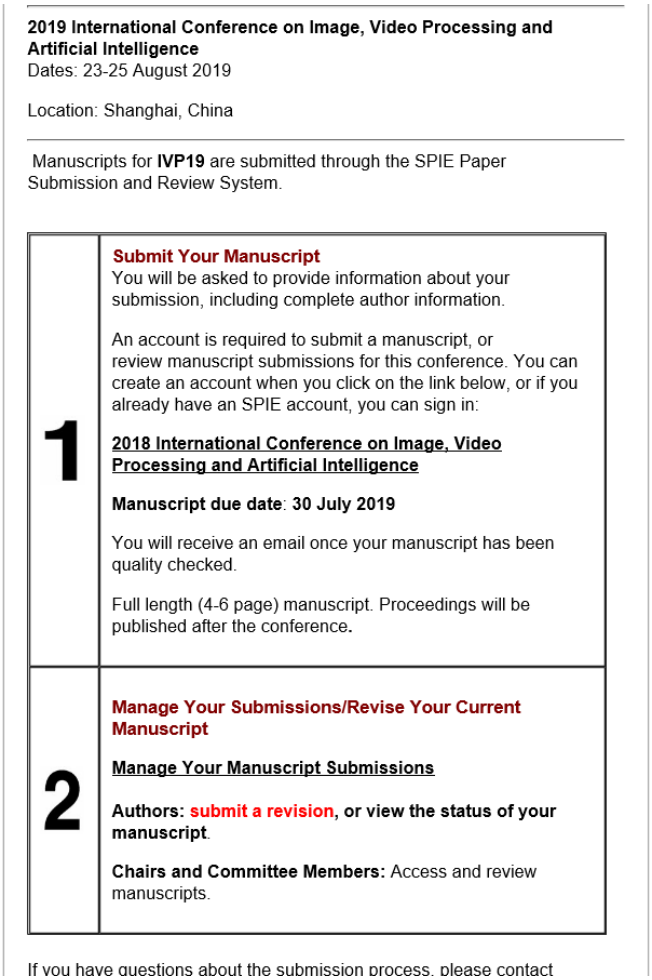
Submitting your manuscript to IVPAI 2019

FOR THIS PROCESS, IT IS IMPORTANT TO HAVE POP-UPS ENABLED.

Load the IVPAI 2019 Submissions landing page: http://spie.org/x129902.xml



2019 International Conference on Image, Video Processing and Artificial Intelligence
Dates: 23-25 August 2019

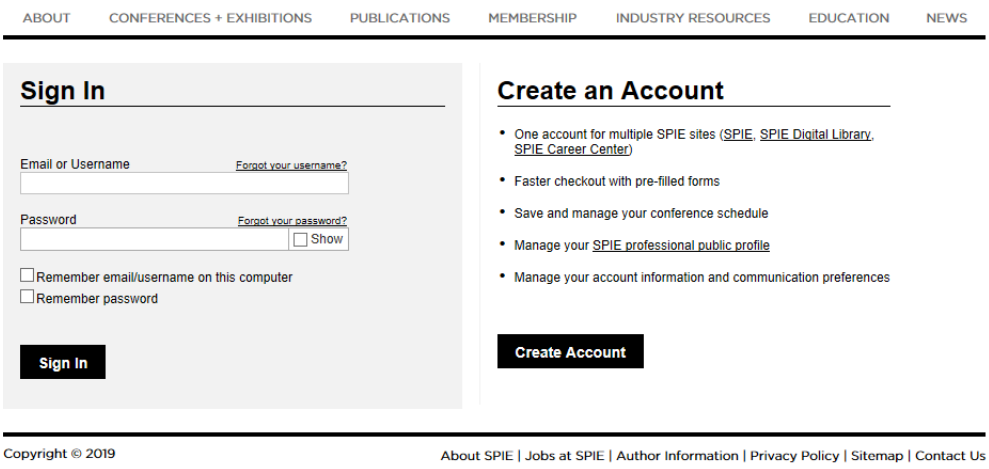
Location: Shanghai, China

Manuscripts for **IVP19** are submitted through the SPIE Paper Submission and Review System.

