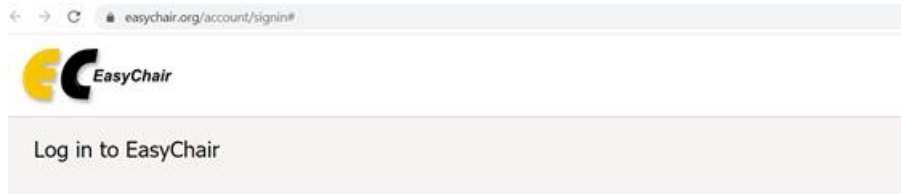# A Guide to submit manuscripts to ICEE2022

Main steps

1. **After being redirected to Easy Chair's website, click on "create an account"**

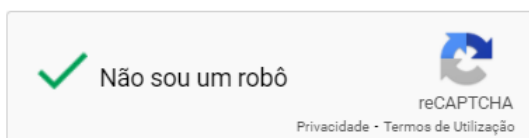2. **Satisfy the two steps imposed by Easy Chair**

← → C 🔒 easychair.org/account/signup2?g-recaptcha-response=03AGdBq26Cv7gjgQz6ltFtU-iN3TdZckz-Uu1I8eXFFG-bNWBLhjl\

EasyChair

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *.

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name[†]: * [   ]

Last name: * [   ]

Email: * [   ]

Retype email address: * [   ]

Continue

The result will be this one:

← → C 🔒 easychair.org/account/signup3

EasyChair

Account Application Received

We received your application. A mail with further instructions has been sent to the email address vmsrib@hotmail.com.

If You Do not Receive the Instructions

If you do not receive our email with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
    This is still the most likely cause of delays.
Slow mail processing
    Some mail servers process mail for a long time. For example, you mail server may spend a lot of time checking incoming mail for spam.
"Reply-me" mail protection.
    Some mailers, when receiving an email from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been program, so if your email address uses such a protection, you will never receive our mail. If you have such a protection and it is configurable, c
Mailbox problems and quotas
    Some emails sent by EasyChair bounce back because the recipient mailbox is over quota.
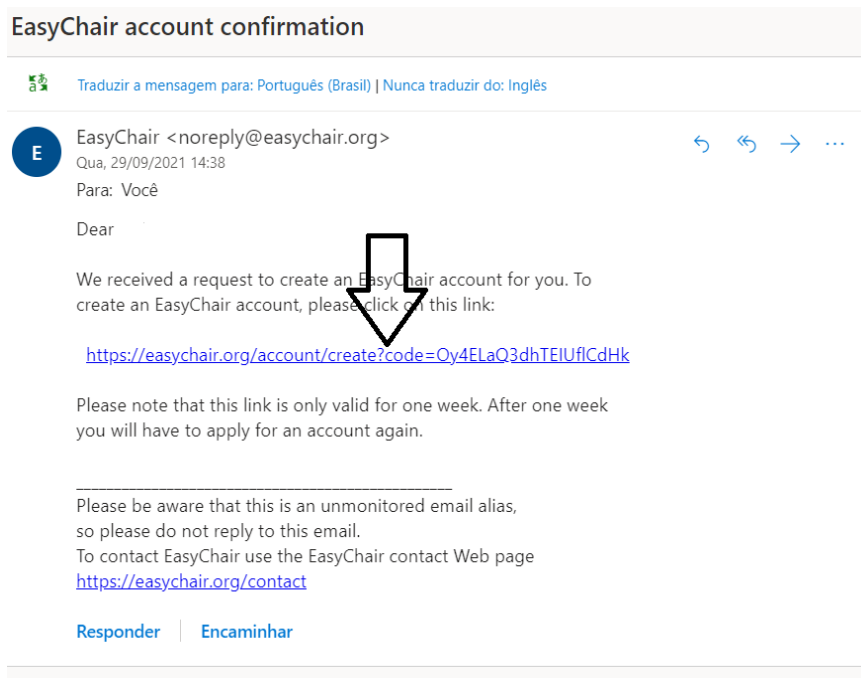*Anti-spam filters*
    It is possible that your spam filters will classify our email as spam. Please check your spam mail boxes.
General connection problems
    There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, either contact your system administrators or try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email adress

