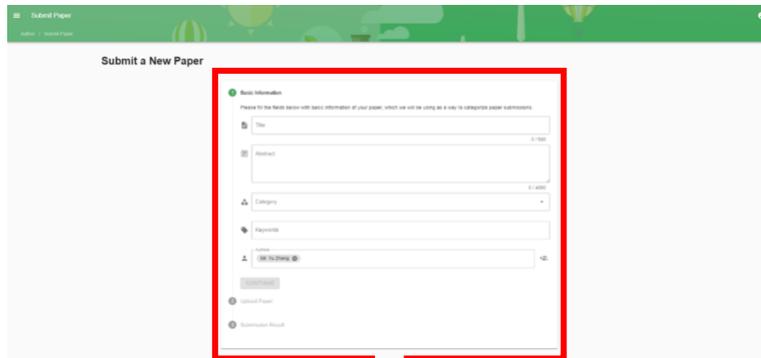
For your information, "  " is called "Dashboard" button in this document. "Dashboard" button is used to manage your paper submissions.



By clicking the "Dashboard" button once, you will have access to the "**pop-up**" paper submissions menu as shown below. By clicking it again, you will turn off the "**pop-up**" paper submissions menu.



Please click "**Submit Paper**", then you will see the below interface for submitting a new paper:



1 Basic Information

Please fill the fields below with basic information of your paper, which we will be using as a way to categorize paper submissions.

0 / 500

0 / 4000

+2

CONTINUE

2 Upload Paper

3 Submission Result

Please enter the following information about the paper you would like to submit:

- The title of your paper
- The abstract of your paper (at least 200 words)
- The category & session to which you would like to submit your paper
- Some keywords that best describe your paper (e.g. machine learning, energy consumption prediction)
- The name(s) of the author(s) of your paper

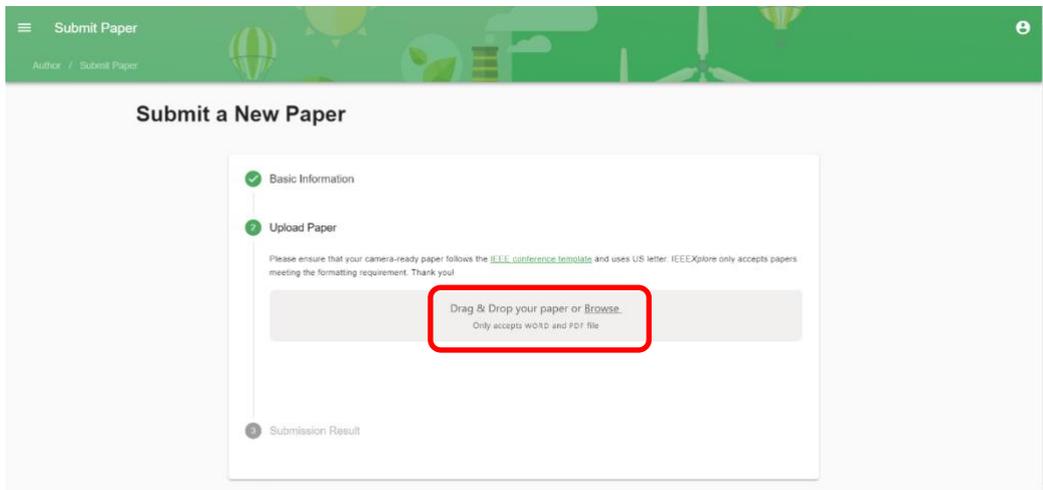
Here is a sample you can refer to when filling in the Basic Information Page:

The screenshot shows a web interface for submitting a paper. The main heading is "Submit a New Paper". Below it, the "Basic Information" section is highlighted with a red box. The form fields are filled with the following sample data:

- Title: Test
- Abstract: This paper is one time to test the submission system
- Category: Category III: Infrastructure innovations to achieve safety, efficiency, and connectivity - Session 3-D: Smart...
- Keywords: Test
- Authors: Test

