# ACESS2023

2023 The 2<sup>nd</sup> International Conference on Advanced Civil Engineering and Smart Structures

# **Author Submission Guidelines**

Main page of paper management system can be accessed via the link on the conference page or by following the link: <a href="https://www.icacess.org/openconf/openconf.php">https://www.icacess.org/openconf.php</a>

cfp@icacess.org

# **Author Submission Guidelines**

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# A. Paper Submission

1. In the "Authors" section of the submission page, select "Make Submission".



**Note:** If any of the menu within the author section is not available, it means that this option has been closed by the program chair.

#### **Authors:**

- Make Submission
- Edit Submission
- Upload File
- View File
- Withdraw Submission
- Check Status

#### **Review & Program Committees:**

- Sign In
- Sign Up Keycode:

#### Chair:

• Sign In

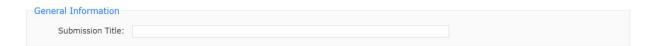


Please **DO NOT** sign in within Review & Program Committees and Chair section as that particular section is to be used by appointed reviewers, advocates (program committees) and program chair ONLY.

2. In the next screen, please tick (1) consent column

Consent	
Conse	t: I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.

3. Enter the title of the paper.



	r(s) details with the valid <b>e-mail address</b> . If the author is more than three Author" to fill their info. (Note:QQ mailbox is not recommended)
Author(s)	
Author 1	
First/Given Name:	
Last/Family Name:	
Organization:	
Country:	<b>v</b>
Email:	
	than one (1) author, please select the Contact Author in the drop-down list ternate email address or telephone number.
Contact Author	
Contact Author	or: 🐧
oontact nath	Author who will serve as the point of contact for correspondence about the submission.
Alternate Contac	ct:
	Alternate contact information, such as personal email address or telephone number; used only if
	unable to contact using above email address.
Topic Areas  To help match submission  Topic Areas:	s to reviewers and sessions, please select the area(s) most applicable to your submission  New Energy Production, Storage, Transmission Hydrogen, Hydrogen Carriers Technology, Hydrogen Application Environmental Science and Environmental Engineering
7. Write some key	words and abstract in the following section.
Keywords: Abstract:	
8. Insert an easy paper later.	to remember password, which will allow you to make changes in your
	you will remember. The submission ID, which you will receive via email upon submission of this ssword will allow you to make future changes to this submission.
Passwore	d:
Re-enter Passwore	d:
	<del>1</del> //

9. Insert in the comments box if you have some additional info that you want to let the Program Chair aware i.e. if you do not want your paper to be included in the conference proceedings.

Comments			
Optional Comments:			
		/i	

10. Once the form is completed, press the "Make Submission" button.

Please check over your entries, making sure everything is filled out. When ready, click on the Make Submission button below once.

Make Submission



Please DO NOT forget to UPLOAD your full paper (if the conference required you to submit it) after you make submission.

Please refer to Upload File section for the details.

11. If the data supplied is complete, the following message will appear and the same information will be sent to the e-mail you provided. Please make sure that you REMEMBER your SUBMISSION ID and your PASSWORD.

#### Submission

# Thank you for your submission to ACESS 2023. Below is a copy of the information submitted for your records.

Submission ID: 1

Consent: I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.

Title: new title

Author 1:

First Name: Your First Name Last Name: Your Last Name Organization: Your Organization

Country: Your Country Email: Your email address

Contact Author: Author 1
Alternate Contact:

Topic(s): Your Topic areas

Keywords: Abstract: Comments:

# B. Edit Submission

1. You probably need to edit the information about the paper if you find out there is a mistake after the submission or there are some amendments that need to be done after your paper has been reviewed. PLEASE DO NOT CREATE A NEW SUBMISSION. You can just using this menu instead. You can just click "Edit Submission".

Auı	nors:	
	Make Submission	
	dit Submission	
	Jpload File	
	fiew File	
	Vithdraw Submission	
	Check Status	
	ign In ign Up — Keycode:  Enter	
Cha	r:	
	Sign In	

2. Key in your Submission ID and your password in the box provided.

#### **Edit Submission**

Submission ID:	( forgot ID? )			
Password:	( forgot password? )			
Edit Submission				

There is a 2 hour limit to complete updates

# C. Upload File

After you have make a submission, you need to upload your paper through the Upload File

- 1. Fill in your Submission ID and your password
- 2. Click Choose File button and find your paper file in your computer.
- 3. Choose the format of your file from the dropdown menu. Make sure that the format is similar with the format of your paper.
- 4. Click Upload File button.
- 5. Done!

# **Upload File**

Submission ID:	( forgot ID? )					
Password:	( forgot password? )					
File:	选择文件 File size lim			Microsoft Word (.doc) Microsoft Word (.doc) Microsoft Word (.docx PDF ZIP		

D. View File	
	View File
Submission ID:	( forgot ID? )
Password:	( forgot password? )
View File	

# E. Withdraw Submission

# Withdraw Submission Submission ID: (forgot ID?) Password: (forgot password?) Clicking the button below will result in your submission being withdrawn. Withdraw Submission

# F. Check Submission Status

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Submission ID:	( forgot ID? )
Password:	( forgot password? )

Check Status

### Forgot ID

In case you forgotten your ID, you can just click the forgot ID link and enter the email address that you use to submit your paper before. If the email address that you provided is correct, the system will sent your submission ID in your email.

E	mail Submissions
	bmissions. We will then email you a list of submissions for which you are the contact author.
Email:	
	Email Submissions

# Forgot Password

If you forgotten your password, you can just click forgot password link and enter your Submission ID and your email. The system will auto generate your password and sent it to the email address that you provided during the submission.

#### **Reset Password**

Please enter your submission id and the contact author's email below

Submission ID:		( forgot ID? )
Email:		
	Reset Password	

If you forget the email address that you use during the submission, please contact the Program Chair for help.