

## 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.

<b>1</b>	<p><b>Submit Your Manuscript</b> You will be asked to provide information about your submission, including complete author information.</p> <p>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:</p> <p><b><u>2018 International Conference on Image, Video Processing and Artificial Intelligence</u></b></p> <p><b>Manuscript due date: 30 July 2019</b></p> <p>You will receive an email once your manuscript has been quality checked.</p> <p>Full length (4-6 page) manuscript. Proceedings will be published after the conference.</p>
<b>2</b>	<p><b>Manage Your Submissions/Revise Your Current Manuscript</b></p> <p><b>Manage Your Manuscript Submissions</b></p> <p><b>Authors: <u>submit a revision</u>, or view the status of your manuscript</b></p> <p><b>Chairs and Committee Members:</b> Access and review manuscripts.</p>

If you have questions about the submission process, please contact

Once you click the link titled: 2018 International Conference on Image, Video Processing and Artificial 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.

### Sign In

Email or Username [Forgot your username?](#)

Password [Forgot your password?](#)  Show

 Remember email/username on this computer  
 Remember password

### Create an Account

- One account for multiple SPIE sites ([SPIE](#), [SPIE Digital Library](#), [SPIE Career Center](#))
- Faster checkout with pre-filled forms
- Save and manage your conference schedule
- Manage your [SPIE professional public profile](#)
- Manage your account information and communication preferences

**Create Account**

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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:

### Account Information

You will be able to sign into your account using your email address or your SPIE username.

\*Prefix

\*First Name

\*Last/Family Name

\*Email [?](#)

\*Username

5-20 letters, numbers and/or symbols [?](#)

\*Password   Show

6 or more letters, numbers and/or symbols [?](#)

SPIE ID# [?](#)

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### Address Information

\*Address Type

\*Organization

Department/Division

\*Street Address

\*City

\*Country

\*State/Province

\*Zip/Postal Code

**NEXT**

**NOTE:** IF YOU ALREADY HAVE AN SPIE ID, YOU DO NOT NEED TO CREATE ANOTHER ACCOUNT. Please contact Customer Service ([customerservice@spie.org](mailto:customerservice@spie.org)) and they will 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:

Conference: The Second International Conference on Image, Video Processing and Artificial Intelligence  
Symposium: IVP19 The Second International Conference on Image, Video Processing and Artificial Intelligence

SUBMISSION > OVERVIEW: Step 1 of 7

Overview Authors Topics Multimedia Summary Upload Submit

Welcome to SPIE Submission System!

You will be asked to provide information about your submission, including all co-author information.

Following the submission, SPIE will send the contact author an email asking that they view and approve the submission. Once the contact author approves the submission, the submission moves to the review process.

Tell us who you are:

I am an author on this submission  
 I am not an author on this submission, I am submitting it for someone else

Education:  
Some meetings may include special activities for students

\* Are you a full time student? -- Select --

\* What is the title of your paper?

- Use only lowercase letters, except for proper names or acronyms (such as GIS, LCD).
- Example: Remote sensing solutions using GIS from Associated National Laboratory

Next: Authors

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

Contact Author Information

\* Required

Author Details (displayed on paper)

* Prefix	* First Given Name	M.I.	* Last Family Name	Suffix
Miss	Maggie	A.	Grasseschi	Select

\* Organization/Institution for Author  
SPIE

\* Country for Organization/Institution  
United States

+ Add Another Company

Address

\* Email  
margaretg@spie.org

\* Business Phone  
360 685 5495

\* Address Type  
 Business Address  Home Address

\* Department/Division (Department/Division or a Street is required)