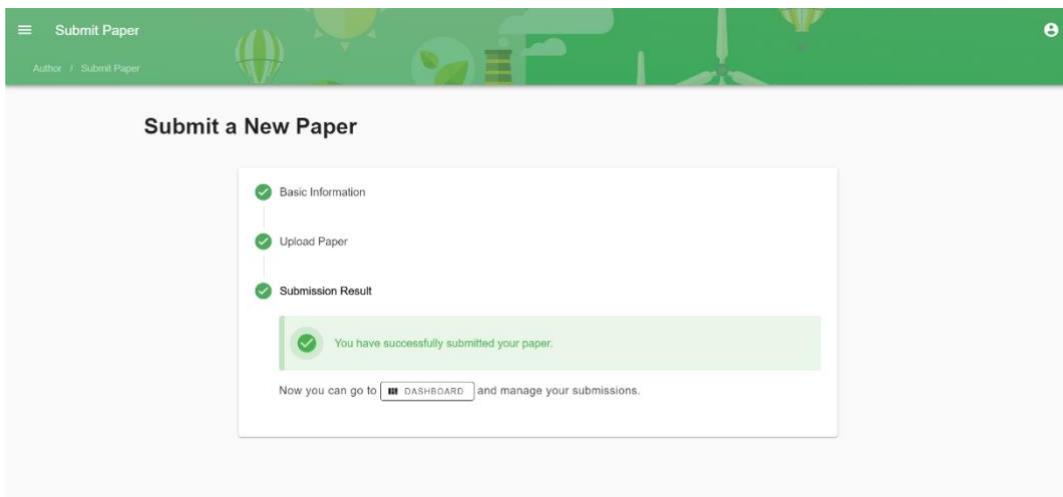
The "CONTINUE" button is highlighted with a red box.

+ Click "CONTINUE" -> Upload Paper Page (as shown below)



Please drag & drop your paper to this page to upload it OR browse on your device to select the paper you would like to upload.

+ After Uploading -> Submission Result Page



Now your paper has been successfully uploaded!

If you would like to submit another paper, please follow the above steps to "[Submit a Paper](#)" again.

This completes all the required steps for "UV Author Registration" and "Upload Paper."

Important: Please note that your submitted papers will stay as drafts in the systems which can be further modified. If your papers are finalized and are

ready for review, you **MUST** choose to "[submit paper for review](#)." Once your uploaded papers are submitted for review, you **will not** be able to modify them. As for how to specifically manage your uploaded papers, please refer to the instructions for "[Paper Management](#)."

3) Paper Management

If you **don't have a UV Author Account**, please follow the steps mentioned in "[UV Author Registration](#)" to create a UV Author Account of your own.

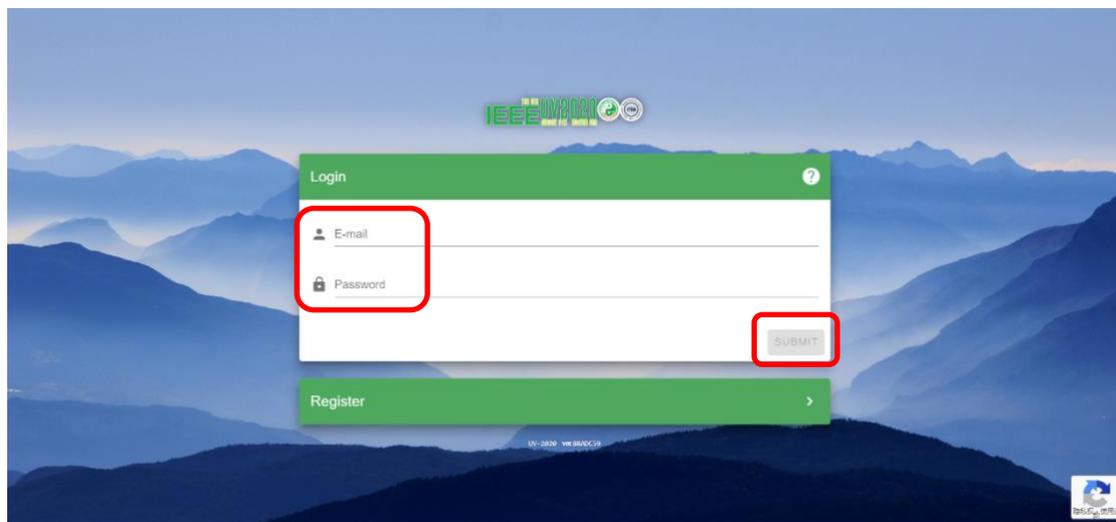
If you **have a UV Author Account**, please follow the instructions below to manage your submitted papers.

