Instructions for "UV Author Registration,"

"Upload Paper" and "Paper Management"

Here below are the instructions for

<u>UV Author Registration</u>
 <u>Upload Paper</u>
 <u>Paper Management</u>

For new users, you have to finish the <u>UV Author Registration</u>before you can "Upload Paper" for UV2020.

For authors who finish paper submission, please follow the detailed instructions for **Paper Menanement** 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 "**aubmit paper for review**." Once your uploaded papers are submitted for review, you **will not** be able to modify them.

1) UV Author Registration

<u>Please follow the instructions below to create a UV Author Account to submit</u> <u>your papers:</u>

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

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For New Users:

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-	Login	0
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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.

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Register		0
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We will be asking for the information that will be used to identify BACK	you. Your personal information will not be disclosed to any thin	NEXT

Click "NEXT" -> Registration Step 2

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Register	2
Email*	
Confirm Password*	
 ВАСК	NEXT

Please enter:

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

Click "NEXT" -> Registration Step 3

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	e First Name*		
	Middle Name		
	O Last Name*		
	Name in your own language	12/239	
	Birthday*		
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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

	IEEE		
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	Biography* B Short summary about yourself		
	Organization*		0/200
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Please enter:

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



Please enter:

- Address
- Phone

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

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Register	0
I need a Support Letter for US Visa*	
BACK	SUBMIT

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

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Passport Number* Passport Number's required BACK		SUBMIT	

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 (<u>https://uv2020.universal-village.org/</u>). You will see the interface below:

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

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 "<u>UV Author Registration</u>" 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 (<u>https://uv2020.universal-village.org/</u>)

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

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

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.

Bashboard / Home				•		¥	θ
Welcome! Signed in as 6 uv							
Now you can							
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Assign Reviewer Assign reviewer to paper	as a Category Char	Assigned Papers Review papers assigned to you	B as a Reviewer	Submit Paper Submit a new paper to the con	ference	My Submissions View the statuses of previous pa	aper 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.

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		-	Assign Reviewer Assign reviewer to papers	Assigned Papers Review papers assigned to you	Submit Paper Submit a new paper to the conference	My Submissions View the statuses of previous paper submissions

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Now you can			1
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Assign Reviewer Assign reviewer to papers	Char Assigned Papers Review papers assigned to you	Submit Paper Submit a new paper to the conference	Constant of the statuses of previous paper submissions

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

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Basic Please	: Information fill the fields below with basic information of your paper, which we will be using as a w	ay to categorize paper submissions.
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*	Category	
	Keywords	
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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

Submit Paper Adder / Submit Paper Adder / Submit Paper		•
Submit a New Paper		
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Here is a sample you can refer to when filling in the Basic Information Page:



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.

4 After Uploading -> Submission Result Page

Submit Paper Author / Submit Paper		θ
Submit a	New Paper	
	Basic Information	
	Upload Paper Submission Result	
	You have successfully submitted your paper.	
	Now you can go to M DASHBOARD and manage your submissions.	

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 "<u>submit paper for review</u>." 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 "<u>Paper Management</u>."

3) Paper Management

If you **don't have a UV Author Account**, please follow the steps mentioned in "<u>UV Author Registration</u>" 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 <u>edit</u> or <u>deleted</u>. If your papers are finalized and are ready for review, you **MUST** choose to "<u>submit paper for review</u>." 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 (<u>https://uv2020.universal-village.org/</u>).

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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 (<u>Registration Step 2</u> in "<u>UV Author</u> <u>Registration</u>").

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.

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	Submission System		Welcome!			
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	 My Submissions 	٥				
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2/	Reviewer	~			E+	
Θ	My Account	~	e as a Category Chair Assign Reviewer	Assigned Papers	(B) as an Author Submit Paper	As an Author My Submissions
			Assign reviewer to papers	Review papers assigned to you	Submit a new paper to the conference	View the statuses of previous paper submissions

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

Home Dashboard / Hame						W	θ
Welcome! Signed in as 6 uv	204070						
Now you can					5	I	
Assign Reviewer Assign reviewer to paper	e as a Category Char	Assigned Papers Review papers assigned to you	e as a Reviewor	Submit Paper Submit a new paper to th	e conference	My Submissions View the statuses of previous pa	e as an Author

Option 1: Click "My Submissions"

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		Assign reviewer to papers	Review papers assigned to you	Submit a new paper to the conference	View the statuses of previous paper submissions

4 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:

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Autho	or / MySu	ubmissions
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	A	Category Category I. UV Vision - Session 1-A: Vision for Universal Village and UV Indices
	Ē	Abstract aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
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	**	Authors 6 uv
	łÐ	Status Draft With Session Chair Under Review To Be Revised Accepted Rejected Camera Ready
	<u>*</u>	Paper Submission File Click to download
		/ • >

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

below.

Status		
• Draft		
With Session Chair		
Under Review		
To Be Revised		
Accepted		
Rejected		
Camera Ready		

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"

With Session Chair	
Under Review	
To Be Revised	

: Your submitted papers are under

review.

Stage 3: Paper Review Results

Accepted Rejected

: You can check whether your submitted

papers are accepted or rejected.

Stage 4: Final Submissions

<u>Camera Ready</u> : Once your paers are accepted, you are expected to submit camera-ready versions of your papers.

You can <u>edit</u> or <u>delete</u> your uploaded papers before "<u>Submit Paper for</u> <u>Review</u>." If your papers are finalized and are ready for review, you **MUST** choose to "Submit Paper for Review."

Please refer to instructions below to "<u>edit</u>," "<u>delete</u>" and "<u>submit paper for</u> <u>review</u>."

4 Edit Paper (Coming Soon):

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	/ My Submissions
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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.

4 Delete Paper:

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



4 Submit Paper for Review:

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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.



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