1	**Submit Your Manuscript** You will be asked to provide information about your submission, including complete author information. An account is required to submit a manuscript, or review manuscript submissions for this conference. You can create an account when you click on the link below, or if you already have an SPIE account, you can sign in: **2018 International Conference on Image, Video Processing and Artificial Intelligence** **Manuscript due date**: **30 July 2019** You will receive an email once your manuscript has been quality checked. Full length (4-6 page) manuscript. Proceedings will be published after the conference.
2	**Manage Your Submissions/Revise Your Current Manuscript** **Manage Your Manuscript Submissions** **Authors: submit a revision, or view the status of your manuscript**. **Chairs and Committee Members:** Access and review manuscripts.

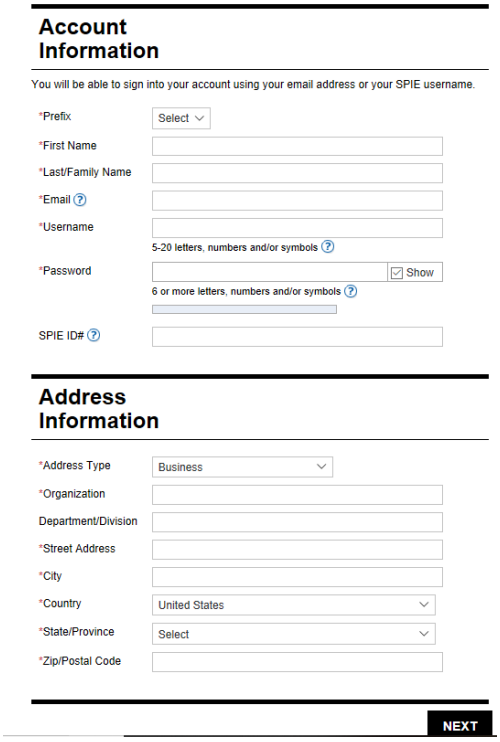
If you have questions about the submission process, please contact

Once you click the link titled: 2018 International Conference on Image, Video Processing and Artifical Intelligence it will take you to the SPIE Login screen. (Pictured in the next screenshot below.)
This is normal, and an important step to make sure you will be able to access the submission in the future.
If you have an account, login on the left hand side of the screen.



SPIE login screen

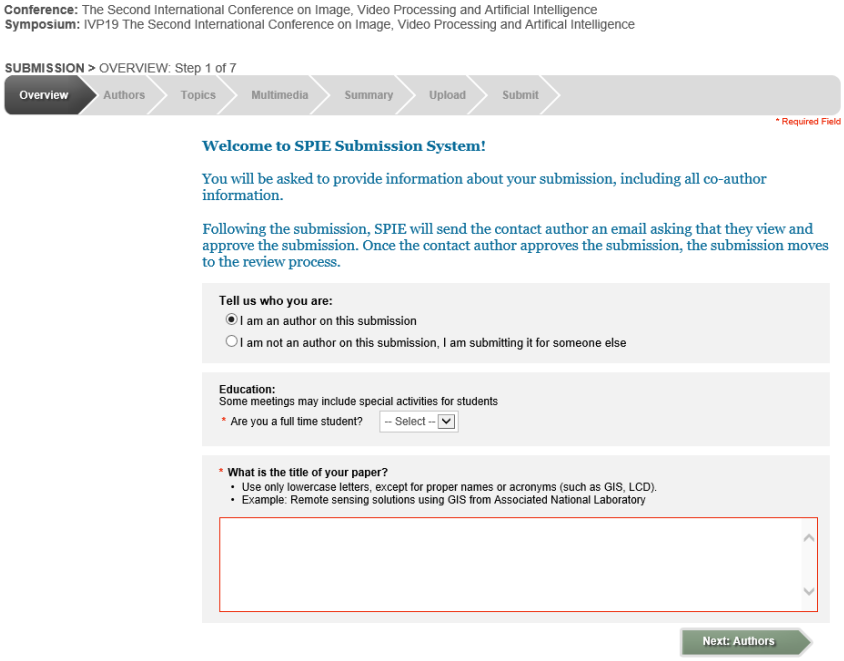
IF YOU NEED TO CREATE AN ACCOUNT because you have not submitted an abstract or manuscript with us before, selecting Create Account will take you to this screen:



