

# MAFS 5440 Project 1

## Submission Instruction

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# Kaggle Registration

- According to the Kaggle discussion thread “SMS Account Verification” (<https://www.kaggle.com/discussions/general/9883>), Kaggle requires phone verification only once, the first time you attempt to submit to a competition.
- If you see messages such as “Unable to verify phone number”, consult the first comment in the companion thread “Unable to Verify Phone Number” (<https://www.kaggle.com/discussions/general/300902>).

# Access to Kaggle Resources

- Kaggle competitions offer several resource sections: Code, Leaderboard, Data, and Discussion.



HOME CREDIT GROUP · FEATURED PREDICTION COMPETITION · 7 YEARS AGO

Late Submission



## Home Credit Default Risk

Can you predict how capable each applicant is of repaying a loan?



Overview

Data

Code

Models

Discussion

Leaderboard

Rules

Team

Submissions

# Access From the Code Section

- The “Code” tab hosts all publicly shared notebooks (previously known as “Kernels”) written by other participants.
- These notebooks include exploratory data analyses, feature engineering, and high-performing model pipelines.
  - e.g. Logistic Regression, Random Forest, and LightGBM are used in this Home Credit Default Risk example.

<https://www.kaggle.com/competitions/home-credit-default-risk/code>

# Accessing From the Leaderboard

- The Leaderboard ranks participants by their submitted predictions.
- Top-scoring users usually publish:
  - Final-stage blending scripts
  - Feature importance analyse
  - Model training pipelines

<https://www.kaggle.com/competitions/home-credit-default-risk/leaderboard>

# Hints on your submission

- By Combining the above Two Sources
  - Compare top scores on the Public Leaderboard.
  - Open the corresponding authors' Code notebooks.
  - Synthesize their feature-engineering or ensembling strategies.
  - Document dependencies (versions of LightGBM, XGBoost, CatBoost, etc.).

# Tips for Reproducibility

- Always note the evaluation metric
  - AUROC for this Home Credit Default
- Use git to preserve version history
  - Rather than copy paste code snippets
- If you use jupyter notebooks, commit successful experimental outputs to github.
  - The commit ID would verify your historical experiment results.