Conference Programs and Proceedings

\* Street (Street or Department/Division is required)  
1000 20th Street

\* Country for Organization/Institution  
United States

\* City  
Bellingham

\* State/Province  
Washington

\* Postal/Zip  
98225

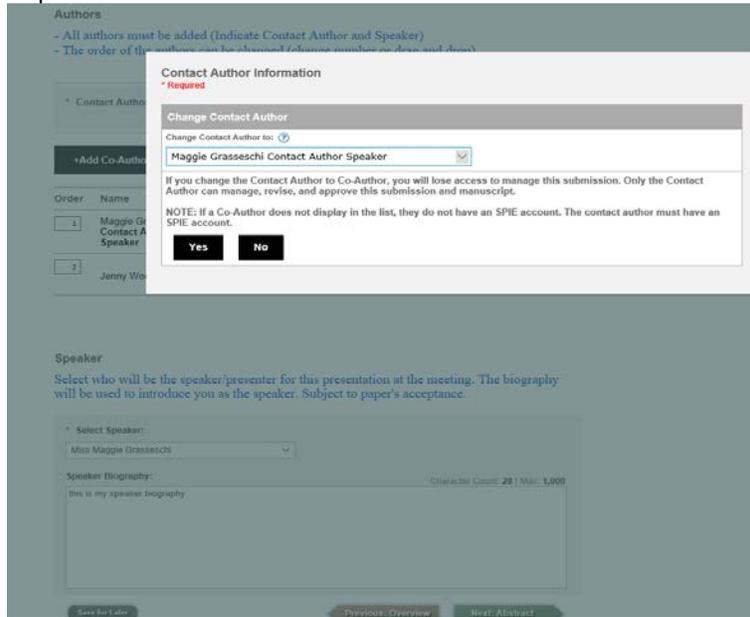
Required  
 By submitting an abstract to SPIE, I agree to allow my contact information to be shared with the conference chair(s).

Save Contact Author

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.**

**Conference:** The Second International Conference on Image, Video Processing and Artificial Intelligence  
**Symposium:** IVP19 The Second International Conference on Image, Video Processing and Artificial Intelligence  
**Paper:** test submission  
**Paper No.:** IVP200-45  
**Tracking No.:** IVP19-IVP200-45

SUBMISSION > UPLOAD: Step 6 of 7



**The required file format is .PDF.**  
See <http://spie.org/x14101.xml> for formatting information.

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

The screenshot shows the 'Upload' step of a 7-step submission process. A progress bar at the top indicates the current step. Below it, a message states 'The required file format is .PDF.' with a link to formatting information. The main area is titled 'Upload Manuscript' and contains a dropdown menu for page size (set to A4), a 'Select file' section with a 'Browse...' button, and an 'Upload File' button. A green checkmark and 'File uploaded successfully' message are visible. Navigation buttons for 'Previous: Summary' and 'Next: Submit' are at the bottom.

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

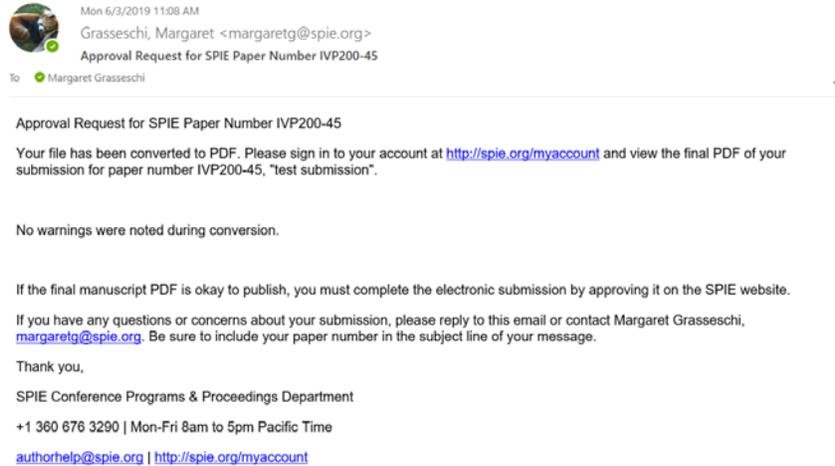
The Submit screen will look like this:

The screenshot shows the 'Submit' step of a 7-step submission process. A progress bar at the top indicates the current step. Below it, submission details are listed: Conference, Symposium, Paper, Paper No., and Tracking No. A message states 'Your file is processing. This may take a few minutes.' and provides instructions on how to manage the submission. A 'Return to Task List' button is located at the bottom right.

