

Instructions for IEEE UV2026 K-12 Submissions on EasyChair

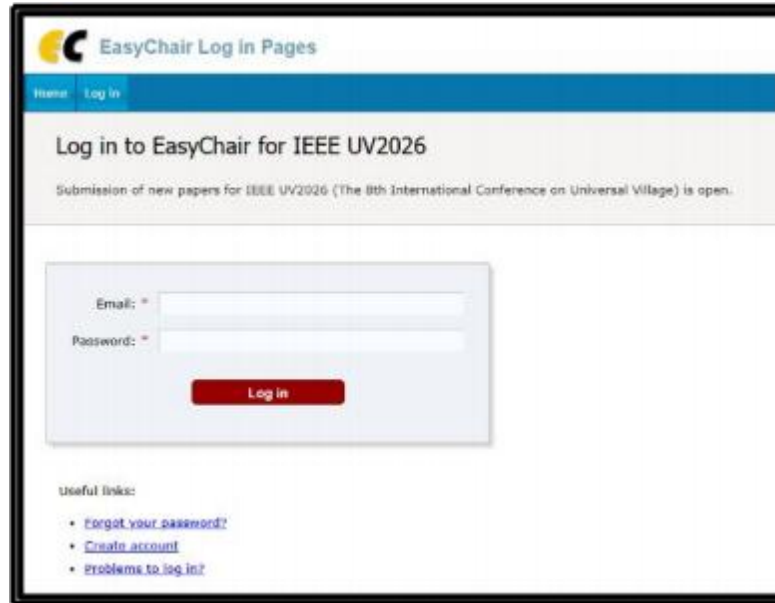
[K-12 Contact: UV-k12@universal-village.org](mailto:UV-k12@universal-village.org)

Outline

1. Create EasyChair Account [Slide 3]
2. Submit a New Paper [Slide 9]
3. Update an Existing Submission [Slide 14]
4. Check Review Results [Slide 18]

1. Create EasyChair Account-1

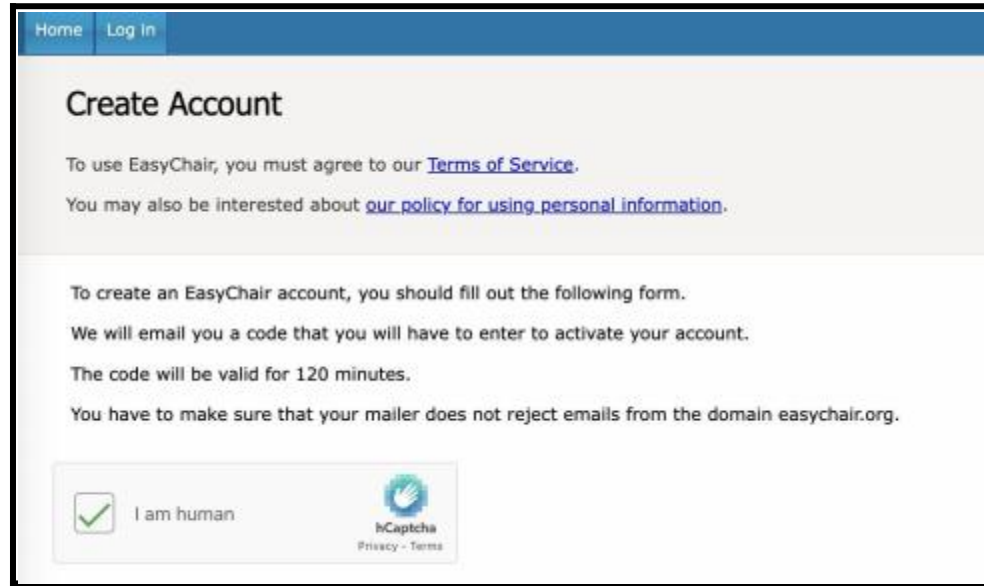
- 1-A) Go to the EasyChair login page:
 - EasyChair: [Log in](https://www.easychair.org/account/signin) (<https://www.easychair.org/account/signin>)
- 1-B) Click “**Create account**” to start the registration process.



The screenshot displays the EasyChair login interface for IEEE UV2026. At the top, there is a navigation bar with 'Home' and 'Log in' links. Below this, the main heading is 'Log in to EasyChair for IEEE UV2026'. A sub-message states: 'Submission of new papers for IEEE UV2026 (The 8th International Conference on Universal Village) is open.' The central part of the page features a login form with two input fields: 'Email: *' and 'Password: *'. A red 'Log in' button is positioned below these fields. At the bottom, under the heading 'Useful links:', there are three links: 'Forgot your password?', 'Create account', and 'Problems to log in?'.

Create EasyChair Account-2

- 1-C) Complete the **human verification** (reCAPTCHA) as required.

