ICMPC17-APSCOM7 Submission Guide

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Step 1: Creating an EasyChair Account

1. Go to the EasyChair page of ICMPC17-APSCOM7.
   
   https://easychair.org/conferences/?conf=icmpc17apscom7

2. Click on “Create an account”.

Note: If you already have an Easychair account, go to Step 2.
3. Check the box to pass a robot check and click on “Continue”.

(I’m not a robot)
4. Fill out the form and click on “Continue”.

Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by *. Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly.

First name*: 
Last name: *
Email: *
Retype email address: *

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names.

You may also be interested about our policy for using personal information.
5. The EasyChair system will automatically send you a confirmation e-mail. Access the URL provided in the e-mail.

Note: If you do not receive the email in your inbox, please check your spam folder. In case it is not in your spam folder, please try registering again with another e-mail address.

EasyChair <noreply@easychair.org>

宛先：自分

Dear :User Name,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

Please note that this link is only valid for one week. After one week you will have to apply for an account again.
6. Fill out the form and click on “Create my account” within 30 minutes.
Step 2: Making a new submission

1. Go to the EasyChair page of ICMPC17-APSCOM7.
   https://easychair.org/conferences/?conf=icmipc17apscom7

2. Log in your account.
3. Click on “make a new submission”.

ICMPC17-APSCOM7 (17th International Conference on Music Perception and Cognition)

You are logged in to ICMPC17-APSCOM7 (17th International Conference on Music Perception and Cognition).

Use the links below to access ICMPC17-APSCOM7.

Author

- make a new submission
Note: If you have not read the submission guidelines yet, click on “Read Instructions” and read them carefully.

Please select the track relevant for your submission and click “Continue”.

**ICMPC17-APSCOM7 Submission Instructions**

This conference has its own instructions for authors. Press the button below to read the instructions.

**ICMPC17-APSCOM7 Submission Instructions**

Here we list specific instructions regarding EasyChair submission. For more general guidelines, please refer to the ICMPC17 submission page.

**Paper presentations**

You will be able to indicate the preferred presentation format at the beginning of the submission process. However, we cannot guarantee that all submissions will be accepted in their preferred format. Please anticipate that your paper may be allocated to either of the two formats.

**Symposium/Workshop/Demonstrations**

When submitting the proposal on EasyChair, all contributors (convener(s), presenters and discussants) should be registered as authors. The name of the convener(s) should be indicated by clicking the corresponding author check box. Although EasyChair’s author fields do not allow registration of separate roles such as chairs, presenters and discussants on author information fields, it is possible to define these in the proposal (item 2 in the proposal format).
4. Select a track for your submission and click on “Continue”.

For paper submission, you can choose the preferred presentation mode (spoken or poster). However, please note that your preferred choice is not guaranteed.
5. Fill out the form and click on “Submit”.

New Submission for ICMPC17-APSCOM7 (Paper) (preferred presentation mode:

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. Email address can be omitted for non-corresponding authors. These authors will also have no access to the submission page.

- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.

- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.
Please notice the “corresponding author” and “presenter” by checking the box.

Preferred presentation mode: Spoken

Preferred presentation mode: Poster
Note: The abstract should not exceed 400 words. The format of the abstract should comply with the structured abstract (see https://jsmpc.org/ICMPC17/submissions/).

Note: Specify at least 3 keywords, one per line.
Note: Select exactly 3 topics.
Please indicate your intended attendance mode (onsite or online).

Application for the travel award. * The program committee will consider applications based on a combination of scientific merit, place of residence, and other personal circumstances of applicants. Applicants will be invited to fill out a separate form after mid-January 2023.

- Yes
- No

Does the corresponding author hold a Ph.D.? * Please choose one of them. This information is used to create a pool of reviewers. It will never be shared with anyone outside the program committee.

- Yes (Ph.D. holder)
- No (non Ph.D. holder)

Information Sharing Agreement. * I agree that my name and e-mail address will be shared with Kinki Nippon Tourist, Co. Ltd. for registration purposes. This information will never be shared with any other third parties.

- Yes
- No

Participation agreement. * I have read and understood the conditions for onsite and online participation (https://jempc.org/ICMP17/submissions/update-information-for-online-participation/).

- Yes
- No

Ready?

If you filled out the form, press the ‘Submit’ button below.
5. Fill out the form and click on “Submit”.

New Submission for ICMPC17-APSCOM7 (Symposium / Workshop / Demonstration)

Follow the instructions, step by step, and then use the “Submit” button at the bottom of the form. The required fields are marked by *.

Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for non-corresponding authors. These authors will also have no access to the submission page.

- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.

- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.
• **All contributors** (convener(s), presenters and discussants) should be registered as authors.

• The name of the conveners should be indicated by clicking the "**corresponding author**" check box.

• Although EasyChair's author fields do not allow registration of separate roles such as chairs, presenters and discussants on author information fields, they can be defined in the proposal (item 2 in the proposal format).
Note: The abstract should not exceed 400 words. The proposal should be format as described in the instruction (see https://jsmpc.org/ICMPC17/submissions/).

Note: Specify at least 3 keywords, one per line.
Other Information

List of references. This field is optional, max 400 characters (not words).

Desired duration. * Please indicate the intended duration of your symposium/workshop/demonstration.

- 60 minutes
- 90 minutes

Possible time. Select all possible time slots. Please note that, while we will try our best to find a convenient time for your proposal, it may not always be possible.

- around 08:00-10:00 (JST)
- around 10:00-12:00 (JST)
- around 15:00-18:00 (JST)

Information Sharing Agreement. * I agree that my name and e-mail address will be shared with Kinki Nippon Tourist, Co. Ltd. for registration purposes. This information will never be shared with any other third parties.

- Yes
- No

Participation agreement. * I have read and understood the conditions for onsite and online participation (https://jsmpc.org/ICMPC17/submissions/update-information-for-online-participation).

Yes

Ready?

If you filled out the form, press the 'Submit' button below.
6. You will receive a confirmation email.

7. You can modify the information by clicking on "Update information" until the due date. If you wish to withdraw your application, please click on "Withdraw".