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:

The screenshot shows the 'Manage Active Submissions' page in the SPIE Submission System. It includes a navigation bar with links like 'ABOUT', 'CONFERENCES + EXHIBITIONS', etc. The main content area is titled 'Manage Active Submissions' and 'SPIE Submission System'. It features a 'Select Symposium' dropdown menu and a table of active submissions. The table has columns for 'AUTHOR', 'MANUSCRIPT', and 'Due Date'. The submission details include Paper Title, Paper No., Tracking No., and Proceedings Coordinator. The status is 'Manuscript submission is processing.' and the due date is '30 July 2019'. There are links for 'Submit Copyright Transfer Form' and 'Submission History'.

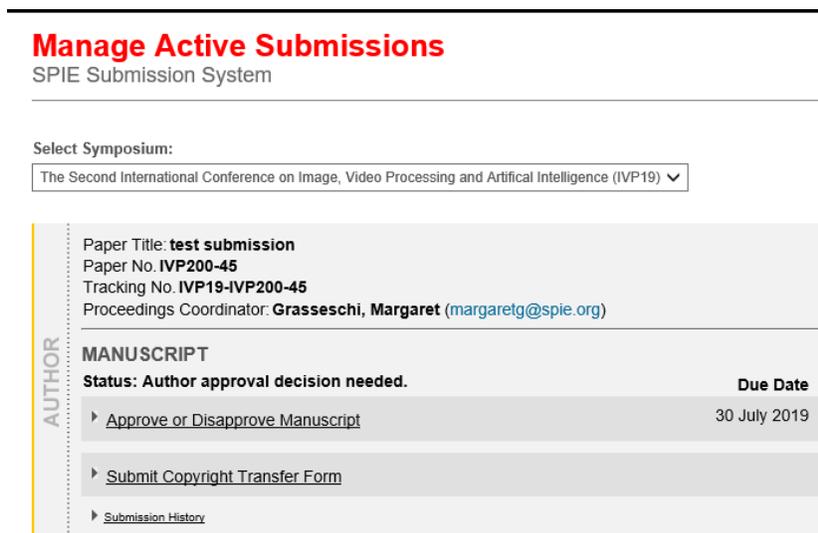
Feel free to leave this screen open for a few minutes and do something different while you wait for your manuscript to process. Once it's ready for your approval you will get the following email:



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:



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

Select Symposium:

The Second International Conference on Image, Video Processing and Artificial Intelligence (IVP19) ▼

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

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**MANUSCRIPT**

**Status: Author approval decision needed.** **Due Date**  
30 July 2019

▼ **Approve or Disapprove Manuscript**

Manuscript Files:

 [View submission PDF 237 Kb](#) ← **click to view your submitted manuscript**

- 1. Verify you have viewed your Manuscript.
- 2. Verify that the file is correct and all pages are present.
- 3. Verify that the figures are acceptable.
- 4. Verify that all fonts and special characters are correct.
- 5. Verify that your Manuscript conforms to SPIE guidelines.

Top Margin = 1.0 in (2.54 cm)  
Text Block = 6.75 x 8.75 in (17.15 x 22.23 cm)  
Equal left and right margins  
Pages are not numbered

- \* 6. **Review Index Terms** (?) ← **this is a pop-up box!**

7. Decision:  
 Approve. I am satisfied with my submission.  
 Disapprove. I am not satisfied with my submission. I want to submit a revision.

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▶ [Submit Copyright Transfer Form](#)

▶ [Submission History](#)

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

## Manage Active Submissions

SPIE Submission System

Select Symposium:

The Second International Conference on Image, Video Processing and Artificial Intelligence (IVP19) ▼

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

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**MANUSCRIPT**

**Status: Manuscript version 1 submitted and approved.** **Due Date**  
30 July 2019

[Submit Manuscript Revision](#)

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▶ [Submit Copyright Transfer Form](#)

▶ [Submission History](#)