3. Go to your email and click on the link

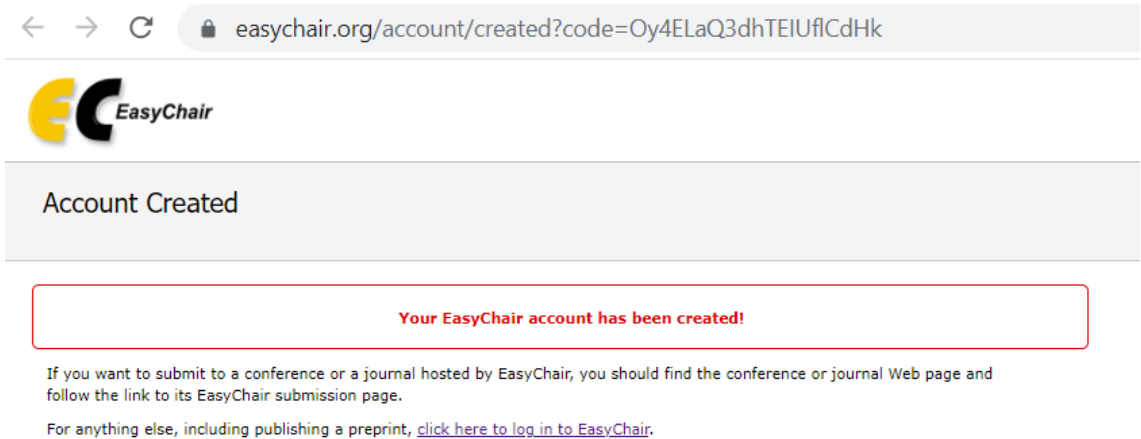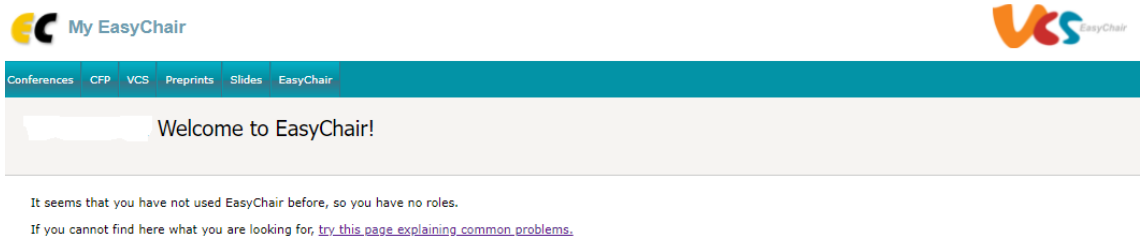**4. Complete the last step of the process**

PS: Do not forget to **agree** with Easy Chair's terms of services in the beginning.

5. Your account was now created and you are able to log in
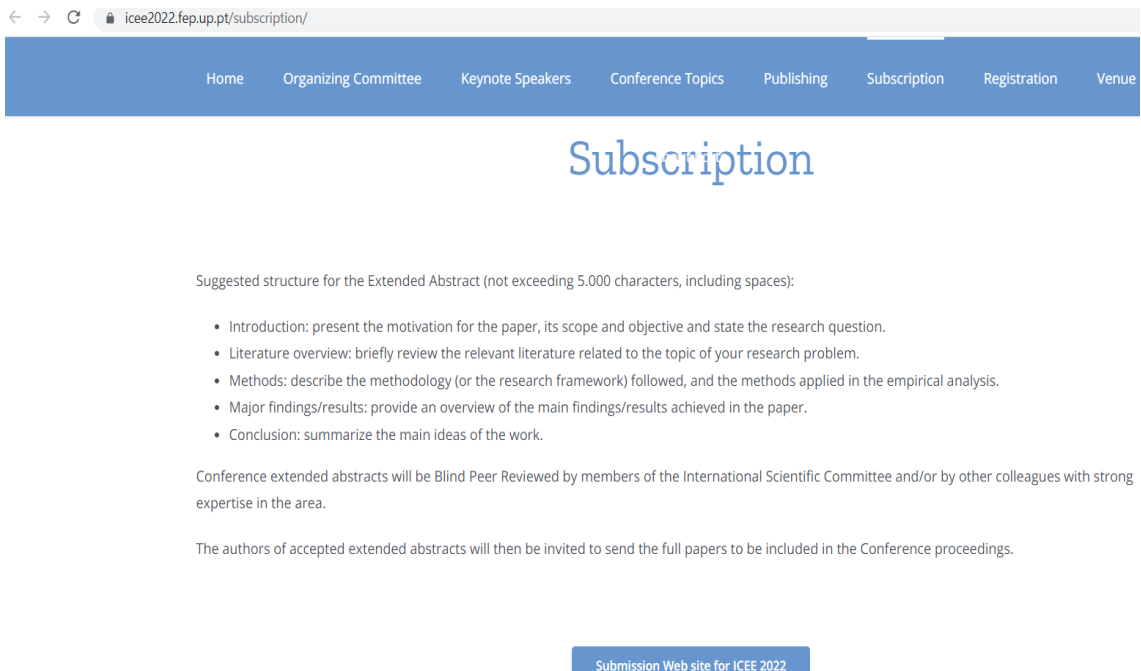

6. Once you log in, you see the initial page of Easy Chair. Don't be scared.

7. Go again to the website of ICEE2022 and click on the submit bottom

Subscription

Suggested structure for the Extended Abstract (not exceeding 5.000 characters, including spaces):

- Introduction: present the motivation for the paper, its scope and objective and state the research question.
- Literature overview: briefly review the relevant literature related to the topic of your research problem.
- Methods: describe the methodology (or the research framework) followed, and the methods applied in the empirical analysis.
- Major findings/results: provide an overview of the main findings/results achieved in the paper.
- Conclusion: summarize the main ideas of the work.

Conference extended abstracts will be Blind Peer Reviewed by members of the International Scientific Committee and/or by other colleagues with strong expertise in the area.

The authors of accepted extended abstracts will then be invited to send the full papers to be included in the Conference proceedings.

Submission Web site for ICEE 2022

8. You will now observe the link where you can make your submission.

Best regards,

Organizing Committee ICEE 2022