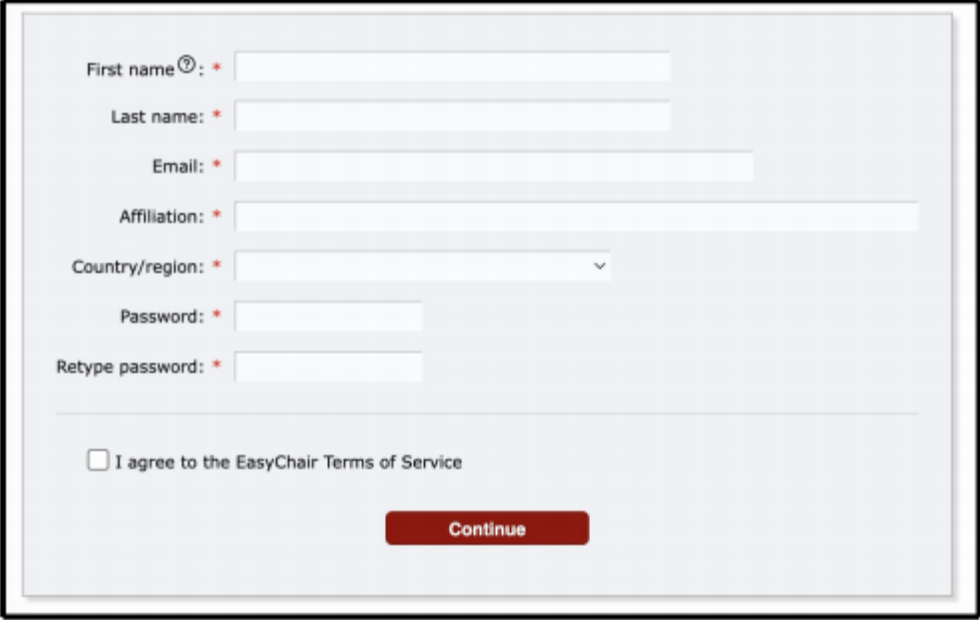


The screenshot shows the 'Create Account' page of the EasyChair website. At the top, there is a blue navigation bar with 'Home' and 'Log In' links. The main heading is 'Create Account'. Below this, there is a paragraph stating: 'To use EasyChair, you must agree to our [Terms of Service](#). You may also be interested about [our policy for using personal information](#).' This is followed by instructions: 'To create an EasyChair account, you should fill out the following form. We will email you a code that you will have to enter to activate your account. The code will be valid for 120 minutes. You have to make sure that your mailer does not reject emails from the domain easychair.org.'

At the bottom, there is a 'I am human' checkbox with a green checkmark icon, indicating it is selected. To the right of this is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'.

Create EasyChair Account-3

- **1-D)** Fill in your personal information in the registration form.

A screenshot of the EasyChair registration form. The form is enclosed in a light gray box with a thin black border. It contains several input fields for personal information, each preceded by a red asterisk indicating it is required. The fields are: 'First name' with a help icon, 'Last name', 'Email', 'Affiliation', 'Country/region' (a dropdown menu), 'Password', and 'Retype password'. Below these fields is a checkbox for 'I agree to the EasyChair Terms of Service'. At the bottom center is a dark red button labeled 'Continue' in white text.

First name ⓘ: *

Last name: *

Email: *

Affiliation: *

Country/region: *

Password: *

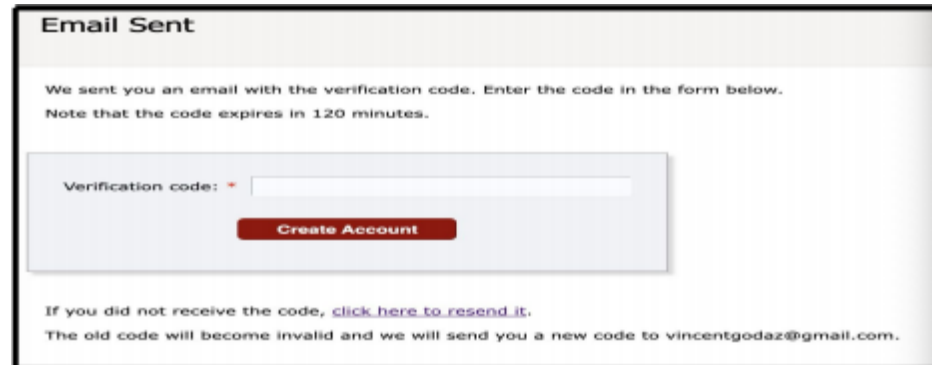
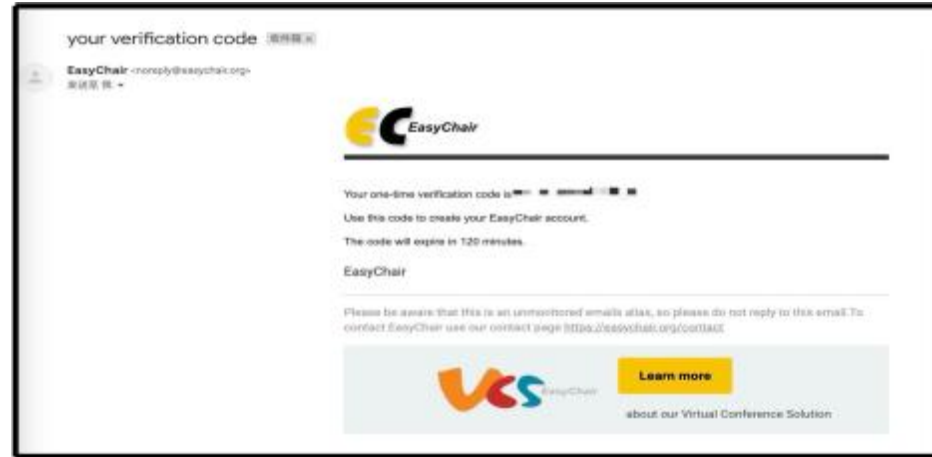
Retype password: *