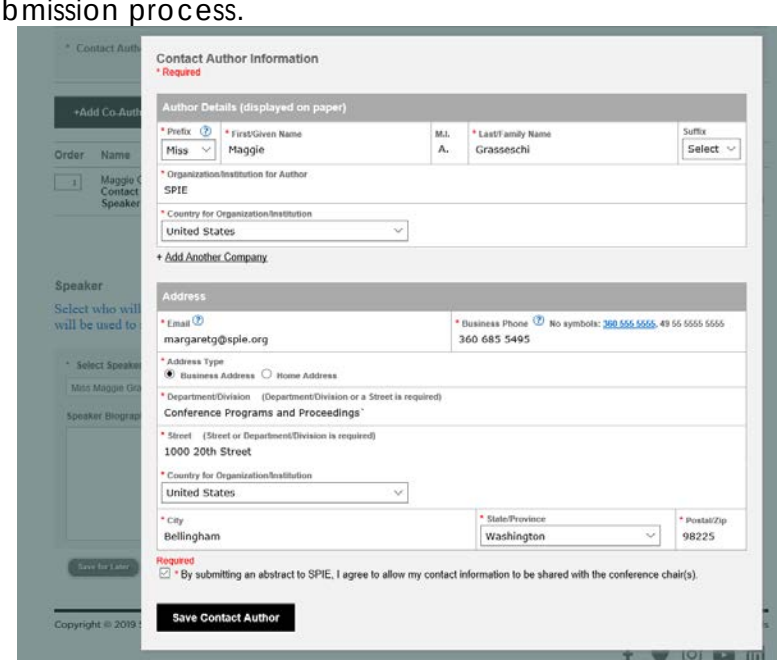
NOTE: IF YOU ALREADY HAVE AN SPIE ID, YOU DO NOT NEED TO CREATE ANOTHER ACCOUNT. Please contact Customer Service (customerservice@spie.org) and they willl help you get your account details.

Once you've either logged in or created an account, the website will automatically take you into the submission system. It may take a few seconds to process and load, **but please do not navigate away from the SPIE page**.

The first page of the submission system will look like this:



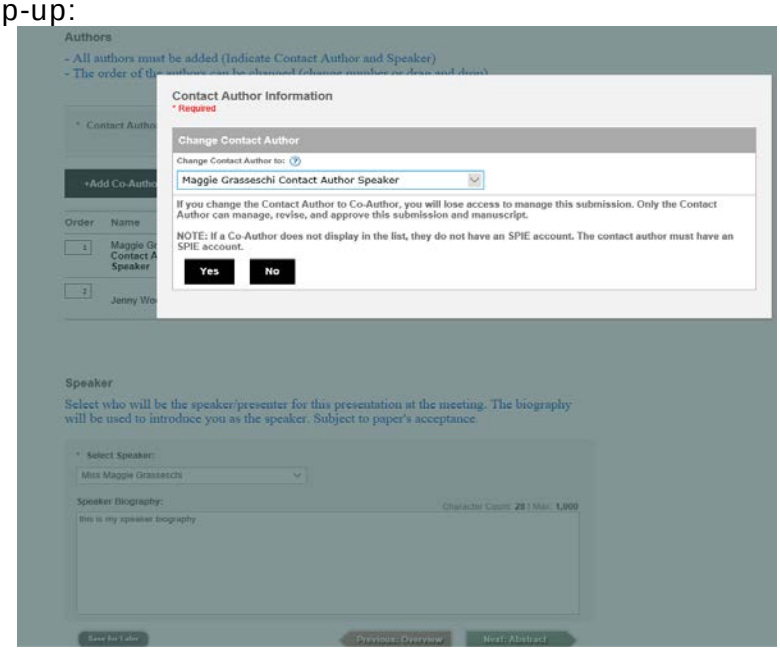
The next step will take you to the Author Information page. **Please input <u>your information</u> as the Contact Author**. If you need to change Contact Authors, you may do so later in the submission process.



