

ENDORSE 2025

How to submit a presentation, lightning talk, demo or poster proposal

The submission and review of presentation and data blitz proposals for ENDORSE 2025 will be managed online through [EasyChair](#). This system gives presenters complete control over their submissions. They can upload their abstracts and check on the review status of their submissions. The submission process consists of two stages:

- ★ Submitting short and long abstract
- ★ Submitting revised abstracts

The Programme Committee will review all abstracts and notify the results to their authors. The authors of accepted abstracts will be asked to submit a face picture, a biography and a slide deck and/or a video. Draft slide decks and/or videos will be revised with the help of the Organising Committee. The authors of accepted draft slide decks and videos will be asked to submit revised versions, if necessary. This guide is intended to support presenters during the submission process, which consists in three steps:

- ★ Setting up an account
- ★ Submitting abstracts
- ★ Submitting revised abstracts

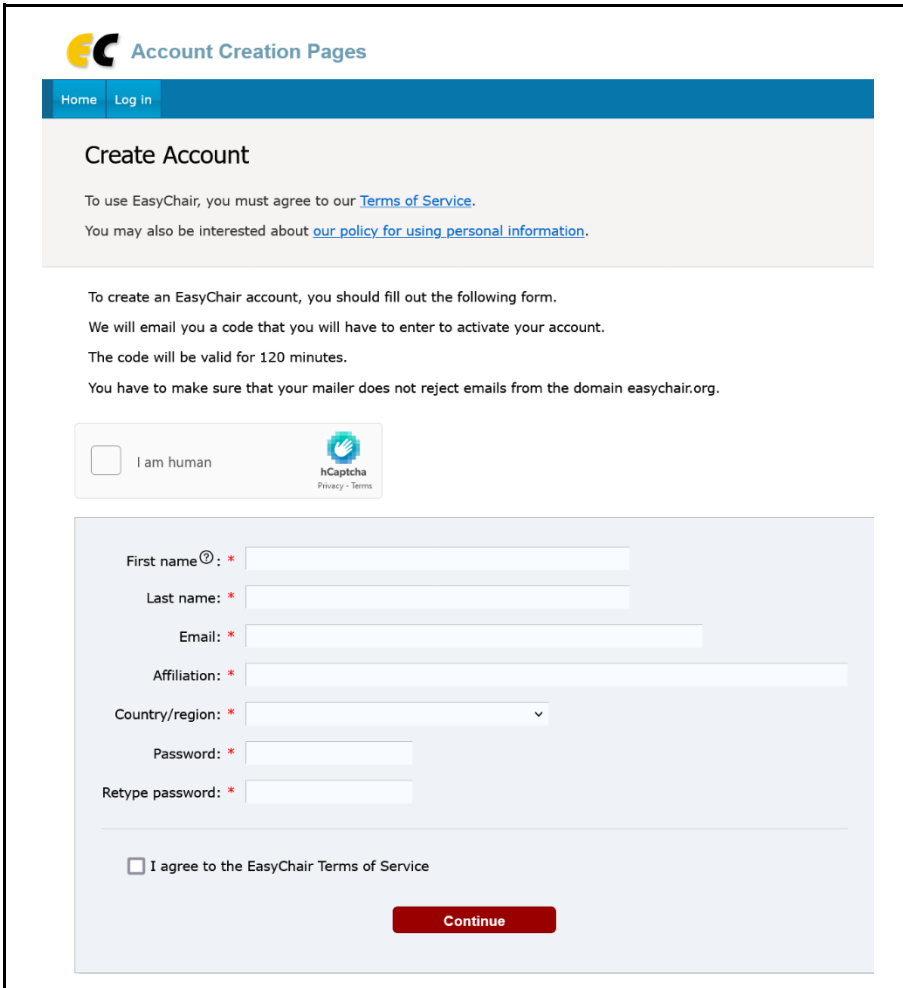
We do not anticipate users running into trouble but we are happy to help if you encounter problems. Whenever necessary, please contact the Organising Committee at: OP-ENDORSE@publications.europa.eu

1. Setting up an account as an author

First, you need to set up an account (username and password).