☐ I agree to the EasyChair Terms of Service

Continue

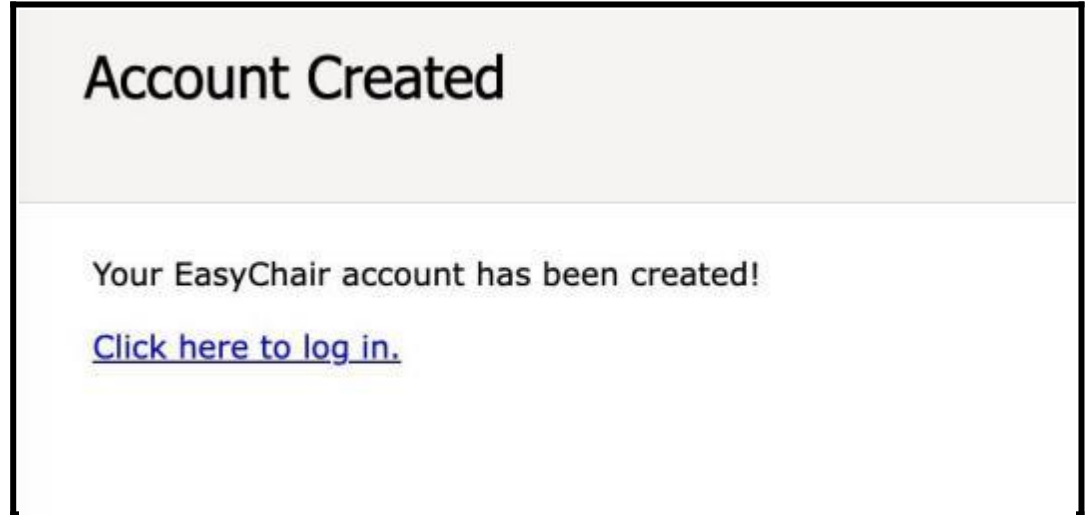
Create EasyChair Account-4

- **1-E)** After submitting the form, a confirmation message will be displayed indicating that your application has been received.
- **1-F)** Check your email inbox for a verification message from EasyChair.
- **1-G)** Enter the verification code provided in the email.
- **1-H)** Click “**Create account**” to finalize your registration.



Create EasyChair Account-5

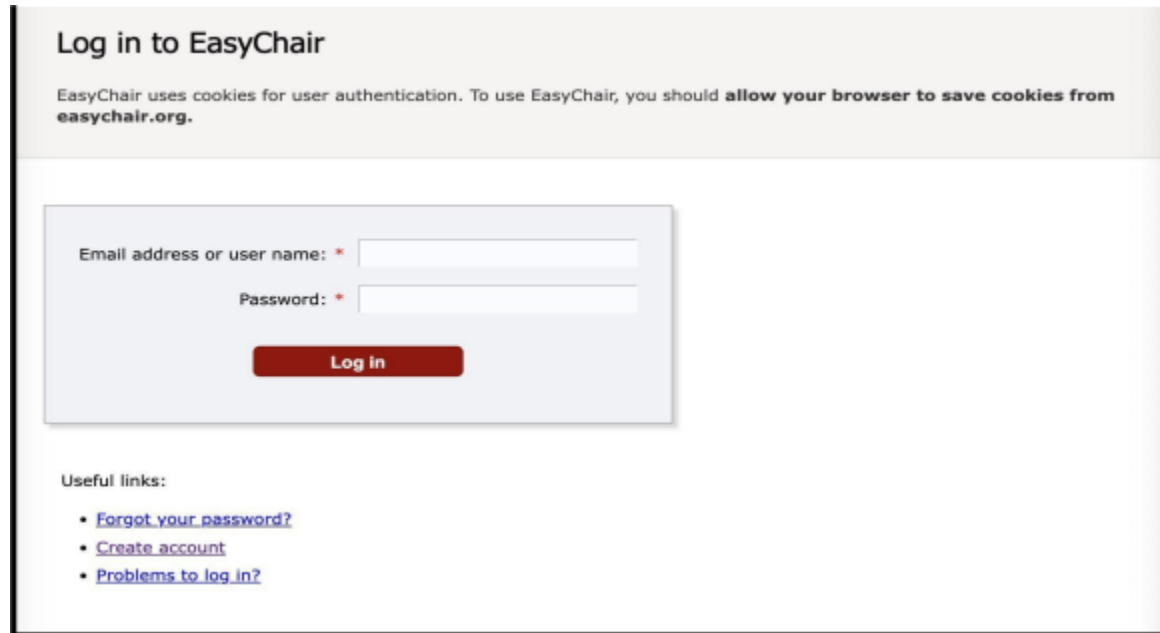
- **1-I)** Click the “Click here to log in” link to access the EasyChair login page.



Create EasyChair Account-6

- **1-J)** You can now log in to EasyChair using your registered email address (or username) and password.

○ Log in (<https://easychair.org/conferences/?conf=ieeeeuv2026>)



The screenshot shows the 'Log in to EasyChair' page. At the top, there is a header with the title 'Log in to EasyChair' and a note: 'EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.' Below this is a light gray login box containing two input fields: 'Email address or user name: *' and 'Password: *'. A red 'Log in' button is positioned below the password field. At the bottom of the page, under the heading 'Useful links:', there are three links: 'Forgot your password?', 'Create account', and 'Problems to log in?'.

Log in to EasyChair

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

Email address or user name: *

Password: *

Log in

Useful links:

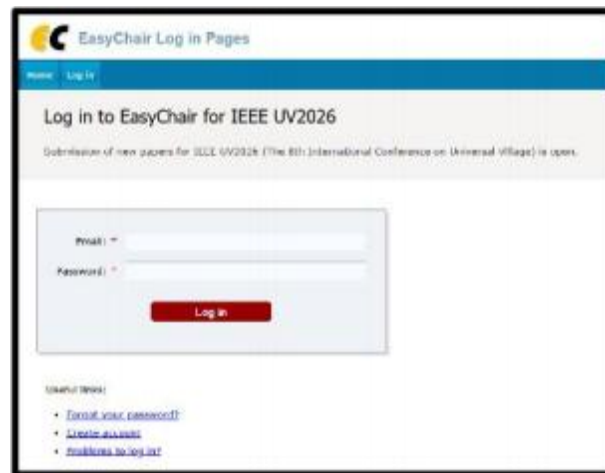
- [Forgot your password?](#)
- [Create account](#)
- [Problems to log in?](#)

