



ICCAIA

International Conference on Computing, Artificial Intelligence and Its Applications

GUIDE TO PAPER SUBMISSION

2024 International Conference on Computing,
Artificial Intelligence, and Its Applications

Abstract

This is to guide authors on how to use submit their papers for review to the 2024 International Conference on Computing, Artificial Intelligence and Its Applications. Paper submissions and reviews are made through the Microsoft Conference Management Toolkit (CMT) website.

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ICCAIA

International Conference on Computing, Artificial Intelligence and Its Applications

2024 International Conference on Computing, Artificial Intelligence and Its Applications

Paper submissions and reviews are made through the Microsoft Conference Management Toolkit (CMT) website. To submit your paper for the conference, it is necessary to register on the website. <https://iccaia.ghsociety.org/>

Accessing the conference site

The official site of the conference is and as shown in the figure below



Figure 1: The Conference main page

How to Submit a paper to the Conference

The following will guide an author on how to submit a paper

Accessing the link to the Conference submission page

Option 1. Go to the Submission page by directly typing the following URL in your browser or click on it in this pdf directly <https://cmt3.research.microsoft.com/ICCAIA2024>

Or you are on the conference website, you can click on the SUBMIT A PAPER . You can find it as shown using the red arrow in in figure 2 and figure 3below.

After clicking on the submit button follow **Option 2.**



Figure 2:submission link on the menu of the main site



Figure 3: submission link on main site before the footer

The login page

Option 2. The conference submission page looks as below. If you already have an account, you can enter your Email and password login. After successful login go to **option 5**

If you have forgotten our password use **option 3**. Below by clicking on the **Reset Password** tab. This is shown in figure 5 with the red arrow.

If you are a new user use **option 4**. to register by clicking on the **Registration** link on the page. This is shown in figure 5 with the yellow arrow.

NB: Those invited as reviewers via a mail will have to use option 3. to reset their password before login process.

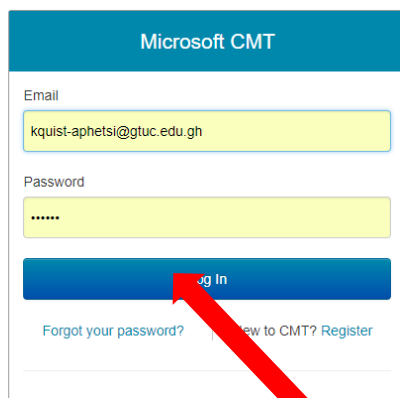


Figure 4: Login page

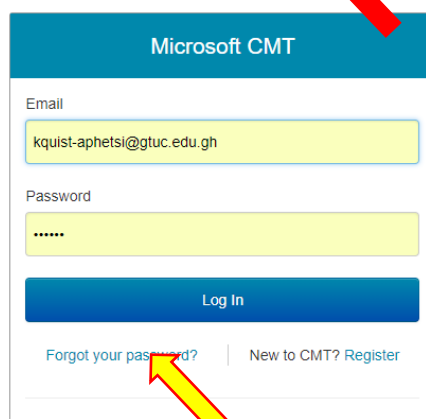


Figure 5: Reset Password tab

Figure 6:Registration tab

The Reset password page

Option 3. The reset password page is as shown in figure 7 below. Enter the email and verification character and click on the reset button, check your mail and go to **option 2**

Figure 7: The reset password page

The Registration page

Option 4. The registration page is as shown in figure8 below. Fill all or the required fields and click on the register button to submit and go to **option 2**

Figure 8:registration page

The Submission page

Option 5. After successful login the following page shown in figure 9 below show and click on the link the red arrow is pointing at to access the submission page shown in figure10 below and go to **option 6**.

Figure 9: link to the submission page

Figure 10:the submission page

Submitting the paper

Option 6. Click on new submission button After successful login the following page shown in figure 9 below show and click on the link the red arrow is pointing at to access the submission page shown in figure 11 below and go to **option 7**.

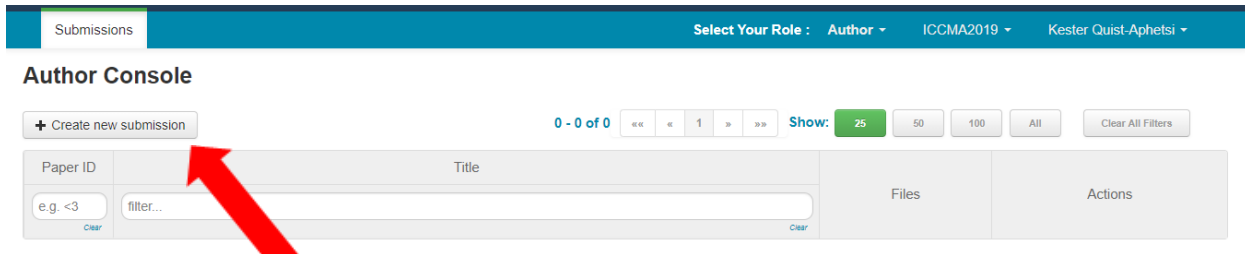


Figure 11: link to submission page

Entering the paper details

Option 7. Provide the title and abstract of the paper as shown in figure 12 below the form below and go to **option 8**.

The screenshot shows the 'Create New Submission' form. The top navigation bar is the same as in Figure 11. Below the title 'Create New Submission', there's a section titled 'TITLE AND ABSTRACT'. It contains two required fields: '* Title' (a text input field) and '* Abstract' (a large text area). Below the abstract field, it says '3000 characters left'. Below this section, there's an 'AUTHORS' section with the text 'You may optionally add your collaborators.'

Figure 12: entering title and abstract

Adding co-authors to the paper details

Option 8. Enter the email of the co-author and click on add as shown figure 13 below. If the co-author is a registered user, the details will be added automatically else If the co-author is not registered, the fields in the figure 14 will show for you to fill the fields with the details of the co-authors and submit. For the next step see **option 9**

The screenshot shows the 'AUTHORS' section of the form. It includes the text 'You may optionally add your collaborators.' Below this is a table with the following data:

Primary Contact	Email	First Name	Last Name	Organization	Country
<input checked="" type="radio"/>	ceo@citacghana.com	Kester	Quist-Aphetsi	CRITAC	<input type="text"/> <input type="text"/>

Below the table, there's an 'Email' input field and a '+ Add' button. A red arrow points to the '+ Add' button. Below this, there's a 'SUBJECT AREAS' section with the text 'You may select up to 4 secondary subject areas.' Below this, there's a 'PrimarySecondary' section with a table of subject areas:

Primary	Secondary
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

The subject areas listed are 'Applications of Computing to Natural Sciences' and 'IP mobility protocols'.

Figure 13: Adding co-author to paper details

kester@kester.com + Add User was not found. To add new user, please enter information below and click Add button.
Enter email to add new author.

First Name First Name Last Name Last Name Organization Organization
Country/Region Select... + Add Cancel

SUBJECT AREAS
You may select up to 4 secondary subject areas.

Primary	Secondary
<input type="checkbox"/>	<input type="checkbox"/>
Applications of Computing to Natural Sciences	IP mobility protocols

Figure 14: Submitting the details of the co-author

Choosing a subject area for the paper details

Option 9. One has to choose/select one primary subject of the paper by ticking the boxes in the first columns e.g as the red arrows are pointing to in figure 15. For the next step see **option 10**.

SUBJECT AREAS

Conference paper Project Competition
 Doctoral Seminar

FILES

Figure 15: subject area for the paper details

Uploading the paper

Option 10. You can drag the file from desktop or a folder and drop in on the area circles red as shown in figure 16 below. You can also click on the button in the figure 16 below with button named "upload from a computer" with the yellow arrow pointing at it. After the upload, click on submit to upload the paper finally.

You can upload from 1 to 1 files. Maximum file size is 10 Mb. We accept doc, docx, pdf formats.

Drop files here
-or-
Upload from Computer

Submit Cancel

Figure 16: Uploading the paper

End of the process.

Thank You.