Contact Author information screen

After you have saved this information, you will have the ability to add your co-author information.

Once you've added your co-authors, you also have the option to change the contact author. Clicking the Change Contact Author box on the right-hand side of the screen will open this pop-up:

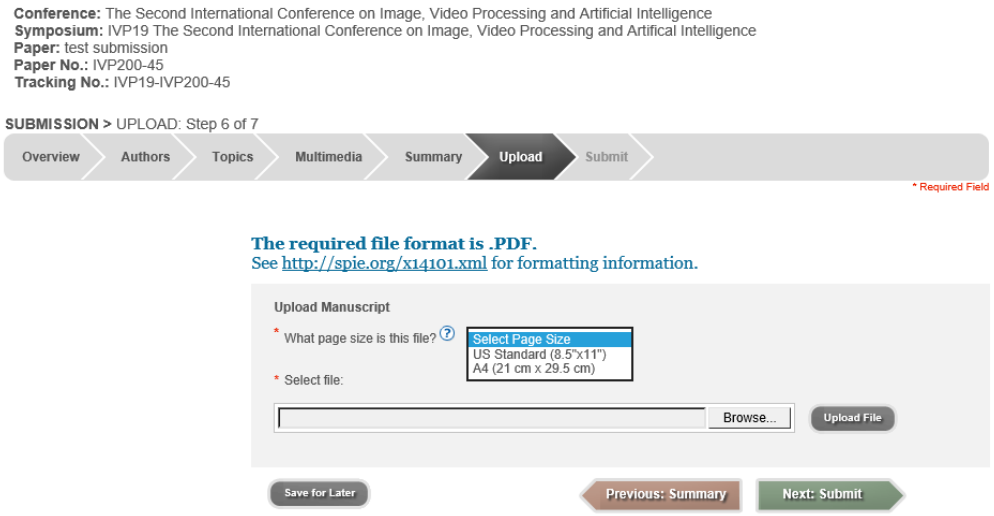


Changing the Contact Author pop-up screen

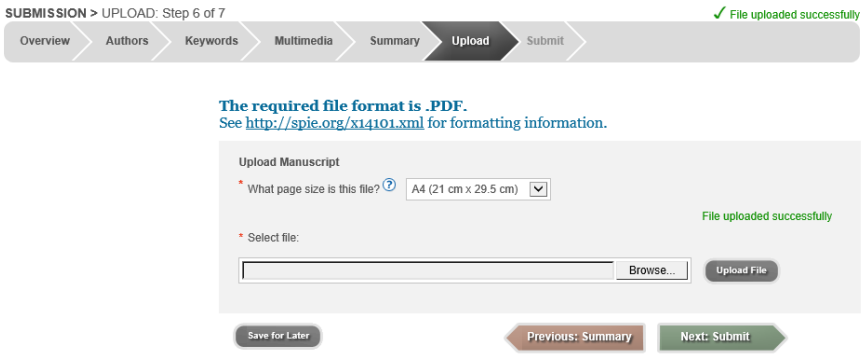
Select the correct Contact Author from the drop-down selection screen where names are listed. The current Contact Author will show first.

From there, either continue entering the information for all your co-authors, or click through the steps and fill out all the necessary information.

On the Upload screen, please note that if you do not select a paper size it will automatically default to US Standard.

