

Submission Guideline



Step 1: Login to your RAS account via the link below:

Link: <https://ras.papercept.net/>

Step 2: Access author's workspace by clicking on the [Enter] of the SII 2024 channel. See below for illustration:

Access a workspace

To submit a new contribution to an active conference hosted by this site return to the Home page and look for the link 'Submit a contribution to...' next to the conference of your choice. [Open the Home page in a new window or tab](#)

IEEE RA-L	Enter	IEEE Robotics and Automation Letters access page (in a new window or tab)
IEEE-RAM	Enter	IEEE Robotics and Automation Magazine access page (in a new window or tab)
IEEE T-RO	Enter	IEEE Transactions on Robotics access page (in a new window or tab)
Other accounts	Access	Access all your PaperCept accounts on this portal associated with your O [redacted] 4 in a new window or tab
IROS 2023	My Program	My Program for IROS 2023 (in a new window or tab)
ISER 2023	Access	ISER 2023 Registration site (in a new window or tab)
SII 2024	Enter	Author or proposer of submission [redacted]

Click here →

Click on [\[Submit the final version\]](#)

Contributed Papers	Accepted	▶ Submit the final version until October 15, 2023	Choose an option
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Step 3: Please proceed with [\[Transfer copyright\]](#) and [\[Update the final version information\]](#)

Important notes

- **Upload charge.** The final version of your paper may be uploaded after payment of the upload charge. The upload fee is normally included in the registration fee for the conference. Charges may be paid at the registration site.
- **File upload link.** The file upload link appears when the other mandatory actions have been completed.
- **E-mail notification.** Your final submission is not complete until the status of the submission is shown on your workspace. You will receive an acknowledgement by e-mail after the final submission is complete. The mandatory file that you previously uploaded the status of the submission is changed back to "Accepted" and you receive a notification by e-mail.
- **Final submission update and re-upload.** You may update the final version information and upload any attachments until the deadlines shown.

Submission status	Accepted
Transfer copyright	Transfer copyright
Update the final version information Title, Author list, Number of pages, Abstract	Update the final version information
Cancel the page	Cancel the page



Success status

Actions to Be Completed				
Action		Deadline	Status	Status Information
Pay the upload charge	Mandatory	Before submitting the final version	✗	Upload fee NOT PAID
Transfer copyright	Mandatory	Midnight October 15, 2023	✓	October 7, 2023
Check and update the final version information	Mandatory	Midnight October 15, 2023	✓	October 7, 2023
Upload the final version of the paper	Mandatory	Midnight October 15, 2023	✗	No file found
Upload the PowerPoint Slide	Optional	Midnight October 15, 2023		No file found
Upload the Video Attachment		Upload not allowed (belated upload is not permitted)		No file found
Upload the Readme file for Video attachment		Upload not allowed (belated upload is not permitted)		No file found
Upload the Summary file for Video attachment		Upload not allowed (belated upload is not permitted)		No file found
Upload the Attachment for nominating the best student paper award	Optional	Midnight October 15, 2023		No file found

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Step 4: Access the SII 2024 registration page, where you can access Registration file:

<https://sice-si.org/conf/SII2024/page/registration.html>

Step 5: Please fill in the registration form and make the payment with your preferred payment method

The screenshot shows the front page of the SII 2024 registration site. At the top center is the SII HA LONG 2024 logo. Below it, the text reads: "The 2024 IEEE/SICE International Symposium on System Integration, Ha Long, Vietnam 8-11th January, 2024". The main heading is "Conference Registration". A note states: "Please enter your name below as you would like it to appear on your name badge." Below this, a smaller note says: "Please be advised, an email address can only be used one time per conference event as it saves to the conference address book. Please enter the attendee's primary contact email address below." The form contains four input fields: "First/Given Name *" with the value "asd", "Last/Family/Surname *" with the value "asd", "Registration Type *" with a dropdown menu showing "Full registration (non member) with paper uploading", and "Email *" with the value "asdasd@gmail.com". A note at the bottom left of the form says "Note: * - required". At the bottom center, there are two buttons: a red "Cancel" button and a blue "Next" button.

Front page of SII2024 Registration Site

Submission Guideline



Step 6: After the payment is successfully made, please comeback to the Author’s workspace and wait until the status of [Pay the upload charge] changed to ✓

Actions to Be Completed			
Action		Deadline	Status
Pay the upload charge	Mandatory	Before submitting the final version	✓
Transfer copyright	Mandatory	Midnight October 15, 2023	✓
Check and update the final version information	Mandatory	Midnight October 15, 2023	✓
Upload the final version of the paper	Mandatory	Midnight October 15, 2023	✗
Upload the PowerPoint Slide	Optional	Midnight October 15, 2023	

***** Note:** The time for changing the payment status will depend the number of transaction at the time. Please patiently wait and inform us immediately via this email: sii_registration@ml.jaist.ac.jp if your status has not been changed for **more than 3 hours**.

Step 7: Upload the final version of the paper: PDF file, video, and so on

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Step 8: Please prepare single-slide PowerPoint slide (Digest file) that illustrates your paper via [Upload the PowerPoint Slide](#). Use the **SII2024 Digest Template** which can be downloaded from [here](#).

Actions to Be Completed				
Action			Deadline	Status
	Pay the upload charge	Mandatory	Before submitting the final version	✓
	Transfer copyright	Mandatory	Midnight October 15, 2023	✓
	Check and update the final version information	Mandatory	Midnight October 15, 2023	✓
	Upload the final version of the paper	Mandatory	Midnight October 15, 2023	✓
	Upload the PowerPoint Slide	Optional	Midnight October 15, 2023	

***Note: During the conference, a Digest will be distributed to all participants. Please do not change the template and keep fonts and font sizes as preset in the template.