ACESS 2024

2024 The 3rd 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: https://www.icacess.org/openconf/openconf.php

cfp@icacess.org

Author Submission Guidelines

Contents

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:* [   ] [Enter]
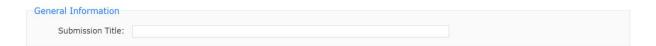
Chair:
- Sign In

> 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 (√) consent column

Consent

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.

3. Enter the title of the paper.

General Information

Submission Title: [   ]

4. Enter the author(s) details with the valid **e-mail address**. If the author is more than three (3), click "Add Author" to fill their info. (Note:QQ mailbox is not recommended)

5. If there is more than one (1) author, please select the Contact Author in the drop-down list and enter the alternate email address or telephone number.

6. After completing the data of the authors, select the Topic Area of the paper.

7. Write some keywords and abstract in the following section.

8. Insert an easy to remember password, which will allow you to make changes in your paper later.

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:  ┌──────────────────────────────┐    │
│                      │                              │    │
│                      │                              │    │
│                      │                              │    │
│                      │                              │    │
│                      └──────────────────────────────┘    │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

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 2024. 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".**

Authors:
Make Submission
Edit Submission
Upload File
View File
Withdraw Submission
Check Status

Review & Program Committees:
Sign In
- Sign Up — *Keycode:* [   ] Enter

Chair:
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 menu.

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 未选择任何文件   **Format:** Microsoft Word (.doc) ⌄
Microsoft Word (.doc)
Microsoft Word (.docx)
PDF
ZIP

File size limit is 50MB.

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

Check Status

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.

Email Submissions

Please enter your email address below and click on *Email Submissions*. 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.

- e n d -