

# FAIM'25 Submission Instructions for Authors

## *Abstract/Full Paper with Accepted Abstract Track*

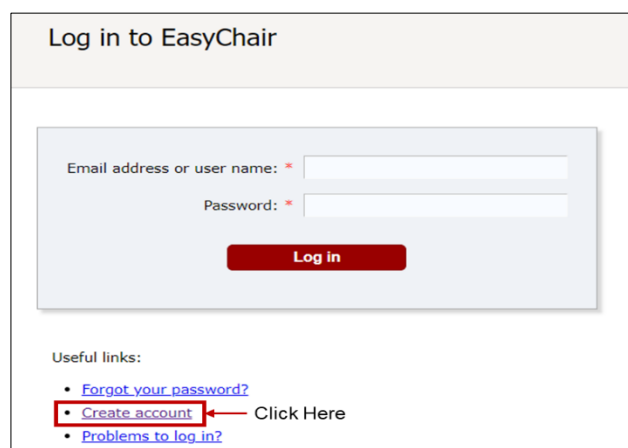
The submission and review of papers for FAIM 2025 will be managed through an online conference paper management system called **EasyChair**. This system gives the author complete control over their submission(s). Authors can upload their abstract and check the review status of their submission. The submission 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/FAIM2025> and log in with your new credentials



Log in to EasyChair

Email address or user name: \*

Password: \*

**Log in**

Useful links:

- [Forgot your password?](#)
- [Create account](#) ← Click Here
- [Problems to log in?](#)

Figure 1: Choose create account

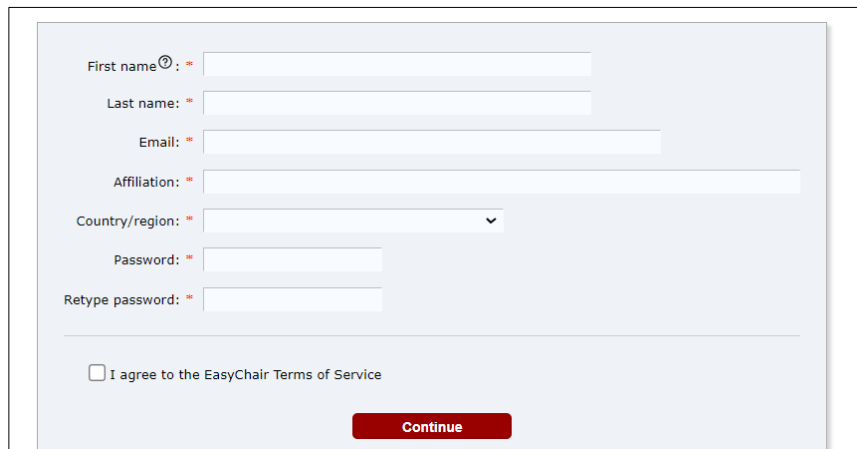
A registration form for EasyChair. It contains input fields for First name, Last name, Email, Affiliation, Country/region (a dropdown menu), Password, and Retype password. Below these fields is a checkbox labeled "I agree to the EasyChair Terms of Service". At the bottom right is a red "Continue" button.

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/Full Paper with Accepted Abstract” track as shown in **Figure 3**

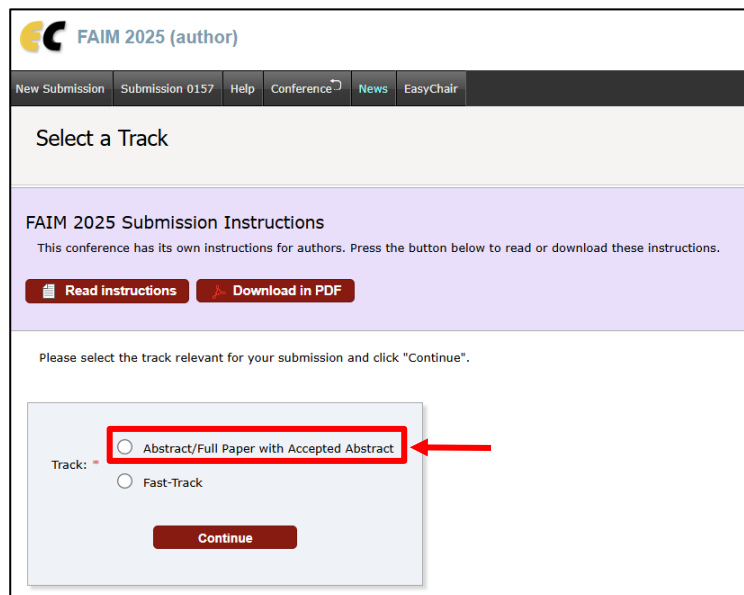
The main submission page for FAIM 2025 (author). The header includes the FAIM 2025 logo and the text "FAIM 2025 (author)". Below the header is a navigation bar with links: "New Submission", "Submission 0157", "Help", "Conference", "News", and "EasyChair". The main content area is titled "Select a Track". Below this is a section for "FAIM 2025 Submission Instructions" with a text box stating "This conference has its own instructions for authors. Press the button below to read or download these instructions." and two buttons: "Read instructions" and "Download in PDF". Below this is a text box stating "Please select the track relevant for your submission and click 'Continue'." and a form titled "Track:". The form has two radio button options: "Abstract/Full Paper with Accepted Abstract" and "Fast-Track". The first option is selected and highlighted with a red box and a red arrow. Below the form is a red "Continue" button.

Figure 3: The main page

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

New Submission for FAIM 2025 (Abstract/Full Paper with Accepted Abstract)

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.

• One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

Author 1 (click here to add yourself) (click here to add an associate)

First name\*:

Last name\*:

Email\*:

Country/region\*:

Affiliation\*:

Web page:

☒ corresponding author

☐ presenter

Figure 4: Authors information

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

Title and Abstract

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

Title\*:

The abstract should not exceed 250 words

Abstract\*:

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.

Keywords\*:

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.

The screenshot shows a web form titled "Topics" with a sub-header "Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics. **You must select between 1 and 3 topics.**". Below this is a list of 13 topics, each with a checkbox: Flexible Automation Technologies and Collaborative Automation, AI for Intelligent Manufacturing and Dynamic Decision-Making, Digital Twins and Digital Twin-Driven Smart Manufacturing, Cybersecurity in Manufacturing and Data Protection, Sustainable Supply Chains and The Hyper-Connected Supply Chain, The Human Factor in Intelligent Manufacturing, The Impact of Emerging Technologies in Manufacturing, Production Planning and Scheduling and On-Demand Manufacturing, Resilient Manufacturing, Global Manufacturing Collaboration, The Ethical Framework for Smart Manufacturing, Special Session on Green and Sustainable Manufacturing and Engineering Systems, and Other. Below the topics section is a "Files" section with a sub-header "Abstract / Full Paper Submission. \* Please upload your abstract or full paper in PDF format, adhering to the following guidelines:". It lists guidelines for new abstracts (maximum 1 page) and full papers (maximum 8 pages, with additional fees beyond the 8-page limit). Below the guidelines is a "Choose File" button and the text "No file chosen". At the bottom of the form is a "Ready?" section with the instruction "If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**" and a red "Submit" button.

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.**

New Submission
Submission 0157
Help
Conference ↶
News
EasyChair

## FAIM 2025 Submission 0157

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

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

Update information  
Update authors  
Update file  


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Withdraw


Submission 0157	
Title	Abstract
Abstract Submission:	 (Nov 27, 16:48 GMT) <a href="#">(previous versions)</a>
Track	Abstract/Full Paper with Accepted Abstract
Author keywords	Keyword 1 Keyword 2 Keyword 3
EasyChair keyphrases	full paper (80), update file (40), revised paper submission (31), submission select update (31), click on submission (31), abstract submission track (31), full paper submission (31), revised paper (30)
Topics	Flexible Automation Technologies and Collaborative Automation
Abstract	Abstract Text
Submitted	Nov 25, 19:29 GMT
Last update	Nov 29, 15:52 GMT

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

New Submission
Submission 0157
Help
Conference ↶
News
EasyChair

## FAIM 2025 Submission 0157

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

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Update information  
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Withdraw


Submission 0157	
Title	Abstract
Abstract Submission:	 (Nov 27, 16:48 GMT) <a href="#">(previous versions)</a>
Track	Abstract/Full Paper with Accepted Abstract
Author keywords	Keyword 1 Keyword 2 Keyword 3
EasyChair keyphrases	full paper (80), update file (40), revised paper submission (31), submission select update (31), click on submission (31), abstract submission track (31), full paper submission (31), revised paper (30)
Topics	Flexible Automation Technologies and Collaborative Automation
Abstract	Abstract Text
Submitted	Nov 25, 19:29 GMT
Last update	Nov 29, 15:52 GMT

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.

The screenshot shows the 'Update a File for Submission 0157' interface. At the top, there are navigation tabs: 'New Submission', 'Submission 0157', 'Help', 'Conference', 'News', and 'EasyChair'. Below the tabs, the title 'Update a File for Submission 0157' is displayed. A message states: 'Use the form below to **upload or update** a file for your submission. The file is mandatory and cannot be deleted.' Below this is a table with four columns: 'File', 'Admissible file extensions', 'Minimum number of pages', and 'Current version'. The table contains two rows of information. The first row is for 'Abstract / Full Paper Submission (\*)' with a note to upload in PDF format. The second row specifies 'New abstract: Maximum of 1 page' and 'Full Paper (for Accepted Abstracts): Maximum of 8 pages. Additional fees apply beyond the 8-page limit'. The 'Admissible file extensions' column lists 'PDF (extension pdf)'. The 'Minimum number of pages' column lists '1'. The 'Current version' column shows a red icon. Below the table, there is a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a red 'Submit' button.

File	Admissible file extensions	Minimum number of pages	Current version
<b>Abstract / Full Paper Submission (*)</b> . Please upload your abstract or full paper in PDF format, adhering to the following guidelines: New abstract: Maximum of 1 page Full Paper (for Accepted Abstracts): Maximum of 8 pages. Additional fees apply beyond the 8-page limit			
PDF (extension pdf)	1		

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.