FAIM'25 Submission Instructions for Authors

Abstract Submission Track

The submission and review of papers for FAIM 2025 will be managed through an online conference paper management system called **EasyChair**. This system gives the author a complete control over their submission(s). Author can upload their abstract and check on the review status of their submission. The submission process consists of **four** stages:

1. Setting up an account

2. Abstract submission

3. Full paper submission

4. Revised paper submission (If required)

The reviewer will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a full paper. The authors of full papers will be asked to submit a revised version if required based on the given reviews. The result of the second revision will be notified to the authors. This guide is intended to support authors during the submission process.

1. Set up an account as an Author

1. Create EasyChair account using https://easychair.org/account2/create

2. Click on the **"Create an account"** link as shown in **Figure 1**

3. Fill in the required details (name, email, affiliation, password) as shown in **Figure 2**

4. Submit the form by clicking **"Continue"**

5. Check your email inbox for the verification code from EasyChair

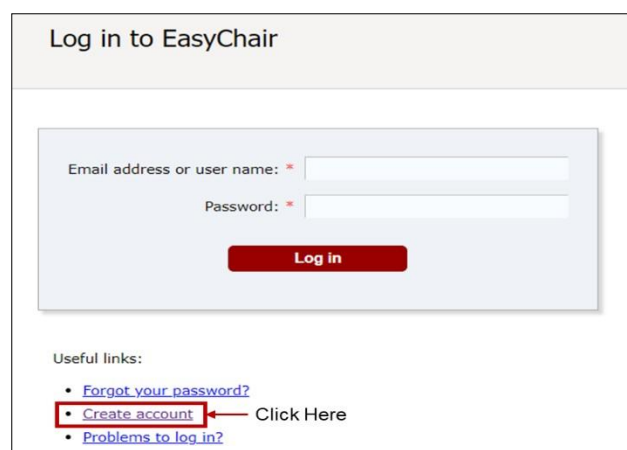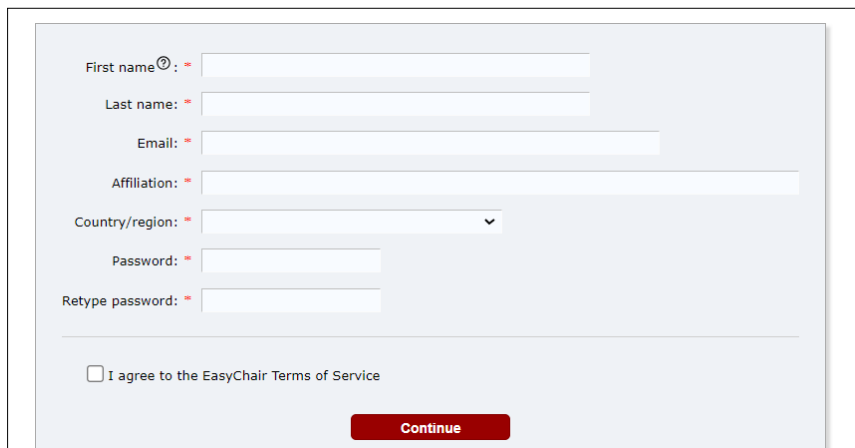6. Return to https://easychair.org/conferences/?conf=faim2025 and log in with your new credentials

Figure 1: Choose create account
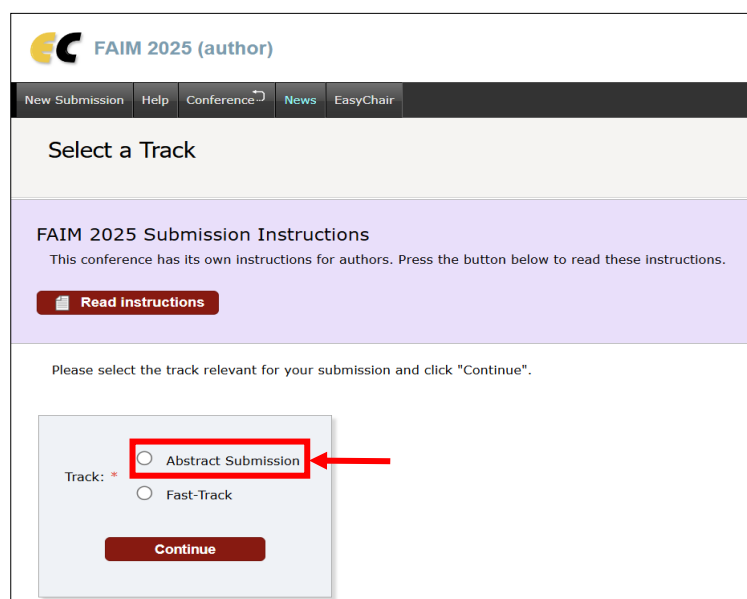
Figure 2: Fill in the form

2. Submit your abstract(s)

After logging in to the EasyChair website for FAIM 2025, you may click on the "Abstract Submission" track as shown in **Figure 3**

Figure 3: The main page

Enter all the information of all the authors(max. 5) as shown in **Figure 4**

Figure 4: Authors information

Fill out the text abstract, keywords and the related topics as shown in **Figure 5**

Figure 5: Submission Fields

Choose the relevant topic and upload the PDF abstract file using the special **Abstract Submission Form** as shown in **Figure 6**. Then click "Submit" to submit your abstract.

Figure 6: Relevant topics and file uploading

PLEASE DO NOT SUBMIT THE FULL PAPER OR ANY OTHER FILES AT THIS STAGE.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created as shown in **Figure 7**. Click on "Submission #" for changing any information about the submission as shown in **Figure 7**.

Use the links at the top-right corner as shown in **Figure 8** for:
- **Updating information about your submission**: select "Update information" from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission**: select "Update authors" to modify any information about the author(s) and click "save." In the case of multiple authors **(maximum 5)**, you can add ("Add new author") or remove authors (Click on "X"); then update the order of the authors by selecting the "Reorder authors" button.
- **Uploading files**: the "Update file" link may be used to upload **updated version of abstract** file. **Please do not upload any full paper files at this stage**.

Figure 7: A page for changing your submission(s)

Figure 8: Updating Submission

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email.

Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

3. Accepted Abstract - Full Paper submission

You can submit a full paper **by updating the submission you submitted as an abstract.** Most importantly, you must submit **a full paper** by selecting **"Update file"**. After clicking on "Update file", you will be able to select and upload the full paper file as shown in Figure 9.

Figure 9: Uploading full paper

Once the full paper review process is completed, you will receive reviews from the reviewer by email.

4.   Revised Paper Submission

If you receive an email with reviews, we request you to submit your revised paper. To upload your revised paper, click on "Submission and select "Update file" from the right-hand menu of the Submission screen and submit the revised paper file.