2. Submit a New Paper-1

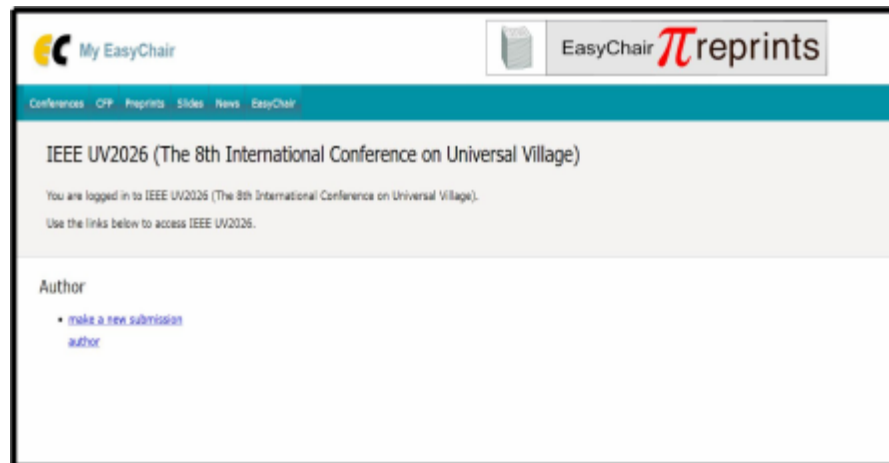
- 2-A) Log in to EasyChair:

• EasyChair: [Log in](https://www.easychair.org/account/signin)

(<https://www.easychair.org/account/signin>)

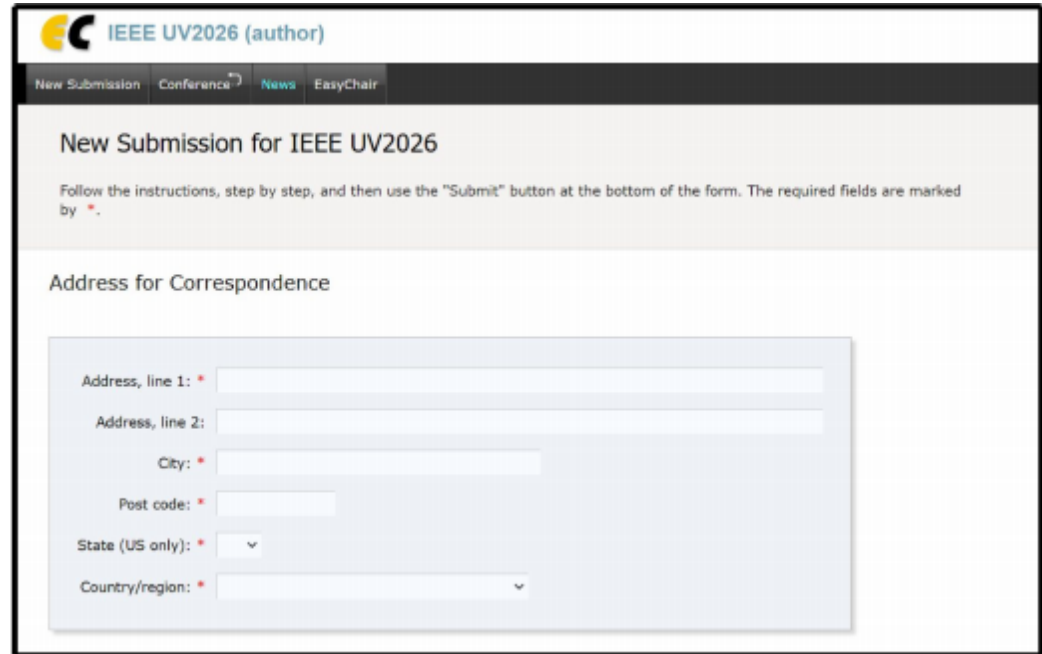


- 2-B) Click “Make a new submission”.



Submit a New Paper-2

- **2-C) Complete all required fields:**
 - **Corresponding author information**
 - **Author details**
 - **Title and abstract**
 - **Keywords**
 - **File upload**
- **2-D) Upload your manuscript as a PDF file.**



The screenshot shows the 'New Submission for IEEE UV2026' page. At the top, there is a navigation bar with links for 'New Submission', 'Conference', 'News', and 'EasyChair'. Below the navigation bar, the title 'New Submission for IEEE UV2026' is displayed. A note states: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.' The main section is titled 'Address for Correspondence' and contains a form with the following fields: 'Address, line 1: *', 'Address, line 2:', 'City: *', 'Post code: *', 'State (US only): *' (a dropdown menu), and 'Country/region: *' (a dropdown menu). The form is enclosed in a light blue border.

2. Submit a New Paper - Select Category

In the Category section, under UV Competitions, select:

[K12C] UV K-12 Challenge

[TS12] Session 12. Special Sessions

☐ [SP12-A] AI and Finance

☐ [SP12-C] Quality-Driven Development of New Energy Vehicles through Sustainable Smart Manufacturing

☐ [SP12-B] Reconstructing Human-Centered Family Education in the AI Era - Learning, Parenting, and Relational Development

UV Forums

☐ [SF] UV Student Forum

☐ [AF] UV Art Forum

UV Competitions

☐ [DSC] UV Data Science Competition

☐ [PC] UV Pitch Competition

☐ [MC] UV Modeling Competition

☒ [K12C] UV K-12 Challenge

UV Poster Session and Exhibition

☐ [PE] AI Skills for Tomorrow's Workplace

UV Workshop

☐ [WS-UV] UV Introduction

Submit a New Paper-3

- 2-E) Click “**Submit**” to finalize your submission.