Important: Please note that your submitted papers will stay as drafts in the systems which can be [edit](#) or [deleted](#). If your papers are finalized and are ready for review, you **MUST** choose to "[submit paper for review](#)." Once your uploaded papers are submitted for review, you **will not** be able to modify them.

Managing Submitted Papers:

Please first visit the UV website (<https://uv2020.universal-village.org/>).

If you **haven't logged in**, you will see the interface shown below:

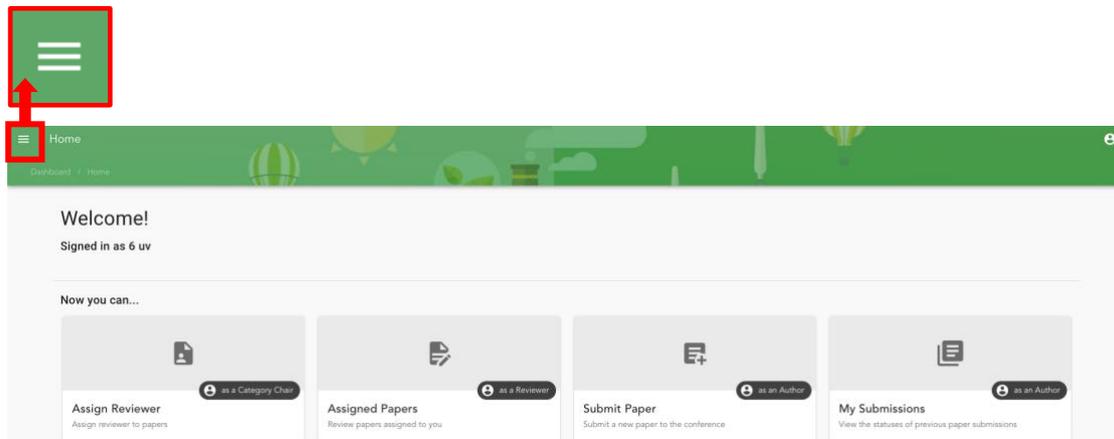


First, please enter the **E-mail address you used** and **the password you set up** during the registration process (**Registration Step 2** in "**UV Author Registration**").

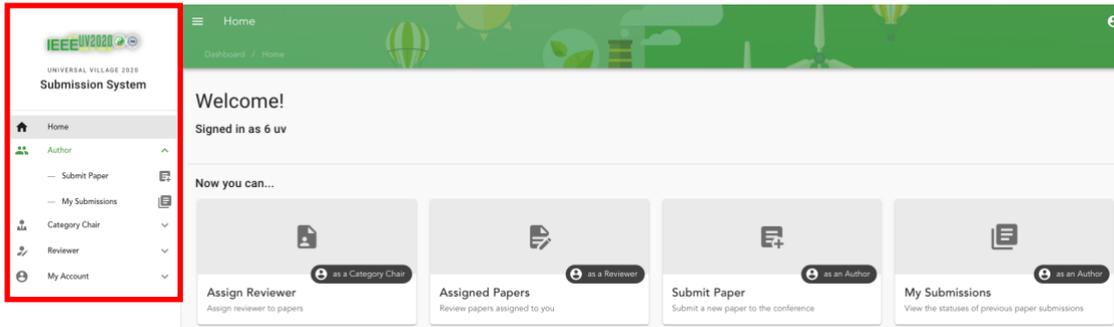
Second, please click the "***SUBMIT***" button on the lower right corner of the page to log in.