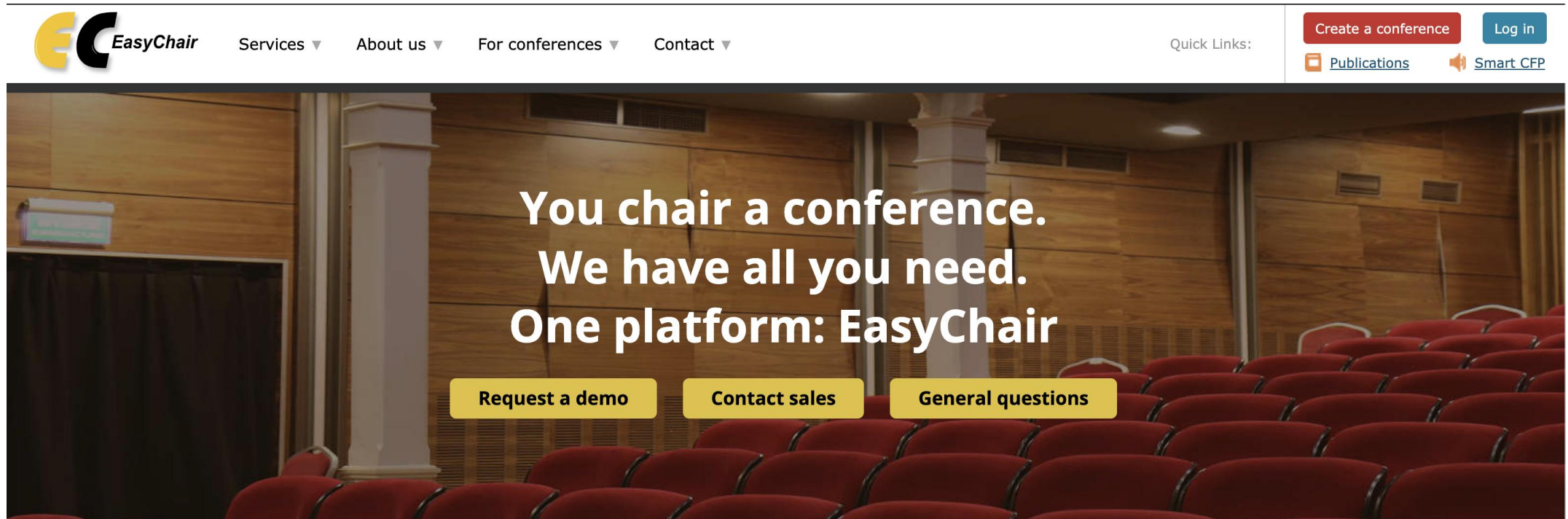
# Easy Chair Instruction

- This is the step-by-step guidance for using [EasyChair.org](https://EasyChair.org) to handle paper submissions and peer reviews.
- EasyChair is an online system that supports the full lifecycle of academic conference management, including:
  - Call for Papers (CFP) publication
  - Author submissions
  - Reviewer assignment & evaluation
  - Decision making
  - Proceedings management



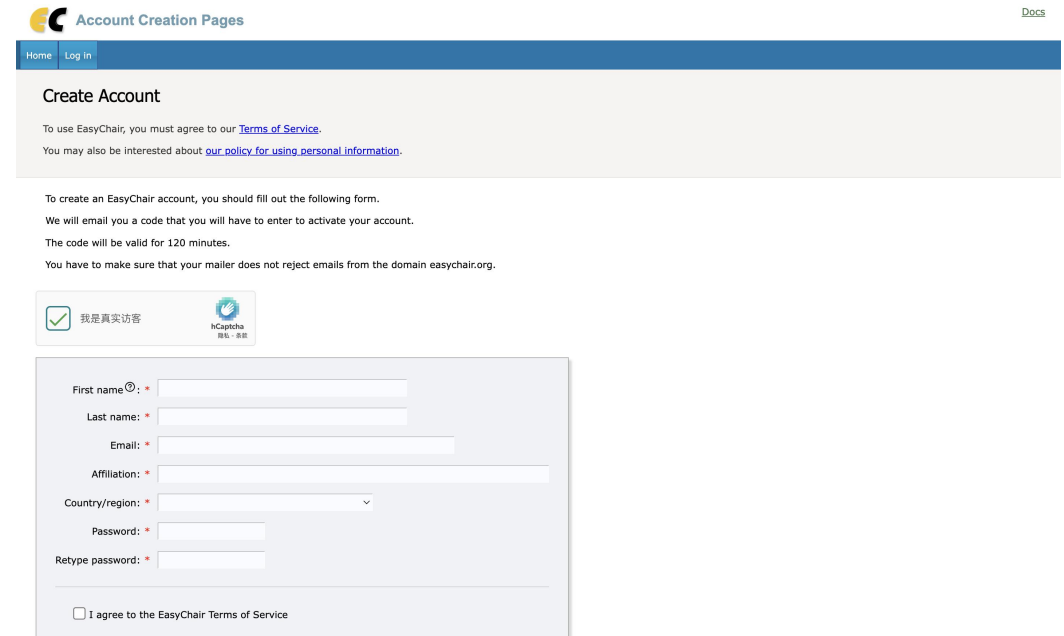
# Creating an EasyChair Account

- Step 1: Go to the EasyChair Homepage
  - Open your browser and go to <https://easychair.org>.
  - Click on “Sign Up for an Account”.



# Creating an EasyChair Account

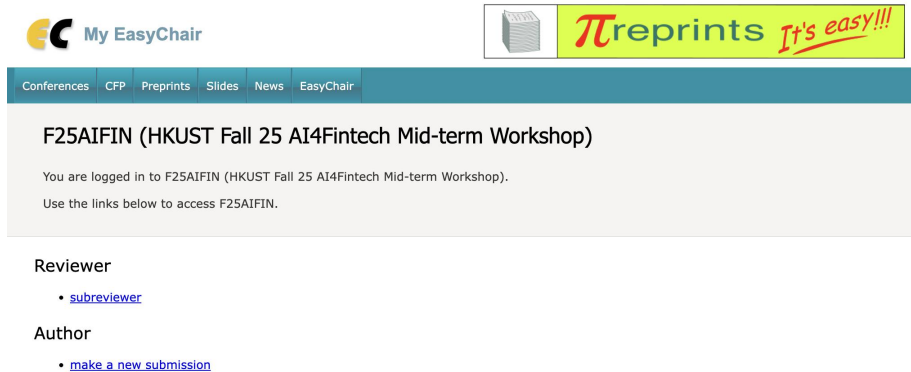
- Step 2: Complete Your Profile
  - Enter your name, affiliation, and country.
  - Choose a username and password.
  - Check the box agreeing to EasyChair's terms of service.
- Step 3: Conifrm Verification Email
  - Provide a valid email address.
  - You'll receive a verification email.
  - Click the link in the email to confirm.