Ready?

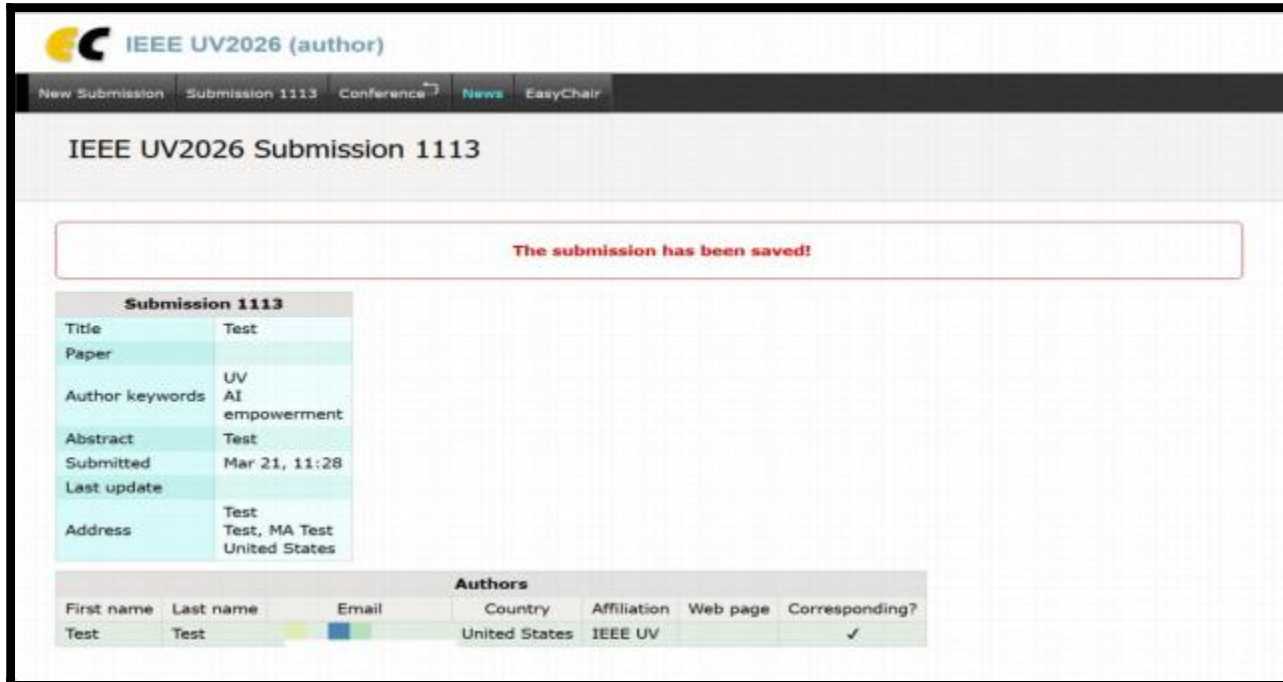
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

Submit ←

[Important] Do not create multiple submissions for the same work. Use the update function for revisions (See Section 3).

Submit a New Paper-4

- 2-F) Upon successful submission, the system will display your submission ID and details.



The screenshot displays the IEEE UV2026 (author) submission interface. At the top, there is a navigation bar with links: New Submission, Submission 1113, Conference, News, and EasyChair. Below the navigation bar, the page title is "IEEE UV2026 Submission 1113". A red message box states "The submission has been saved!". Below this, a table titled "Submission 1113" provides details about the submission. At the bottom, an "Authors" table lists the author information.

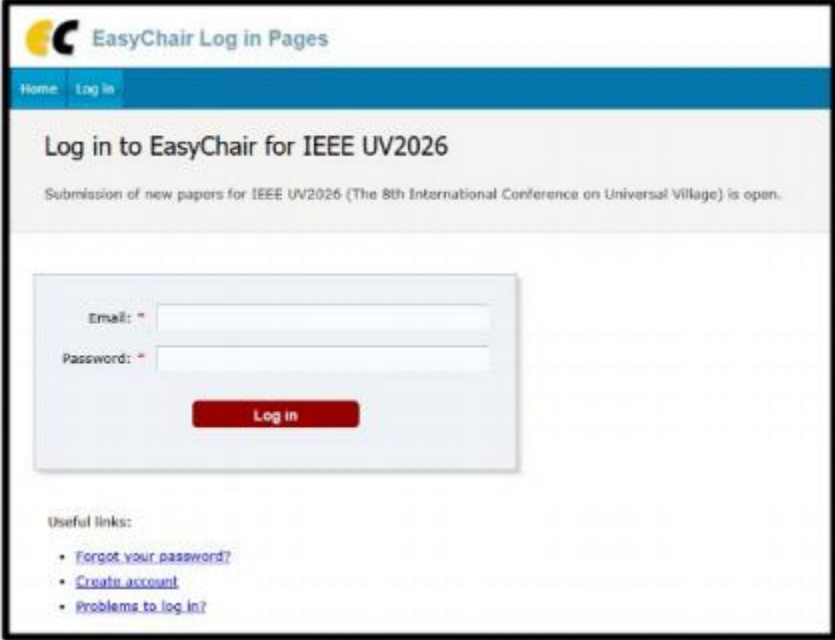
Submission 1113	
Title	Test
Paper	
Author keywords	UV AI empowerment
Abstract	Test
Submitted	Mar 21, 11:28
Last update	
Address	Test Test, MA Test United States

Authors						
First name	Last name	Email	Country	Affiliation	Web page	Corresponding?
Test	Test		United States	IEEE UV		✓

3. Update an Existing Submission-1

- 3-A) Log in to EasyChair.