If you **have already logged in**, you will see the interface shown below:

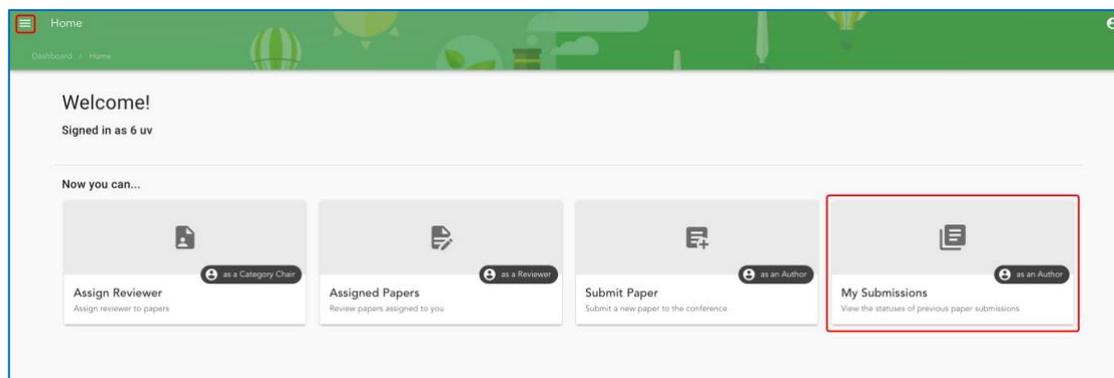
For your information, "  " is called "Dashboard" button in this document. "Dashboard" button is used to manage your paper submissions.



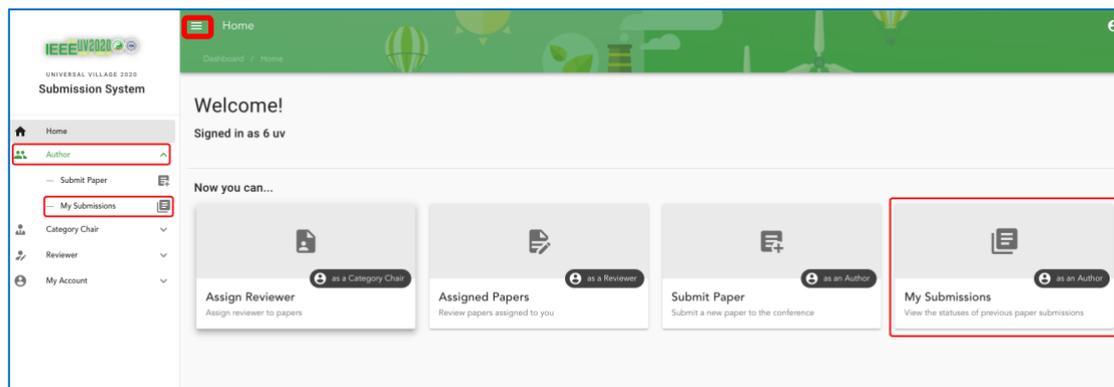
By clicking the "Dashboard" button once, you will have access to the "**pop-up**" paper submissions menu as shown below. By clicking it again, you will turn off the "**pop-up**" paper submissions menu.



Here below are two ways to access "**My Submissions**" Page:

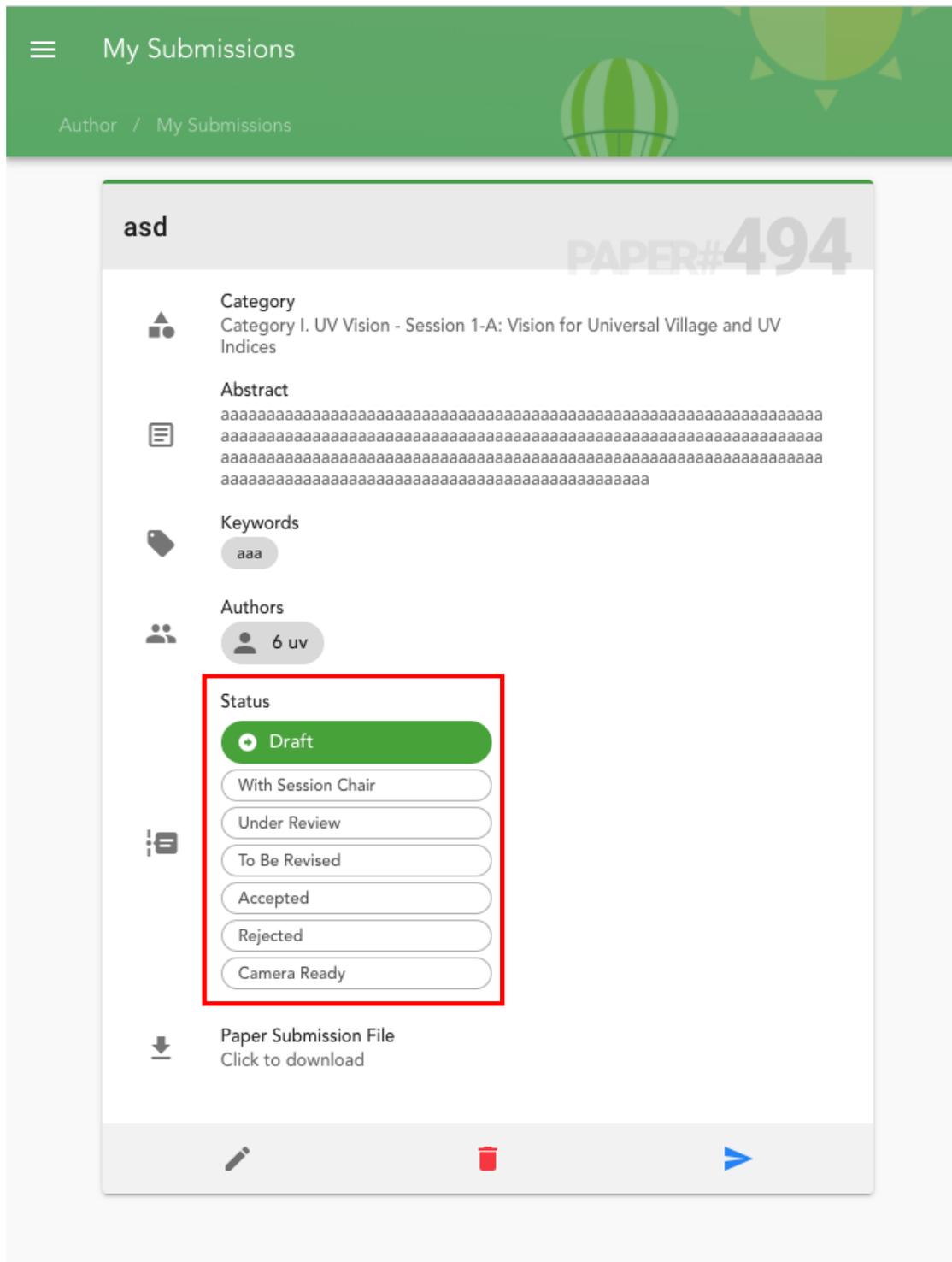


+ Option 1: Click "**My Submissions**"



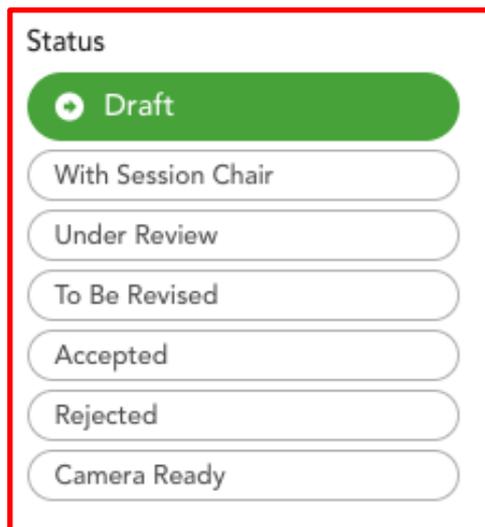
+ Option 2: Click , the button on the top left corner
-> then Click "Author"
-> then Click "My Submissions"

✚ Now you will be able to access the "**My Submissions**" Page, as shown below:



You can check the status of your uploaded papers by referring to the interface

below.



