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Guidelines for using the MyReview system

All submissions, presentations and papers shall be in **English**. The MyReview system should be used for all abstract and full paper submissions. You **DO NOT** need to upload a full paper if you only intend to give an oral presentation. Please be reminded also that each registered and duly paid participant can only present one paper. For more information, please visit the Conference website: http://www.hkuits.hku.hk/2018-conference/

If you encounter any difficulties in using the MyReview system to submit your abstract or full paper, please write to the Conference Secretariat (hkits@pku.hk).

Abstract submission is open until **31 July 2018**. If you would like to give an oral presentation at the Conference, please submit your abstract through the <u>abstract submission interface</u> of the MyReview system. **Full papers are optional**.

Upon acceptance of your abstract, you are welcome to submit a full paper to be considered for Special Issues of academic journals by accessing the <u>paper submission interface</u> and uploading the file of your full paper. Please note that the system **ONLY** accepts files of **less than 2MB** in size in **PDF** (*.pdf) format. The deadline for full paper submission is **22 August 2018**.

Abstract Submission Instructions

1) Go to the homepage of the MyReview system for the Conference (http://papersubmission.hku.hk/its2018/).



2) Mouse-over 'Authors', and then click 'Submit Abstract' to access the <u>abstract submission</u> interface.

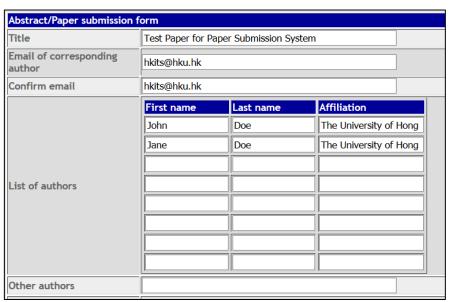
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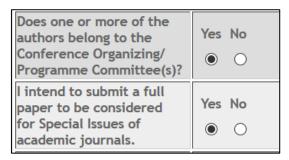




3) Fill in the submission title and corresponding author's email address. Then, fill in the names and affiliations of all authors. If there are more than eight authors, please use the 'Other authors' box.



4) Answer the two mandatory questions to provide us with some more information about your submission and your preference.



5) Please type your abstract into the bottom box, select one main topic and one or more secondary topics (if applicable), and click 'Submit'.

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6) You will be directed to the below screen, listing your abstract submission information.

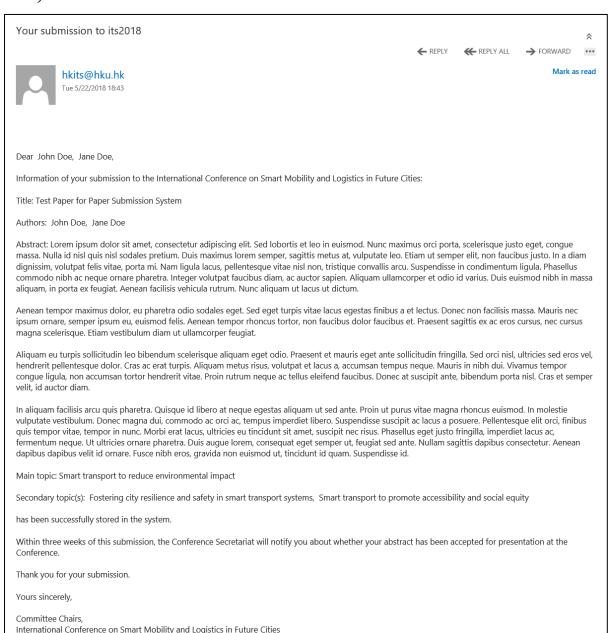


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7) You will also receive an email confirmation with the same information.



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Full Paper Submission Instructions (optional)

8) Full papers are **optional**. Upon acceptance of your abstract, you have the option of submitting a full paper, to be considered for Special Issues of academic journals. From the MyReview homepage (http://papersubmission.hku.hk/its2018/), mouse-over 'Authors' and click 'Submit Full Paper' to enter the paper submission interface.

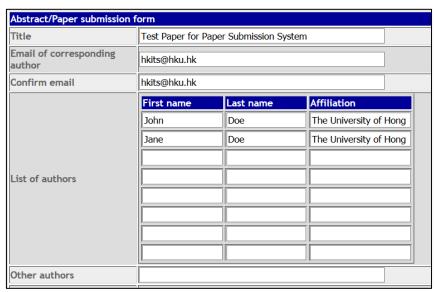


9) The Conference Secretariat will assign you with a paper id and password. Please use those details to log in to the system. If your abstract has been accepted for oral presentation at the Conference and you would like to submit a full paper, but you cannot locate your paper id and password details, please write to the Conference Secretariat (hkits@pktourshk.com or hkits@hku.hk).





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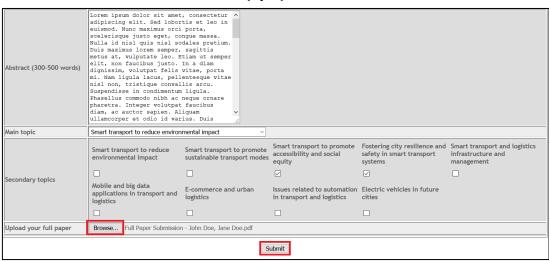
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11) Check that the answers to the below questions are correct.

Does one or more of the authors belong to the Conference Organizing/ Programme Committee(s)?	Yes No
I intend to submit a full paper to be considered for Special Issues of academic journals.	Yes No

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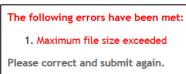
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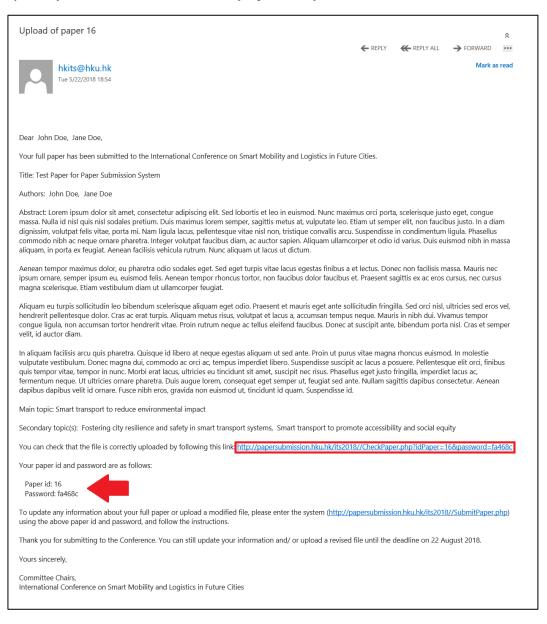
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