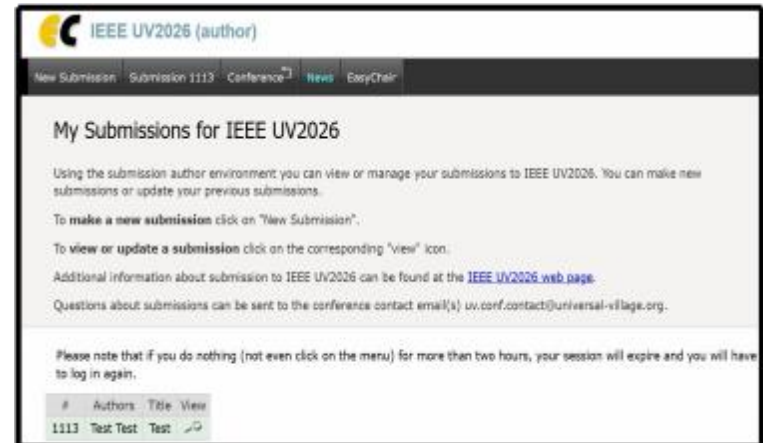
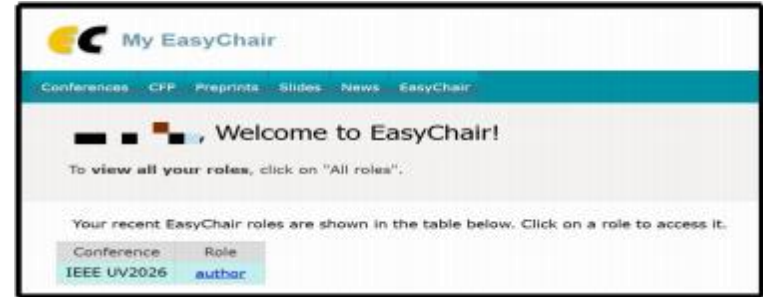
- EasyChair: [Log in](https://easychair.org/conferences/?conf=ieeeeuv2026) (<https://easychair.org/conferences/?conf=ieeeeuv2026>)



The screenshot shows the EasyChair login page for IEEE UV2026. At the top, there is a blue header with the EasyChair logo and the text "EasyChair Log in Pages". Below the header, there is a navigation bar with "Home" and "Log in" links. The main heading is "Log in to EasyChair for IEEE UV2026". Below this, a message states: "Submission of new papers for IEEE UV2026 (The 8th International Conference on Universal Village) is open." The login form consists of two input fields: "Email:" and "Password:", each with a small red asterisk icon. Below the fields is a red "Log in" button. At the bottom, there is a section titled "Useful links:" with three links: "Forgot your password?", "Create account", and "Problems to log in?".

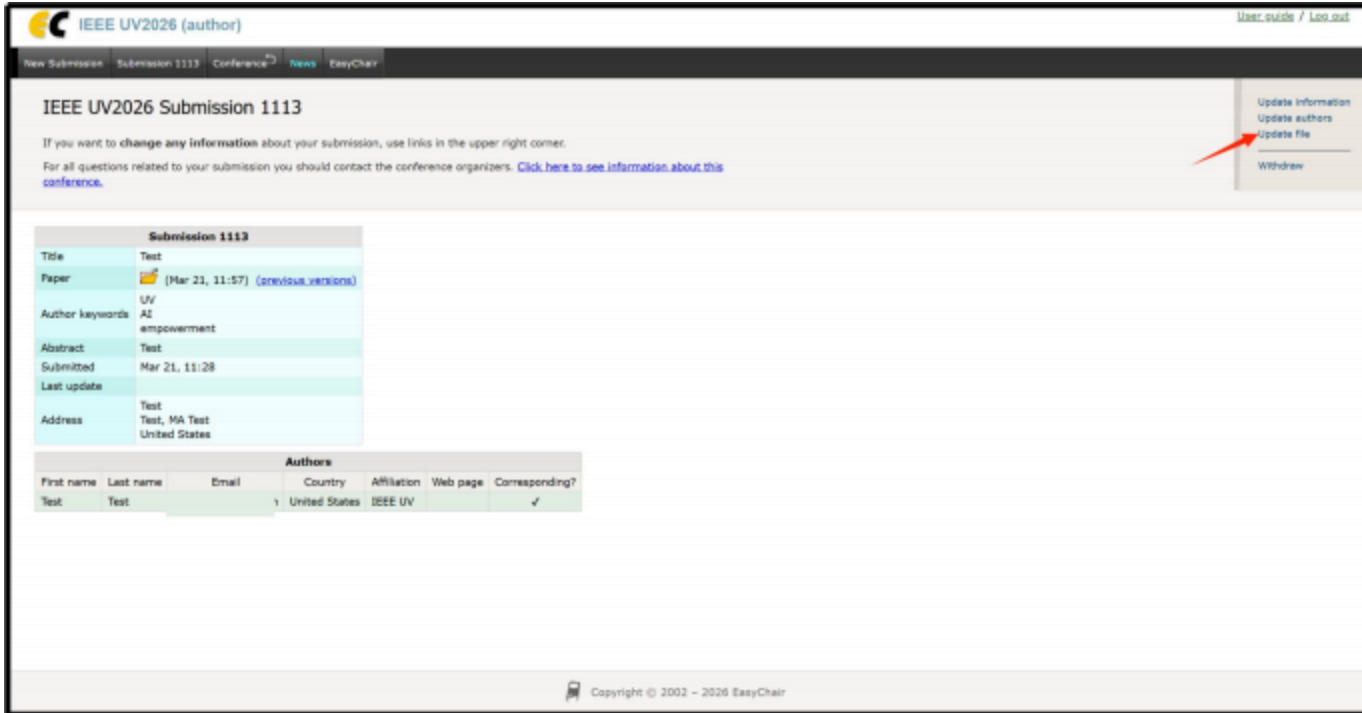
Update an Existing Submission-2

- **3-B)** Select “**Author**” to access your submission dashboard.
- **3-C)** Locate your submission and click the view icon 



Update an Existing Submission-3

- 3-D) Click “Update file”.