Stage 1: After uploading your papers for the first time, and before "**Submit Paper for Review**"

 : You can edit or delete your uploaded papers.

Stage 2: After "**Submit Paper for Review**"

 : Your submitted papers are under review.

Stage 3: Paper Review Results

 : You can check whether your submitted papers are accepted or rejected.

Stage 4: Final Submissions

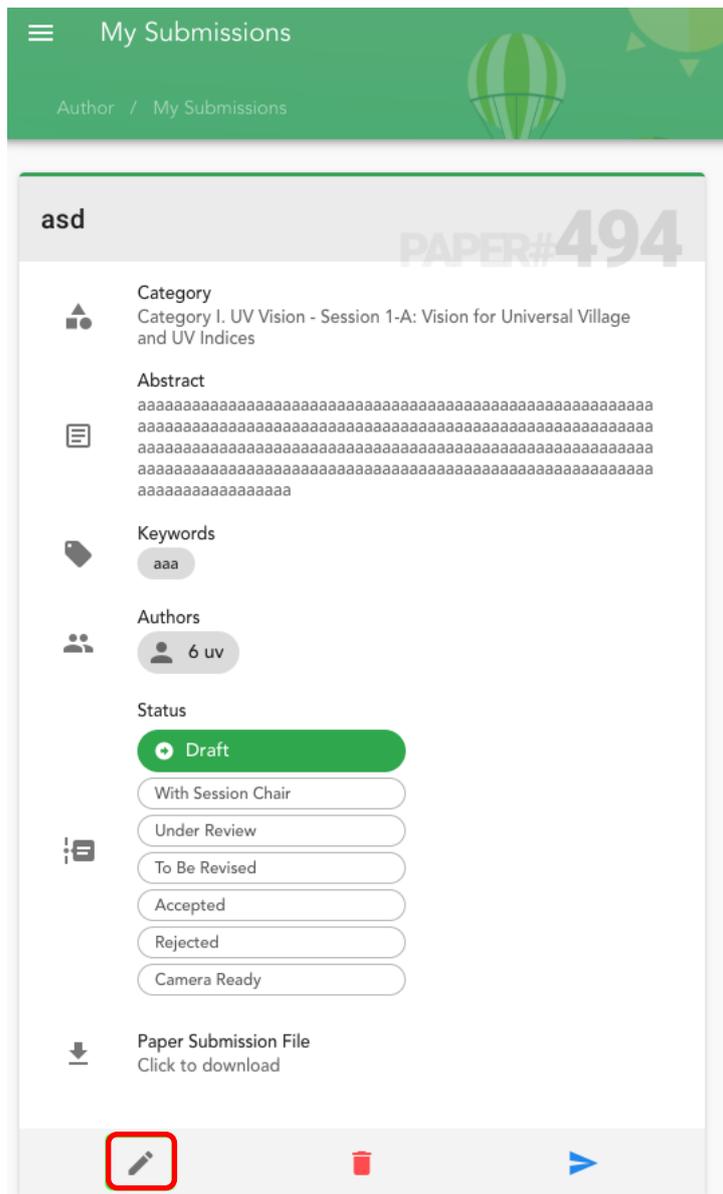
 : Once your papers are accepted, you are expected to submit camera-ready versions of your papers.

You can [edit](#) or [delete](#) your uploaded papers before "[Submit Paper for Review](#)." If your papers are finalized and are ready for review, you **MUST**

choose to "[Submit Paper for Review.](#)"