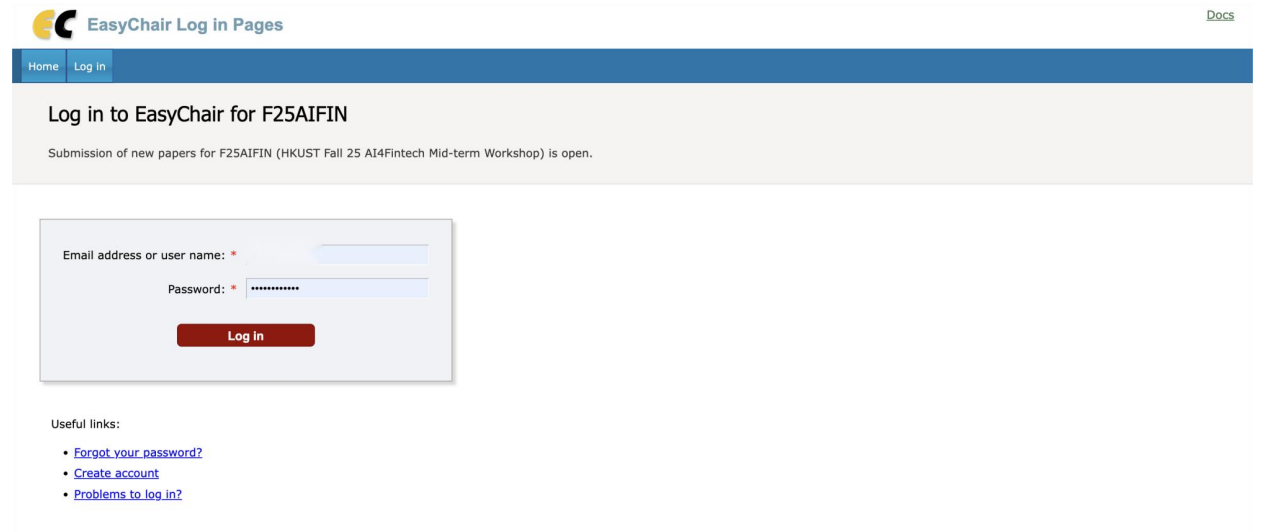
The screenshot shows the 'Account Creation Pages' for EasyChair. At the top, there's a navigation bar with 'Home' and 'Log in' links. Below this, the 'Create Account' section is highlighted. It includes a disclaimer about the Terms of Service and a link to the privacy policy. The main form area contains instructions for creating an account, followed by a CAPTCHA verification step with the text '我是真实访客' (I am a real visitor). The form fields include: First name (with a required field indicator), Last name, Email, Affiliation, Country/region (a dropdown menu), Password, and Retype password. At the bottom of the form, there is a checkbox for 'I agree to the EasyChair Terms of Service'.

# Accessing the Conference

- Once you have an account, login to <https://easychair.org/my/conference?conf=f25aifin>.



The screenshot shows the EasyChair website interface. At the top, there is a navigation bar with links: Conferences, CFP, Preprints, Slides, News, and EasyChair. Below the navigation bar, the main heading is "F25AIFIN (HKUST Fall 25 AI4Fintech Mid-term Workshop)". Underneath, it states "You are logged in to F25AIFIN (HKUST Fall 25 AI4Fintech Mid-term Workshop)." and "Use the links below to access F25AIFIN." There are two sections: "Reviewer" with a link "subreviewer" and "Author" with a link "make a new submission".



The screenshot shows the "EasyChair Log in Pages" for F25AIFIN. The page has a blue header with "Home" and "Log In" links. The main heading is "Log in to EasyChair for F25AIFIN". Below this, it states "Submission of new papers for F25AIFIN (HKUST Fall 25 AI4Fintech Mid-term Workshop) is open." There is a login form with two input fields: "Email address or user name:" and "Password:". Below the password field is a red "Log in" button. At the bottom, there are "Useful links:" including "Forgot your password?", "Create account", and "Problems to log in?".