The screenshot shows the IEEE UV2026 Submission 1113 page. The page has a header with the IEEE logo and navigation links. A sidebar on the right contains links for 'Update information', 'Update authors', 'Update file', and 'Withdraw'. A red arrow points to the 'Update file' link. The main content area displays submission details in a table format.

IEEE UV2026 (author) [IEEE UV2026 / Log out](#)

[New Submission](#) [Submission 1113](#) [Conference](#) [News](#) [EasyChair](#)

IEEE UV2026 Submission 1113

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

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

Submission 1113

Title	Test
Paper	 (Mar 21, 11:57) (previous versions)
Author keywords	UV AI empowerment
Abstract	Test
Submitted	Mar 21, 11:28
Last update	
Address	Test Test, MA Test United States

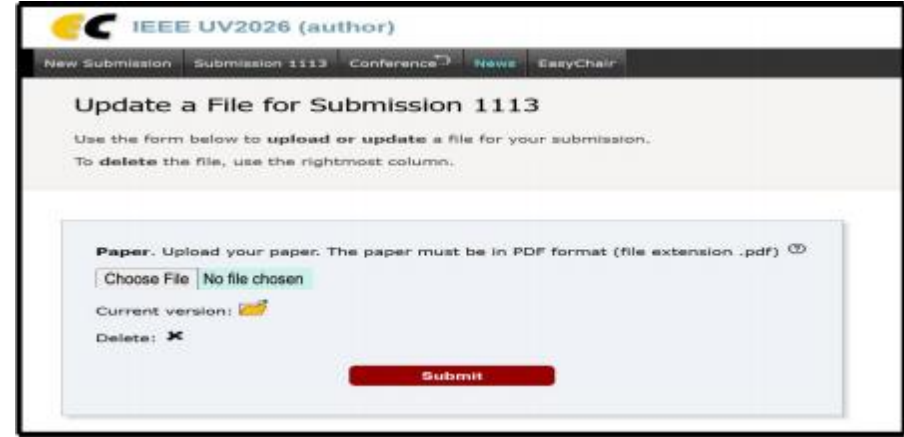
Authors

First name	Last name	Email	Country	Affiliation	Web page	Corresponding?
Test	Test		1 United States	IEEE UV		✓

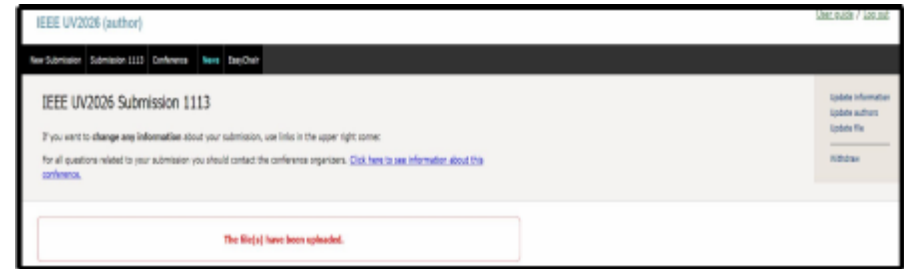
Copyright © 2002 – 2026 EasyChair

Update an Existing Submission-4

- **3-E)** Upload the revised version of your submission.
- **3-F)** Click “**Submit**” to confirm the update.
- **3-G)** A confirmation message will indicate that the file has been successfully uploaded.



The screenshot shows the IEEE UV2026 (author) submission page. The header includes the IEEE logo and the text 'IEEE UV2026 (author)'. Below the header is a navigation bar with links: 'New Submission', 'Submission 1113', 'Conference', 'News', and 'EasyChair'. The main heading is 'Update a File for Submission 1113'. Below this is a subheading: 'Use the form below to **upload or update** a file for your submission. To **delete** the file, use the rightmost column.' The form area is titled 'Paper. Upload your paper. The paper must be in PDF format (file extension .pdf)'. It contains a 'Choose File' button, a 'No file chosen' status, a 'Current version:' label with a file icon, and a 'Delete:' label with a trash icon. A red 'Submit' button is at the bottom right of the form.

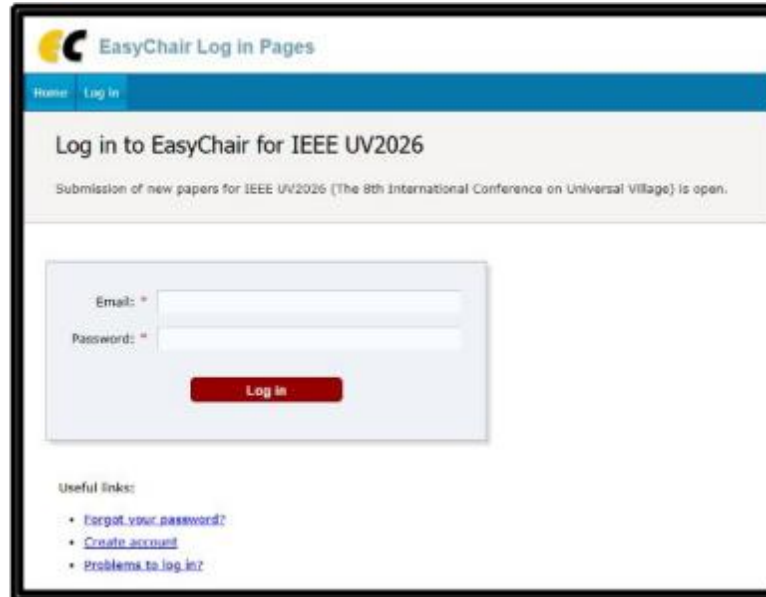


The screenshot shows the IEEE UV2026 (author) submission page after a successful upload. The header is the same as the previous screenshot. The main heading is 'IEEE UV2026 Submission 1113'. Below this is a subheading: 'If you want to **change any information** about your submission, use links in the upper right corner. For all questions related to your submission you should contact the conference organizers. [Click here to see information about this conference.](#)'. On the right side, there are links: 'Update information', 'Update authors', 'Update file', and 'Withdraw'. A red message box at the bottom states: 'The file(s) have been uploaded.'