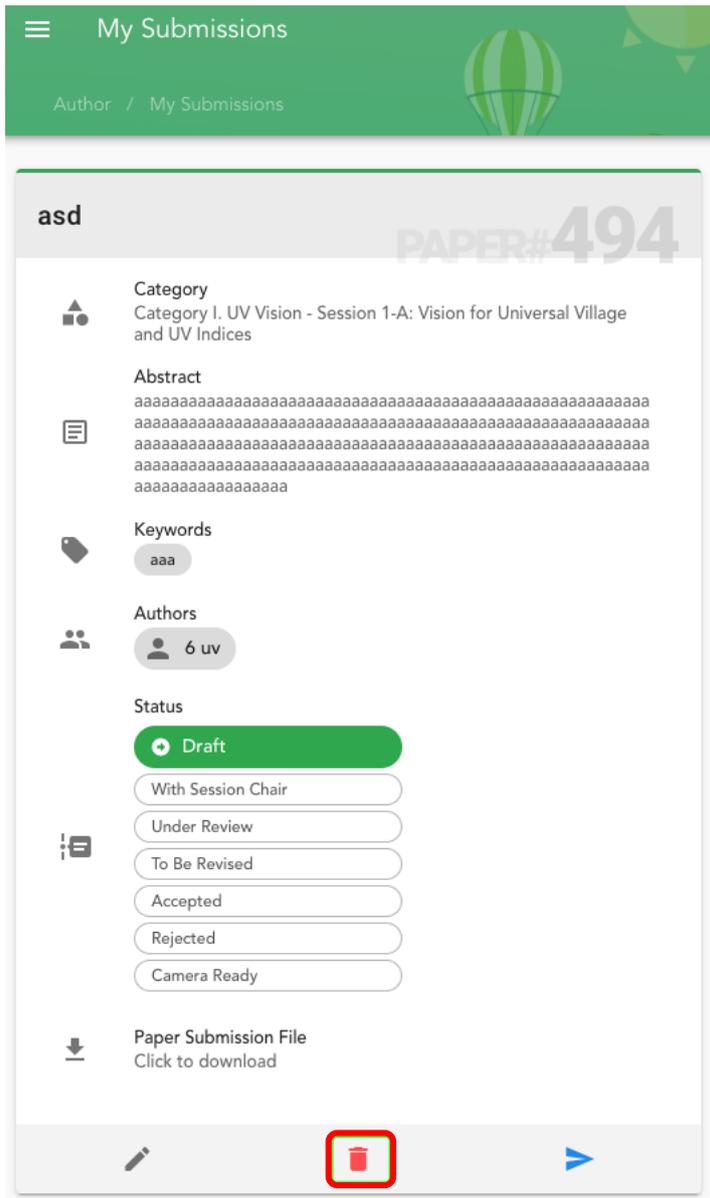
Please refer to instructions below to "[edit](#)," "[delete](#)" and "[submit paper for review.](#)"

 Edit Paper (Coming Soon):

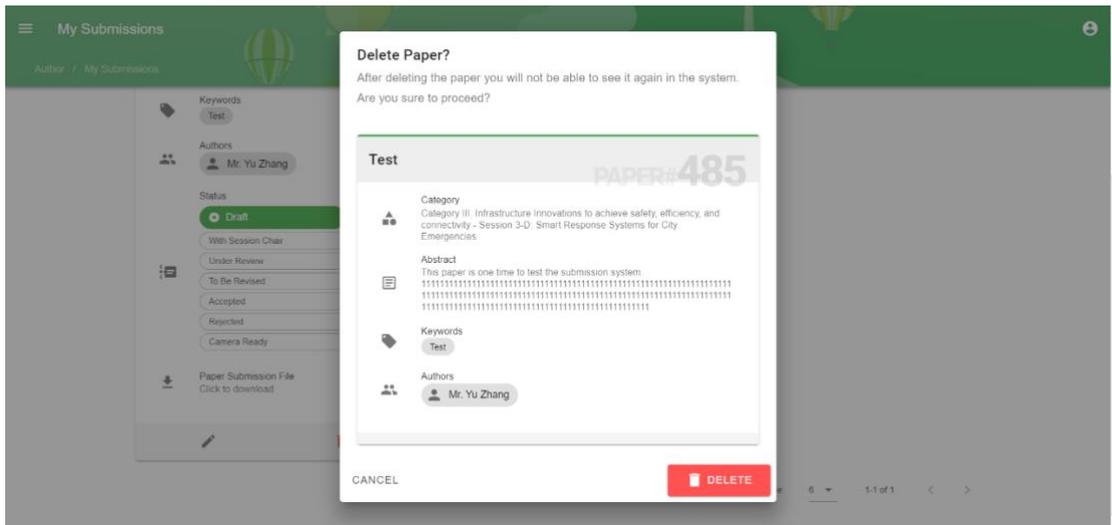


If you would like to edit your uploaded paper, please click the gray "**Pencil**" button on the lower left corner of the "My Submissions" page.

