

## INSTRUCTIONS FOR SUBMISSION VIA EASYCHAIR

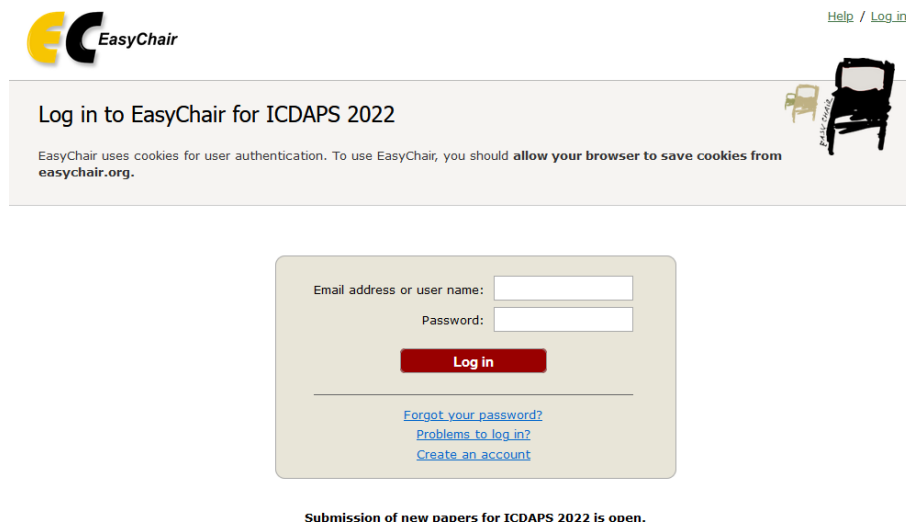
The abstract submission for **International Conference on Data Analytics in Public Procurement and Supply Chain (ICDAPS 2022)** is being managed through a web-based conference management system ‘**EasyChair**’. The authors can submit, update, and withdraw their abstracts through this system before the prescribed deadline for abstract submission. This document is intended to assist authors in the abstract submission process.

### 1. Login to EasyChair Account / Set up an account as an Author

If you already have an EasyChair account from another conference, you can use that account to submit a paper to ICDAPS 2022 Conference. Go to

<https://easychair.org/account/signin?l=a1iY7JU4Ho6LCsCDbM1QvU>

You will then be automatically directed to the page shown in Figure 1.



The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo. To the right, there are links for 'Help / Log in'. The main heading is 'Log in to EasyChair for ICDAPS 2022'. Below this, a note states: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' There is an illustration of a chair. The login form contains two input fields: 'Email address or user name:' and 'Password:'. A red 'Log in' button is positioned below the fields. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'. At the bottom of the form area, a message reads: 'Submission of new papers for ICDAPS 2022 is open.'

In case you have not used EasyChair Conference System earlier, you need to first create an account (username and password) as an author in EasyChair. You may please follow the same link <https://easychair.org/account/signin?l=a1iY7JU4Ho6LCsCDbM1QvU> and click on “Create an account” provided below as shown in Figure.

You will then be automatically directed to the page shown in Figure.

### 2. Submit your Abstract

Sign in with the username and password you provided. ICDAPS 2022 Abstract Submission Page will appear as shown in Figure below. Click on “**Make a New Submission**” from menu to upload your abstract.

- **Extended Abstract Submission:** One needs to submit 500-1500 words abstract first.
- **Paper Submission:** One needs to submit 6-9 page paper first.



The screenshot shows the EasyChair website interface. At the top left is the "My EasyChair" logo. To its right is a box containing the EasyChair logo and the text "reprints". Further right are links for "Help / Log out". Below this is a navigation bar with tabs for "Conferences", "CFP", "VCS", "Preprints", "Slides", and "EasyChair". The main content area displays "ICDAPS 2022 (International Conference on Data Analytics in Public Procurement and Supply Chain 2022)". Below this, it states "You are logged in to ICDAPS 2022 (International Conference on Data Analytics in Public Procurement and Supply Chain 2022)." and "Use the links below to access ICDAPS 2022.". Under the heading "Author", there is a link for "make a new submission".

- After selection of the extended abstract or the paper, one needs to submit a presentation and a video.

## New Submission for ICDAPS 2022

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 Web 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\* :

Email\* :

Country/region\* :

Organization\* :

Web page:

corresponding author

**Author 3** ([click here to add yourself!](#))

First name\* :

Last name\* :

Email\* :

Country/region\* :

Organization\* :

Web page:

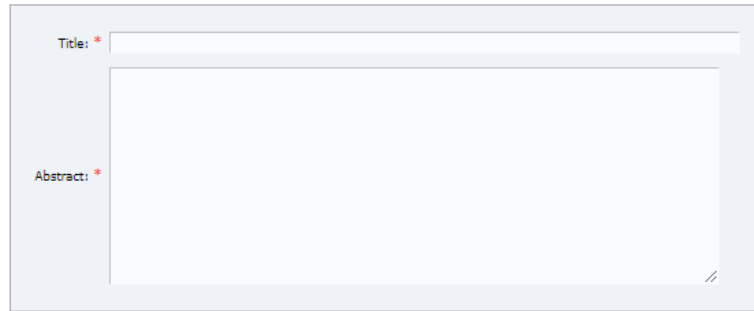
corresponding author

[Click here to add more authors](#)

\* Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [see the Help article about names](#).

### Title and Abstract

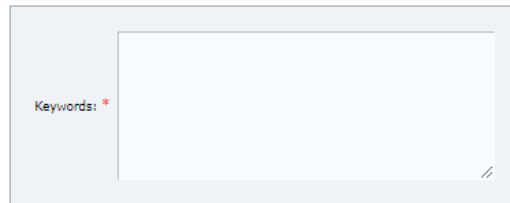
The title and the abstract should be entered as plain text, they should not contain HTML elements.



A form with two input fields. The first field is labeled "Title: \*" and is a single-line text input. The second field is labeled "Abstract: \*" and is a larger multi-line text area. Both fields are currently empty.

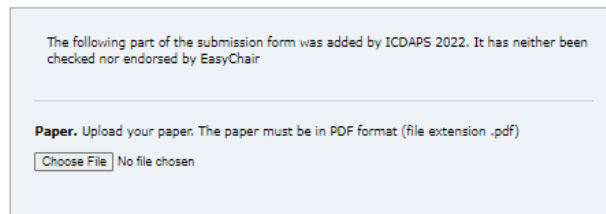
### Keywords

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.



A form with a single input field labeled "Keywords: \*". The field is a multi-line text area, currently empty.

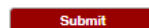
### Files



A form with a text box containing the following text: "The following part of the submission form was added by ICDAPS 2022. It has neither been checked nor endorsed by EasyChair". Below this is a horizontal line, followed by the text: "Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)". At the bottom is a "Choose File" button and the text "No file chosen".

### Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**



A red rectangular button with the text "Submit" in white.

A new abstract submission form will appear as provided in Figure. Fill in the details as requested in the form.

Please ensure that your contact details are filled in properly. Next, you can add authors to your submission manually. To add co-authors with whom you have already submitted a paper via EasyChair press “click here to add an associate” and select them from the list. By default, three author forms are shown, additional forms can be added by clicking the link “add more authors” at the bottom of third author form.

To complete the abstract submission process, you need to **upload the PDF file** of your **Extended abstracts/Full paper**. Once the abstract is submitted, the authors will receive an intimation from ICDAPS 2022 confirming about the submission.

**For any enquiries, please contact:**

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