4. Check Review Results-1

- 4-A) Log in to EasyChair.

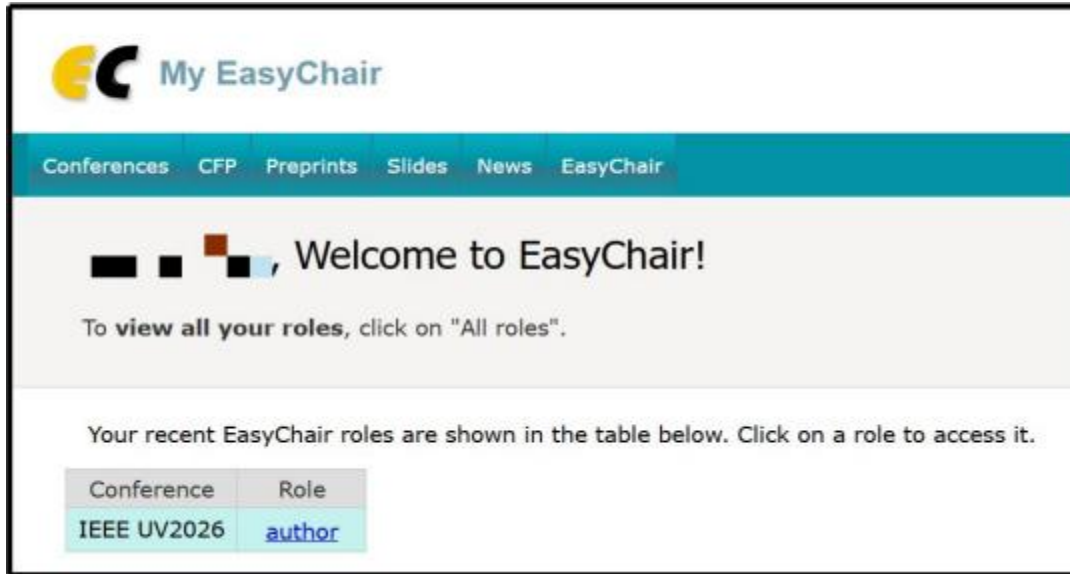
. [Log in \(https://easychair.org/conferences/?conf=ieeeuv2026 \)](https://easychair.org/conferences/?conf=ieeeuv2026)



The screenshot shows the EasyChair login page for IEEE UV2026. The page has a blue header with the EasyChair logo and the text "EasyChair Log in Pages". Below the header, there is a navigation bar with "Home" and "Log in" links. The main content area is titled "Log in to EasyChair for IEEE UV2026" and includes a message: "Submission of new papers for IEEE UV2026 (The 8th International Conference on Universal Village) is open." Below this, there is a login form with two input fields: "Email: *" and "Password: *". A red "Log in" button is positioned below the password field. At the bottom of the page, there is a section titled "Useful links:" with three links: "Forgot your password?", "Create account", and "Problems to log in?".

Check Review Results-2

- **4-B)** Click “**Author**” to access your submissions.



The screenshot shows the 'My EasyChair' dashboard. At the top, there is a navigation bar with links: Conferences, CFP, Preprints, Slides, News, and EasyChair. Below the navigation bar, a welcome message reads: 'Welcome to EasyChair!' followed by the instruction: 'To view all your roles, click on "All roles".' Below this, a text line states: 'Your recent EasyChair roles are shown in the table below. Click on a role to access it.' At the bottom, there is a table with two columns: 'Conference' and 'Role'.

Conference	Role
IEEE UV2026	author

Check Review Results-3

- 4-C) Select your submission and click the view icon



 IEEE UV2026 (author)

New SubmissionSubmission 1113Conference↩NewsEasyChair

My Submissions for IEEE UV2026

Using the submission author environment you can view or manage your submissions to IEEE UV2026. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update a submission** click on the corresponding "view" icon.

Additional information about submission to IEEE UV2026 can be found at the [IEEE UV2026 web page](#).

Questions about submissions can be sent to the conference contact email(s) uv.conf.contact@universal-village.org.

Please note that if you do nothing (not even click on the menu) for more than two hours, your session will expire and you will have to log in again.

#	Authors	Title	View
1113	Test Test	Test	

Check Review Results-4

- 4-D) Review the reviewer comments displayed on the page.

Review 2	
Section I. General Information	
Technical Soundness	5: (excellent)
Originality and Novelty	5: (excellent)
Significance of Results	4: (good)
Theoretical Contribution	5: (excellent)
Experimental Contribution	4: (good)
References	5: (excellent)
Quality of Survey & Tutorial Content	4: (good)
Clarity & Quality of Writing	5: (excellent)
Section II. Summary and Detailed Comments	
Summary	aaaaaaaa
Strengths	aaaaaaaa
Weaknesses	aaaaaaaa
Limitations and Societal Impact	aaaaaaaa

You are All set!

Thank you!