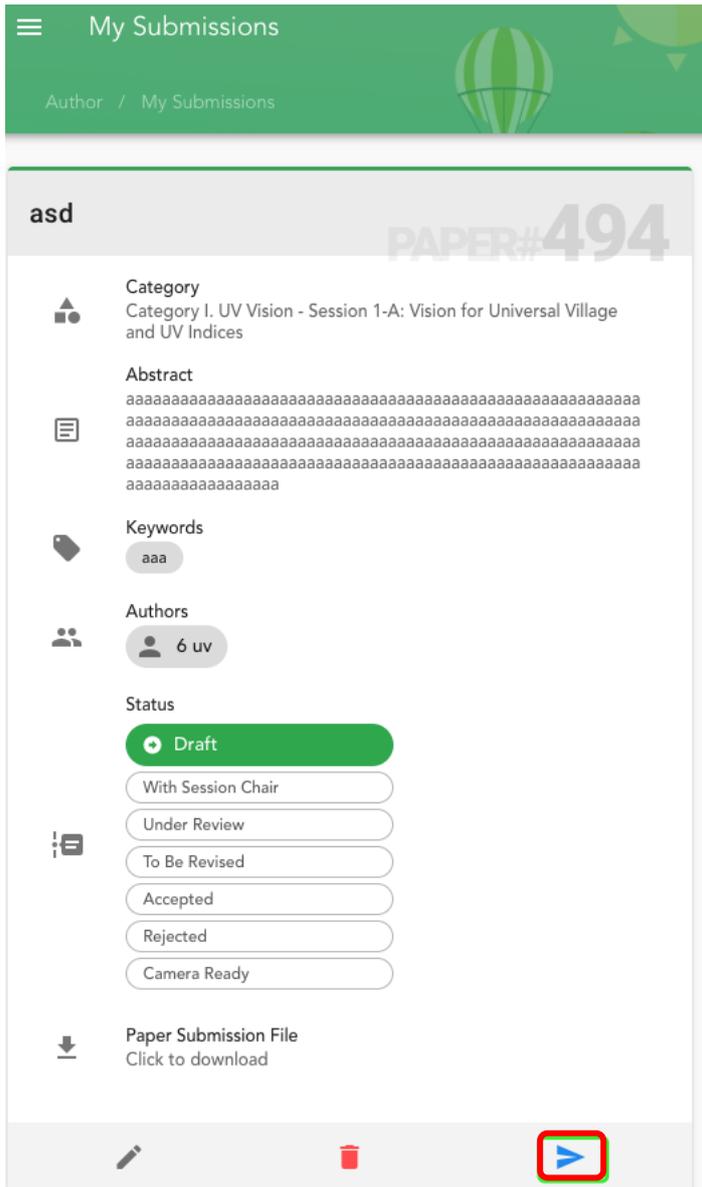
 Delete Paper:



If you would like to delete your uploaded paper, please click the red **"Trash Can"** button on "My Submissions" page.



 Submit Paper for Review:



If you would like to submit your uploaded paper for review, please click the **"Blue Arrow"** button on the lower right corner of "My Submissions" page.

Submit Paper for Review?

After submitting your paper for review, your paper will be immediately been submit to our reviewers and you will not be able to edit it again when it is under review. Are you sure to proceed?

asd PAPER#494

 **Category**
Category I. UV Vision - Session 1-A: Vision for Universal Village and UV Indices

 **Abstract**
aa
aa
aa
aa

 **Keywords**
aaa

 **Authors**
 6 uv

CANCEL

 SUBMIT

Note: If you encounter any issues during the account registration or paper submission process, feel free to contact us through email (uv2020.conf@universal-village.org)