Under “My Conferences,” click “Enter as Author,” or “Enter as Reviewer,” depending on your role.

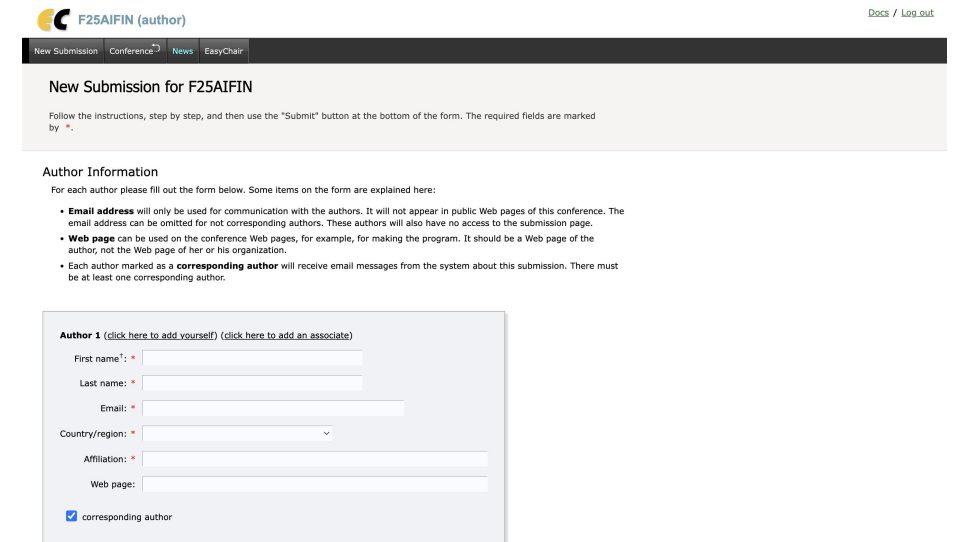
# Author Interface Overview

- After entering a conference as an Author, you'll see the following menu items:
  - Add authors: [make sure teamleader input every member as author for your submission.](#)
  - Input Title and Abstract: [please put a link to the github repo of your code/notebooks at the end of the abstract.](#)
  - Keywords: for assigning reviewers
  - PDF: upload your report or ppt in pdf format here.
  - Submit: after completing above form, click this button

Ready?

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


Submit



The screenshot shows the 'New Submission for F25AIFIN' page. At the top, there's a navigation bar with 'New Submission', 'Conference', 'News', and 'EasyChair'. Below this, a header section says 'New Submission for F25AIFIN' and includes instructions: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by \*.' The main section is titled 'Author Information' and contains a list of instructions: 'For each author please fill out the form below. Some items on the form are explained here:'. The instructions are: '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.', and '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.' Below the instructions is a form for 'Author 1 (click here to add yourself) (click here to add an associate)'. The form fields are: 'First name: \*', 'Last name: \*', 'Email: \*', 'Country/region: \*' (with a dropdown arrow), 'Affiliation: \*', and 'Web page:'. At the bottom of the form, there is a checkbox labeled 'corresponding author' which is checked.

# Managing Submitted Papers

- After click submit button, you can update your submission through banner:

 **F25AIFIN (author)** [Docs](#) / [Log out](#)

[New Submission](#) [Submission 3](#) [Conference ↗](#) [News](#) [EasyChair](#)

## F25AIFIN Submission 3

If you want to **change any information** about your submission, use links in the upper right corner.

For all questions related to your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

[Update information](#)  
[Update authors](#)  
[Add file](#)  
[Withdraw](#)

Submission 3	
Title	Test
Paper	
Author keywords	test submission fintech
Abstract	test
Submitted	Oct 15, 07:33
Last update	

Authors						
First name	Last name	Email	Country	Affiliation	Web page	Corresponding?
			China	HKUST		✓

# Reviewer's Duty

- Every student (NOT team) would be assigned around 1 or 2 reports to review.
- After submission deadline, you would receive an email containing a link to open review request. You will need to answer review request by clicking upper right button.

**F25AIFIN (subreviewer)** Docs / Log out

Review requests Conference News Alerts EasyChair

### Review Request

Xiaoyi Fu <aifn.hkust@gmail.com> requested you to review the following submission for F25AIFIN.