Go to: <https://easychair.org/account2/create>

You will then be automatically redirected to the page shown in Figure 1.



The screenshot displays the 'Account Creation Pages' for EasyChair. At the top, there is a navigation bar with 'Home' and 'Log in' links. The main heading is 'Create Account'. Below this, a message states: 'To use EasyChair, you must agree to our [Terms of Service](#). You may also be interested about [our policy for using personal information](#).' A section of instructions follows: '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.' Below the instructions is a CAPTCHA section with a checkbox labeled 'I am human' and the hCaptcha logo. The registration form itself contains the following fields: 'First name' (with a required asterisk and a small icon), 'Last name', 'Email', 'Affiliation', 'Country/region' (a dropdown menu), 'Password', and 'Retype password' (all with required asterisks). At the bottom of the form is a checkbox for 'I agree to the EasyChair Terms of Service' and a red 'Continue' button.

Figure 1: Fill in the registration form

Follow the on-screen instructions: first tick the box next to “I am human”, complete the form and then click on “Continue.” The next page, shown in Figure 3, will inform you about that a verification code was sent to your email address.

After registering, you will receive an email similar to the one in Figure 2 with your one-time verification code, valid for 2 hours. Copy the verification code.

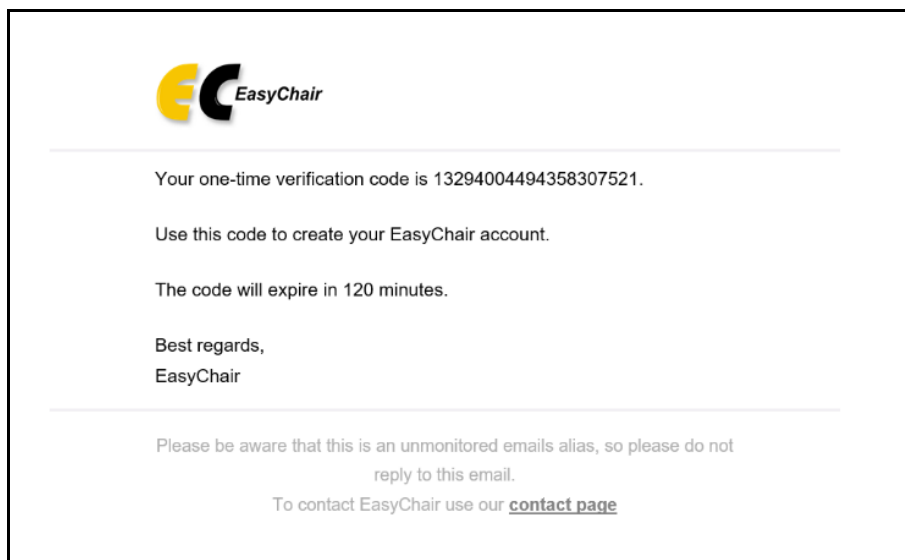


Figure 2: Verification email

On the page shown in Figure 3, use the code provided in the email to continue the account registration process by pasting it into the “Verification Code” field, then click on “Create Account” to finalise the account registration process.

