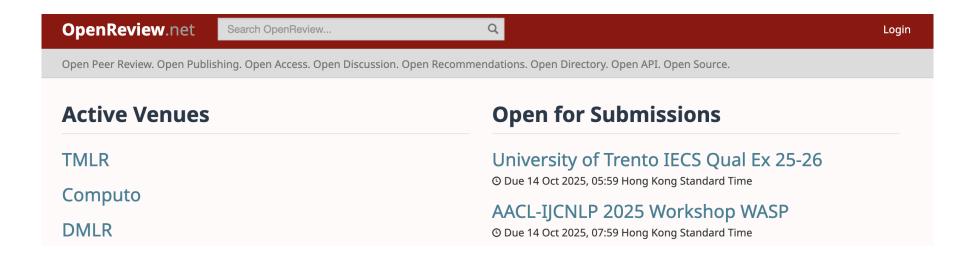
Math 5470 Project 1 Submission Instruction

datascience.hw@gmail.com

Registrate OpenReview

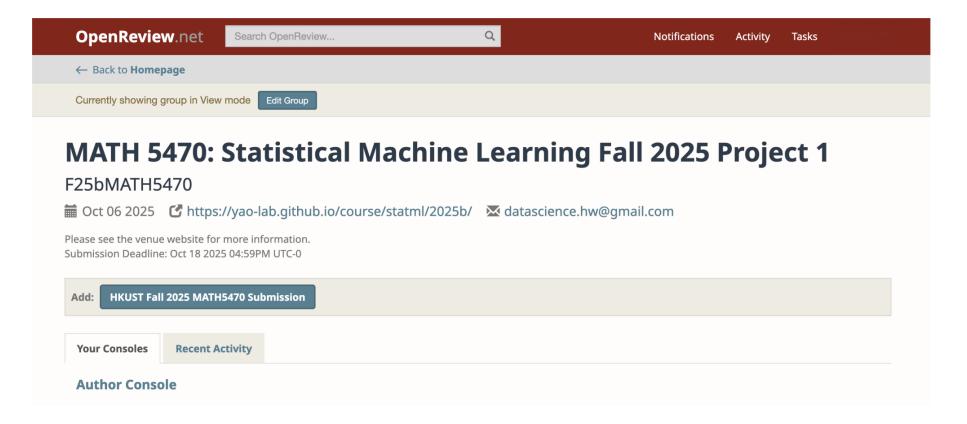
- Every student can register an account using HKUST email on openreview.
- However each team should make only one submission (using the account with HKUST email address).



https://openreview.net/

Create Submission

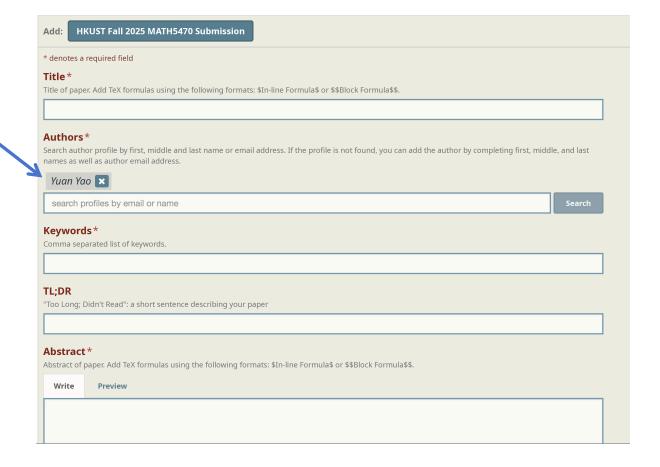
 After login to openreview, the following active venue can be found on front page, and the submission can be created by clicking the button 'HKUST Fall 2025 MATH 5470 Submission'



Submit Your Work

• Each team leader should submit their report in PDF format with a GitHub link to their source code at the end of the abstract section in their report.

Make sure all your teammates have registered Openreview using their ust email, then search and add them as author of your submission



Reviewer's Duty

- The details for the review process will be announced later after submission deadline, because we need to calculate the number of reports for each reviewer by dividing the total number of submission by nubmer of students in the class.
- Every student (NOT team) would be assigned around 2-3 reports to review.

Compete COI Profile

• Every student should complete COI registration by adding all co-author's within your team (for Math 5470 Project 1) to your profile page at the time of submission.



Step 1: Log in to OpenReview

- Go to https://openreview.net
- Sign in using your registered email or institutional login.

Step 2: Access Your Profile

- Click your name or profile icon (top-right corner).
- Choose "Profile" from the dropdown menu.

Step 3: Edit Your Profile

• On your profile page, click "Edit Profile" (usually a pencil icon near your name).

Step 4: Add Emails

- Add all institutional and personal email addresses you have used for academic work.
- OpenReview uses email domains to detect institutional COIs.

Step 5: Add Your Affiliations

- Under "Employment"
 - list your current and past institutions with start and end dates.
- Include your university, lab, or company.
 - → This helps detect institutional conflicts automatically.

Step 6: Add Co-authors

- Under "Relations," click "Add Relation" → choose "Co-author".
- Enter coauthors' OpenReview profiles or emails.
- OpenReview uses your coauthorship graph to identify conflicts.

Step 7: Add Other Relevant Relationships

- Optionally, add other relations like advisor—advisee, collaborator, or other.
- This is especially important for close collaborators not captured through coauthor links.
- Once done, click "Save Profile."