To accept or decline this request or to write to memberName click on "Answer request".

Even if your review is ready, to submit this review you should answer the request first.

No files were uploaded with this submission. You can check with Xiaoyi Fu when the files are expected to be submitted.

[Answer request](#)

#### Submission Information

Submission 3	
Title	Test
Paper	
Author keywords	test submission fintech
Abstract	test
Submitted	Oct 15, 07:33
Last update	

#### Emails

Below you will find the email exchange between you and Xiaoyi Fu concerning this paper. All times are UTC.

**Time:** Oct 15, 07:44  
**Who:** Xiaoyi Fu -> you  
**Subject:** F25AIFIN submission review request

Dear Bar,

I am a PC member of F25AIFIN. Could you please write a review for me on the following paper submitted to F25AIFIN.

-----  
Submission ID: 3  
Title: Test  
-----

**F25AIFIN (subreviewer)** Docs / Log out

Review requests Conference News Alerts EasyChair

### Answer Review Request

To answer the review request you should choose the appropriate action and edit a message to Xiaoyi Fu. The message will be sent by email to Xiaoyi Fu with a copy to you. Only Xiaoyi Fu and you will have access to the text of the message. If you choose not to send the message, Xiaoyi Fu will receive a notification about your decision.

You can choose one of the following actions.

#### Agree to review

In this case you should select "I agree". The message is optional.

#### Not agree to review

In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

#### Postpone your decision

Select "I will decide later". The message is then required. You can, for example, ask Xiaoyi Fu for further information in the message.

**Subject:** Your review request for F25AIFIN submission 3

**Message:**

# Writing and Submitting Reviews

- Once you accepted by answering the request, the upper right corner button become ‘submit review’.
- Enter the review form it may include:
  - Overall Evaluation (e.g., Strong Accept → Reject)
  - Confidence in Review
  - Summary of Paper
  - Strengths
  - Weaknesses
  - Detailed Comments
  - Confidential Remarks for Chairs Only

The screenshot displays the F25AIFIN (subreviewer) interface. At the top, there's a navigation bar with 'Review requests', 'Conference', 'News', and 'EasyChair'. The main heading is 'Add Review on F25AIFIN Submission 3'. Below this, there's a 'View submission' button. The form includes a section for 'Submission and Reviewer Information' with fields for Title, Authors, PC member, and Subreviewer. The 'Evaluation' section contains an 'Overall evaluation' section with radio buttons for 'strong accept' and 'accept'. To the right, there's a 'Reviewer's confidence' section with radio buttons for '(expert)', '(high)', '(medium)', '(low)', and '(none)'. Below this is a 'Confidential remarks for the program committee' section with a text area. At the bottom right, there's a 'Submit Review' button.

F25AIFIN (subreviewer) Docs / Log out

Review requests Conference News EasyChair

Add Review on F25AIFIN Submission 3 View submission

Add your review using the form below.  
If you prepared your review using an offline review form, you can also [upload your form here](#).

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this submission but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, EasyChair will show both the original and the revised reviews.

For this reason, please **make sure that the first review you enter for the submission is a valid review and not a draft** and that the scores you give to the submission are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Submission and Reviewer Information

Title: Test  
Authors: (anonymous)  
PC member: Xiaoyi Fu  
Subreviewer: Bar Foo

Evaluation

**Overall evaluation.** \* Please provide a detailed review, including a justification for your scores. The review text are required.

☐ strong accept  
☐ accept

**Reviewer's confidence.** \*



☐ (expert)  
☐ (high)  
☐ (medium)  
☐ (low)  
☐ (none)

**Confidential remarks for the program committee.** If you wish to add any remarks intended only for PC members please write them below. These remarks will only be seen by the PC members having access to reviews for this submission. They will not be sent to the authors. This field is optional.

Submit Review

# Double-check Your Reviews

- You can log in easychair again to confirm your reviews.
- Login and enter F25AIFIN again, you'll now see “Subreviewer” options.

[Docs](#) / [Log out](#)

ConferencesCFPPreprintsSlidesNewsAlertsEasyChair

Welcome to EasyChair!

To **view all your roles**, click on "All roles".

All roles

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
F25AIFIN	<a href="#">subreviewer / external reviewer</a>