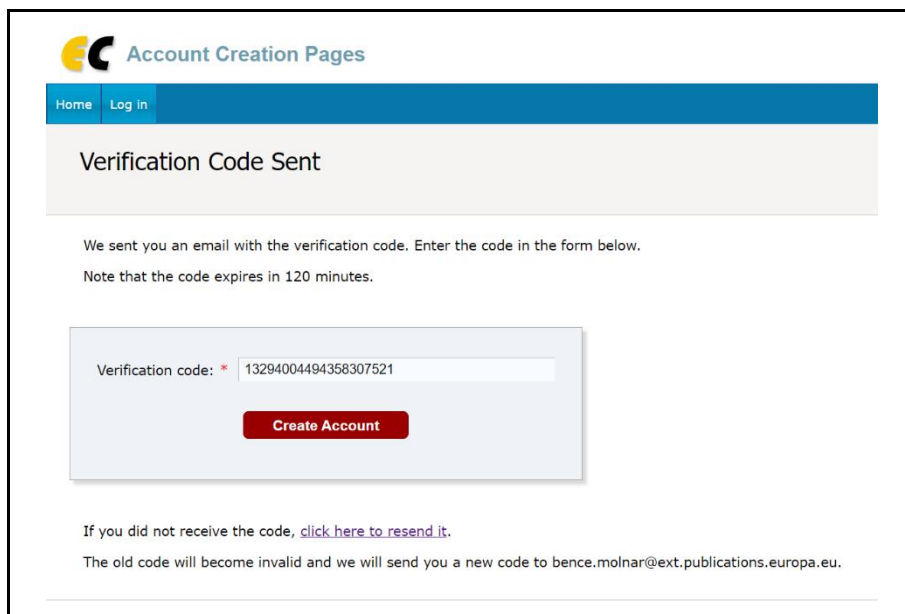


Figure 3: Submit your verification code

After the account is registered, you may log in and access the ENDORSE 2025 simply by clicking on the following link:

<https://easychair.org/my/conference?conf=endorse2025>

Note: If your email address appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to reset your password based on your email address: https://easychair.org/account2/password_reset

2. Submitting abstracts

After logging in to the EasyChair website for [ENDORSE 2025](#), you may click on the “make new a submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 4).



Figure 4: Button to submit a submission

Follow the on-screen instructions and fill out all required information (as shown in Figure 5) about the authors. For any questions, please go to the following page

https://easychair.org/help/account_management

Note: You must use the same email address that you signed up with when creating the EasyChair account. Please select the person who will be the main presenter of the submission on the spot.

New Submission for ENDORSE2025

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 not 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.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

☒ corresponding author

☐ presenter

Figure 5: Authors' information

Fill out the text of the title of the submission, the short abstract (up to 250 words), the keywords and the related topic(s) (Figure 6 & 7).

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title: *

The abstract should not exceed 250 words

Abstract: *

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords: *

Figure 6: Title short abstract and keywords submission

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics.

☐ Semantic specifications

☐ Digital governments

☐ Artificial intelligence for interoperability

☐ Data spaces

☐ Digital-ready policymaking

☐ Reference data for artificial intelligence

Figure 7: Topic selection

[Use the template provided for the long abstract](#) and upload it in the Long abstract section. Once done, please click on the “Submit” button (as shown in Figure 8). Please do not submit any full paper or any other file at this stage.

The screenshot shows a web interface for submitting a long abstract. At the top, the word "Files" is displayed. Below it, a light blue box contains the text: "Long abstract. Upload your long abstract in the provided World template. The file must be in .docx or .pdf format." Inside this box, there is a "Choose File" button and the text "No file chosen". Below the box, the text "Ready?" is followed by a warning: "If you filled out the form, press the 'Submit' button below. Do not press the button twice: uploading may take time!". At the bottom, there is a red "Submit" button.

Figure 8: Long abstract submission

After completing a submission, a new menu bar (“Submission ID” or “My Submissions” in the case of multiple submissions) is created (as shown in Figure 9). Click on “Submission ID” for changing any information about the submission.

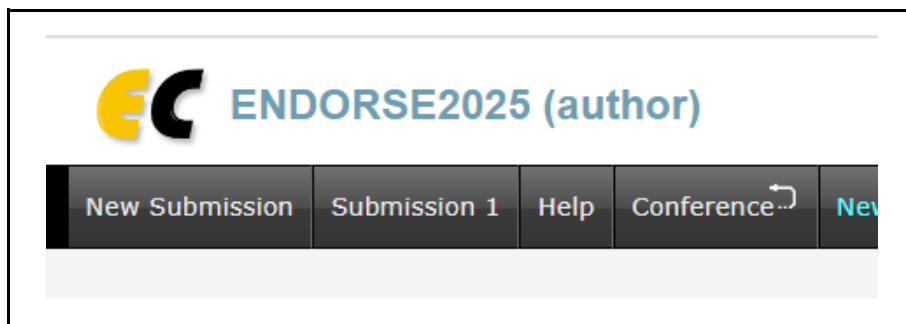


Figure 9: “Submission 1” successfully submitted

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from endorse2025@easychair.org. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.