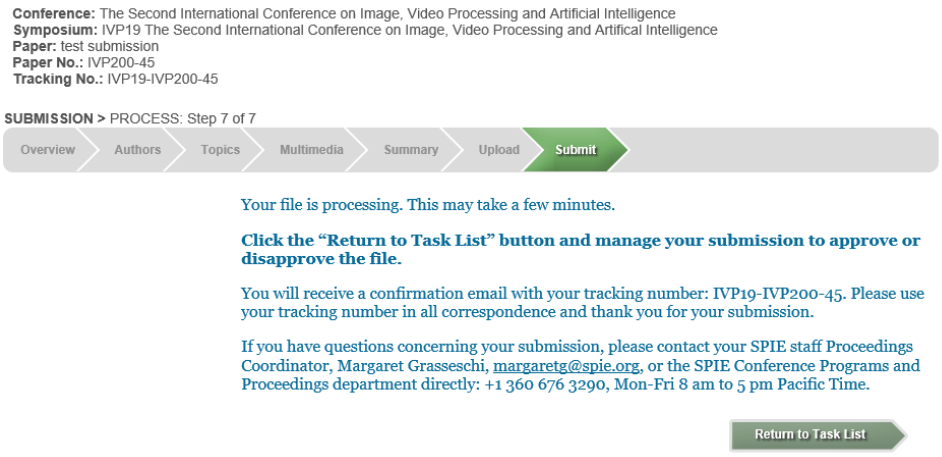


Once your file has been uploaded, the screen will look like this:

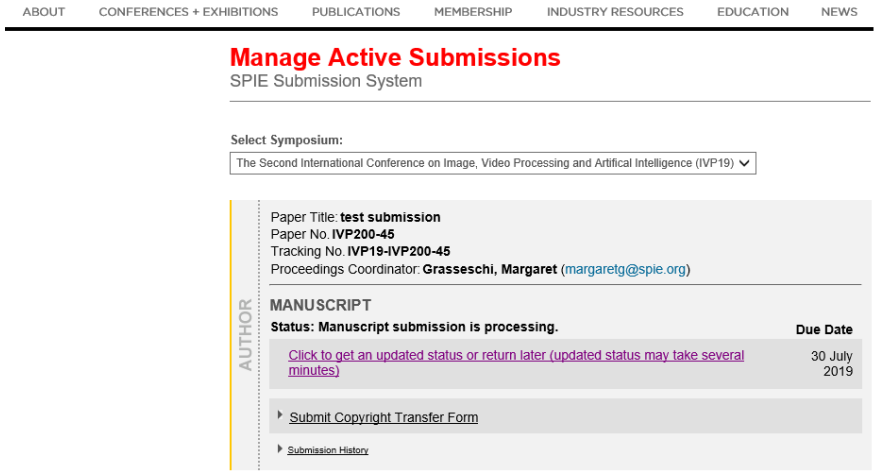


You may now click Next: Submit. You do not need to Upload the file again.

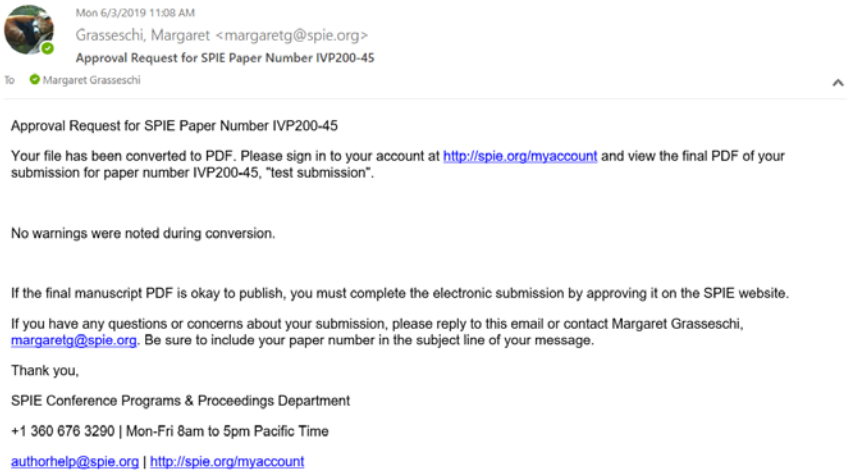
The Submit screen will look like this:



Please click Return to Task List while you wait for SPIE's system to finish processing your manuscript file. (Processing may take several minutes.) Clicking the Return to Task List button will take you here:



Feel free to leave this screen open for a few minutes and do something different while you wait for your manuscript to process. Once it's ready for your approval you will get the following email:



Mon 6/3/2019 11:08 AM
Grasseschi, Margaret <margaretg@spie.org>
Approval Request for SPIE Paper Number IVP200-45
To Margaret Grasseschi

Approval Request for SPIE Paper Number IVP200-45

Your file has been converted to PDF. Please sign in to your account at http://spie.org/myaccount and view the final PDF of your submission for paper number IVP200-45, "test submission".

No warnings were noted during conversion.

If the final manuscript PDF is okay to publish, you must complete the electronic submission by approving it on the SPIE website.

If you have any questions or concerns about your submission, please reply to this email or contact Margaret Grasseschi, margaretg@spie.org. Be sure to include your paper number in the subject line of your message.

Thank you,

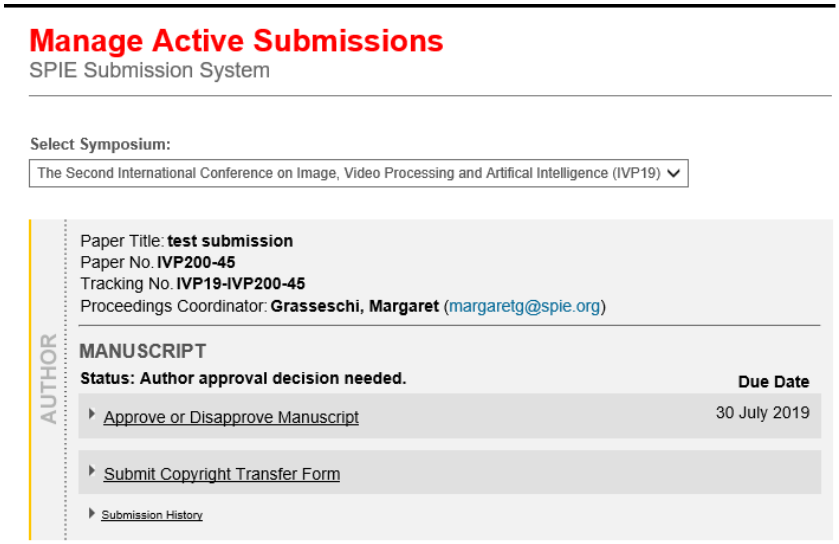
SPIE Conference Programs & Proceedings Department

+1 360 676 3290 | Mon-Fri 8am to 5pm Pacific Time

authorhelp@spie.org | http://spie.org/myaccount

If you have left the SPIE Manage Active Submissions screen open, you may simply return that screen and refresh.
If you closed the screen, you will need to **login to your SPIE Account** from the link in the email, go to My Account (top right corner of the SPIE website), and from your Account page select Manage Active Submissions from the menu on the left-hand side of your screen to access your manuscript submission.

