

## Initial paper submission guidelines to ASSYST

### Submission Instructions to ASSYST – ICST Paper Submission and Review System

1. Go to [www.assyst-online.org](http://www.assyst-online.org)
2. Select Option number one to [Log In](#)
3. If you are not a registered user yet, you may choose to register on this page. (Your password will be e-mailed to you shortly after the registration has been completed)
4. If you are registered user already, log in with your e-mail and password.
5. Click on the link "[Submit a Paper](#)" in the header menu.
6. Select the appropriate conference from the list and click on "[Submit a Paper](#)" on the right hand side, next to the tile of the conference.
7. Select the paper type you wish to submit, and click on "NEXT"
  - Full Paper
  - Short Paper
  - Invited Paper

8. Fill in the details of your paper (title, abstract) and select the primary and secondary topics from the menu. Click on "NEXT"

**IMPORTANT:** Your paper will be assigned to the reviewers based on the information and abstract you provide here!

9. Check the details of your paper. If everything is correct, click on "Submit"
10. If you want to modify anything on your paper, you can use the following functions (icons) in the Actions column: "Edit submission", "Add/Remove authors", "Upload manuscript", "Remove submission"
11. When all the data are entered correctly, please, click on the icon that says "Upload manuscript"
12. You can upload your paper by using the "Browse" button

**IMPORTANT:** You can only upload pdf files.

13. After you have successfully uploaded your paper, you will see the list of your papers as well as their statuses. You may modify and re-upload new versions of your papers before the review phase starts. After the reviewers have started you cannot make any further changes.
14. Once your paper has been reviewed, you will receive a notification message via e-mail. Please, consider the comments carefully and prepare your camera-ready paper accordingly if your paper is accepted.
15. For uploading the final version of your accepted paper, please refer to the Camera-Ready paper submission guidelines on the conference website.

If you need further assistance please contact the [ASSYST Administrator](#).