Once in the Submission System, your screen will look like this:



Manage Active Submissions
SPIE Submission System

Select Symposium:
The Second International Conference on Image, Video Processing and Artifical Intelligence (IVP19)

AUTHOR

Paper Title: **test submission**
Paper No. **IVP200-45**
Tracking No. **IVP19-IVP200-45**
Proceedings Coordinator: **Grasseschi, Margaret** (margaretg@spie.org)

MANUSCRIPT

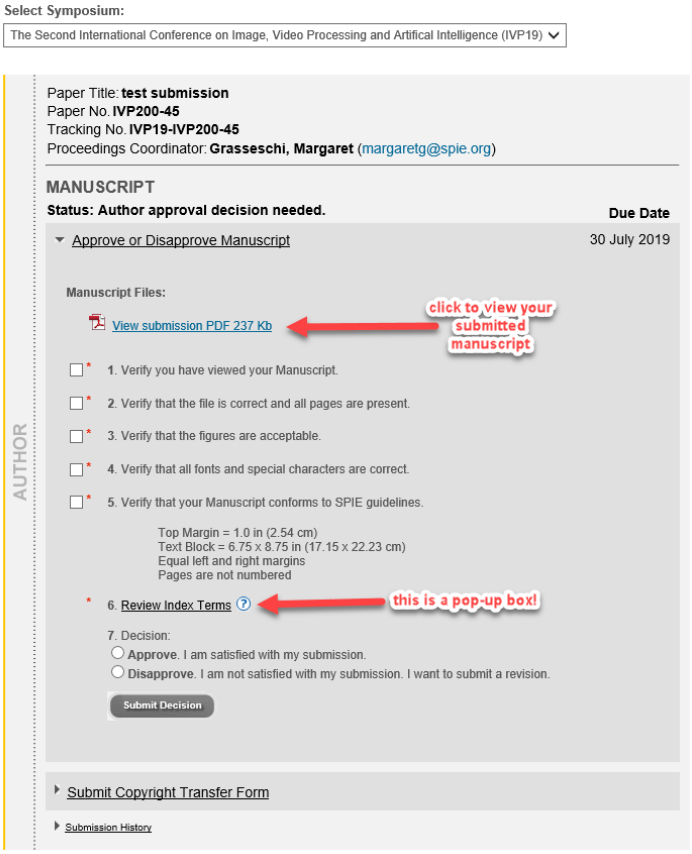
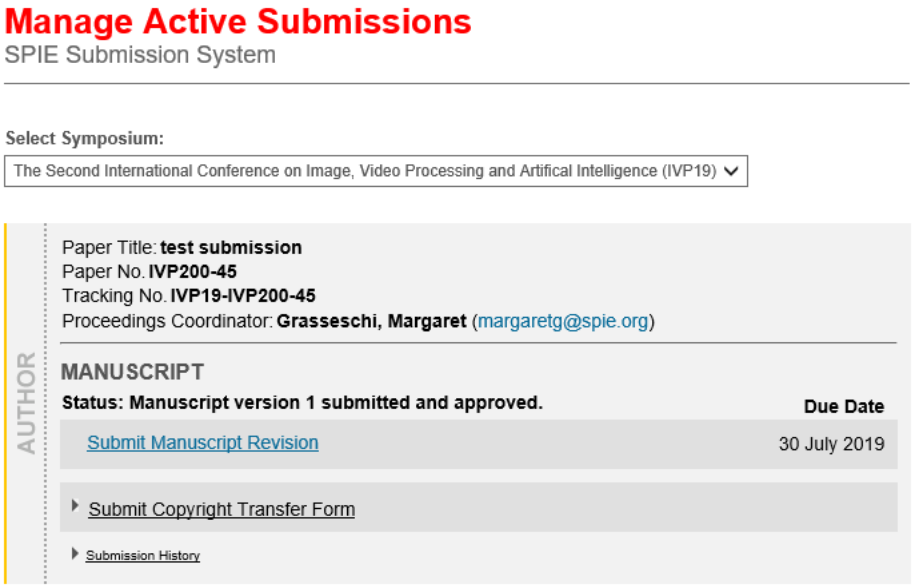
Status: Author approval decision needed. **Due Date**

Approve or Disapprove Manuscript 30 July 2019

Submit Copyright Transfer Form

Submission History

Click the link to Approve or Disapprove Manuscript, follow the steps, and make your Approval/Disapproval decision.



The submission is not considered completed and available for chair review until you get to this screen: