

ICESA2020 Author Guidelines

Content:

- Registration.
- Login and Password recovery.
- Abstract, full paper and final paper submission (for Oral presentation).
- Poster submission (for Poster).

Registration:

- You can register in ICESA2020 using the register button in the nav bar



- For mobile users you can access the registration button from the drop-down menu



- Here you will be able to create a new profile
- you can choose your type of participation in ICESA at the registration page

Registration (Create Personal Account)

Full Name *	<input type="text"/>
Email Address *	<input type="text" value="example@email.com"/>
Confirm Email Address *	<input type="text"/>
Create Password *	<input type="text" value="8 characters at least"/>
Confirm Password *	<input type="text"/>
Phone Number *	<input type="text"/>
Academic Degree*	<input type="text" value="Professor"/>
Type of Participation *	<input type="text" value="Oral Presentation"/>

[Submit](#)

- After submitting your information, you will be redirected to the login page.



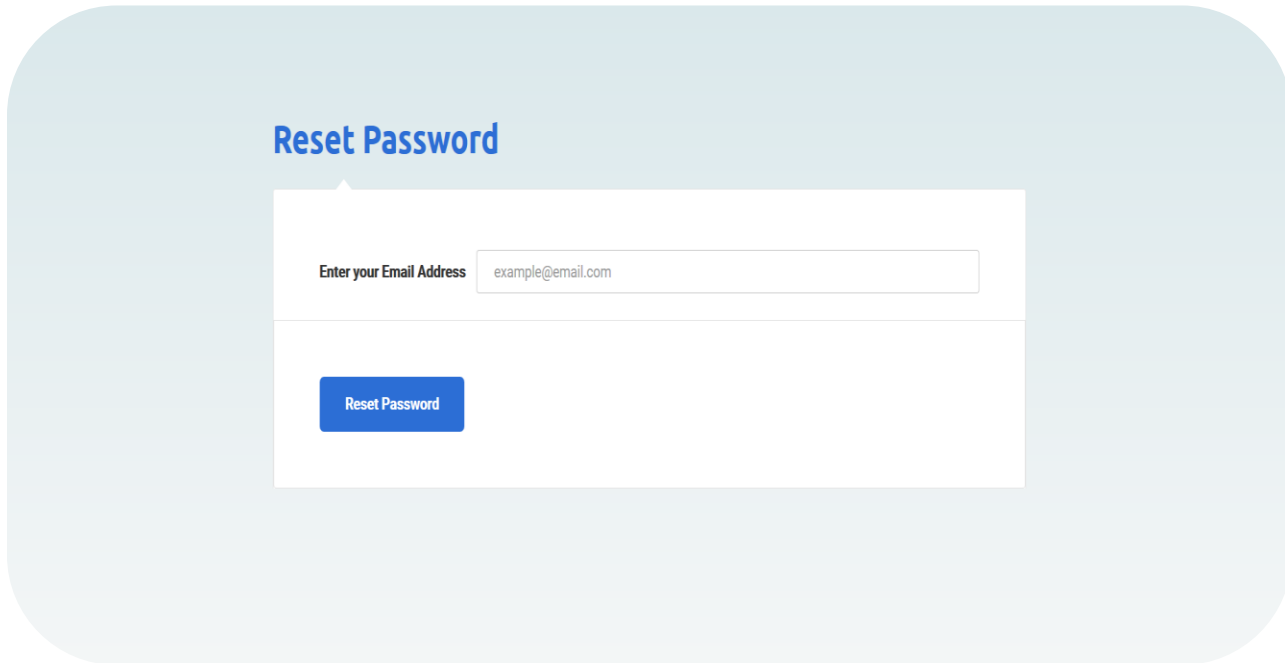
Log In

Email address	<input type="text" value="example@email.com"/>
Password	<input type="password"/>

[Log In](#) [Forgot password?](#)

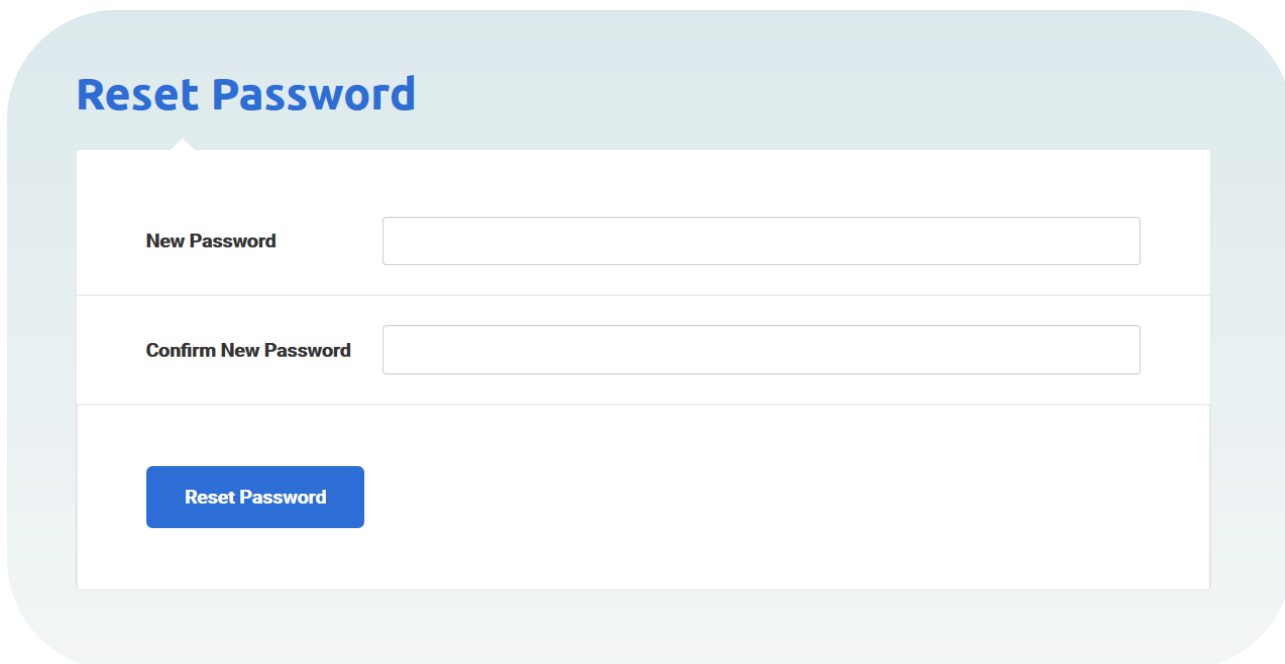
Password recovery:

- In case of forgetting your password, you can click on **Forgot password?** located in the bottom of the login page.
- You will be redirected to a page where you enter the email that you used for registration, after clicking Reset password, you will receive an email contains your new password that you can use to log in.



The screenshot shows a 'Reset Password' form. At the top, the title 'Reset Password' is displayed in blue. Below the title is a white form box. Inside the form box, there is a label 'Enter your Email Address' followed by a text input field containing the placeholder text 'example@email.com'. Below the input field is a blue button with the text 'Reset Password' in white.

- You can change your password later in your profile after you log in



The screenshot shows a 'Reset Password' form. At the top, the title 'Reset Password' is displayed in blue. Below the title is a white form box. Inside the form box, there are two text input fields. The first is labeled 'New Password' and the second is labeled 'Confirm New Password'. Below the input fields is a blue button with the text 'Reset Password' in white.

Abstract, full paper and final paper submission (Oral presentation):

- After logging in your profile, you will find this



- 1- Use it to upload your abstract.
- 2- Use it to see the files you uploaded there.
- 3- Use it to change your password.
- 4- Use it to sign out from your profile.

By clicking on **Upload your abstract** you will be redirected to abstract upload page.

Make sure to fill all the required fields, use hints and rules in the page.

- Corresponding author is the author who will receive our mails and updates on the abstract and paper status.

- You can click on **Add Author** button to add more fields to enter other authors information.

The screenshot shows a web form for adding authors. At the top, there is a 'Title *' field. Below it is the 'Author *' section, which contains two sub-forms: 'Corresponding Author' and 'Author 2'. Each sub-form includes fields for 'Email', 'Academic Degree' (with a dropdown menu currently showing 'Professor'), 'Affiliation Address', and 'Department'. A blue 'Add Author' button is located at the bottom of the form.

- You can then choose your abstract track and enter the keywords related to it.

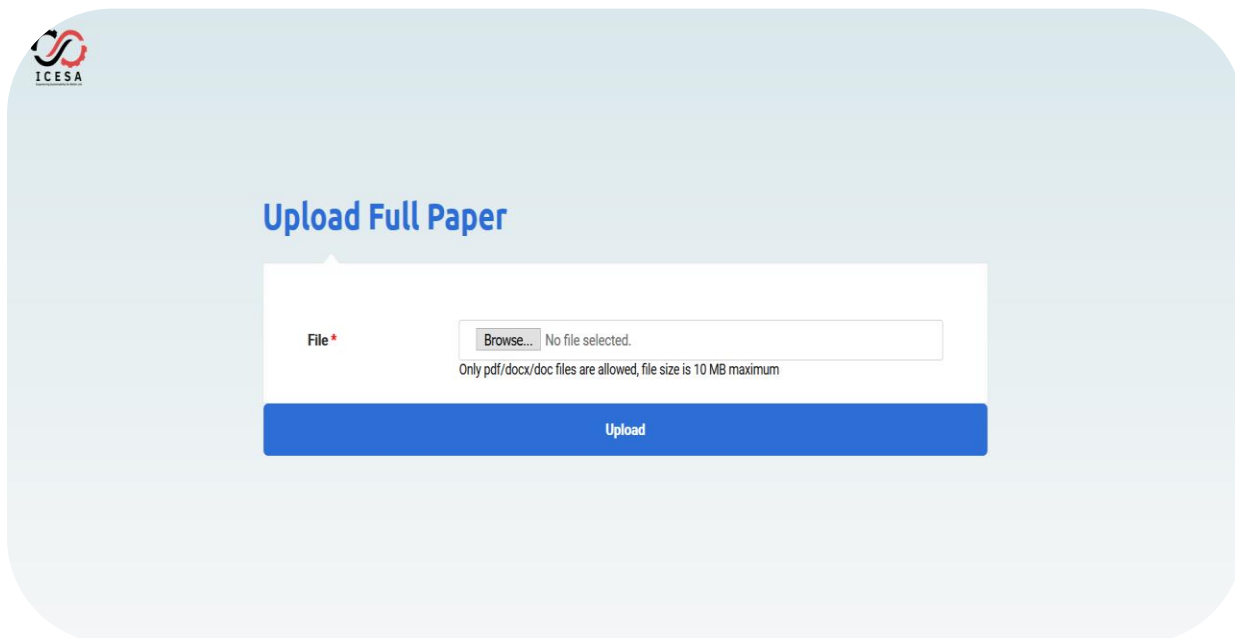
The screenshot shows the abstract submission form. It includes a 'Department' field at the top. Below it is a blue 'Add Author' button. The 'Track *' field is a dropdown menu currently set to 'Mechanical'. The 'Abstract *' field has a 'Browse...' button and the text 'No file selected.' Below this, a note states 'Only docx/doc files are allowed, file size is 1 MB maximum'. The 'Key words *' field is a text box with the instruction '5 words separated by commas'. A blue 'Submit' button is located at the bottom left of the form.

- After submitting, your abstract will be under review and you will be redirected to your profile to follow your abstract status.

- In case of abstract acceptance, you will be able to upload your full paper.

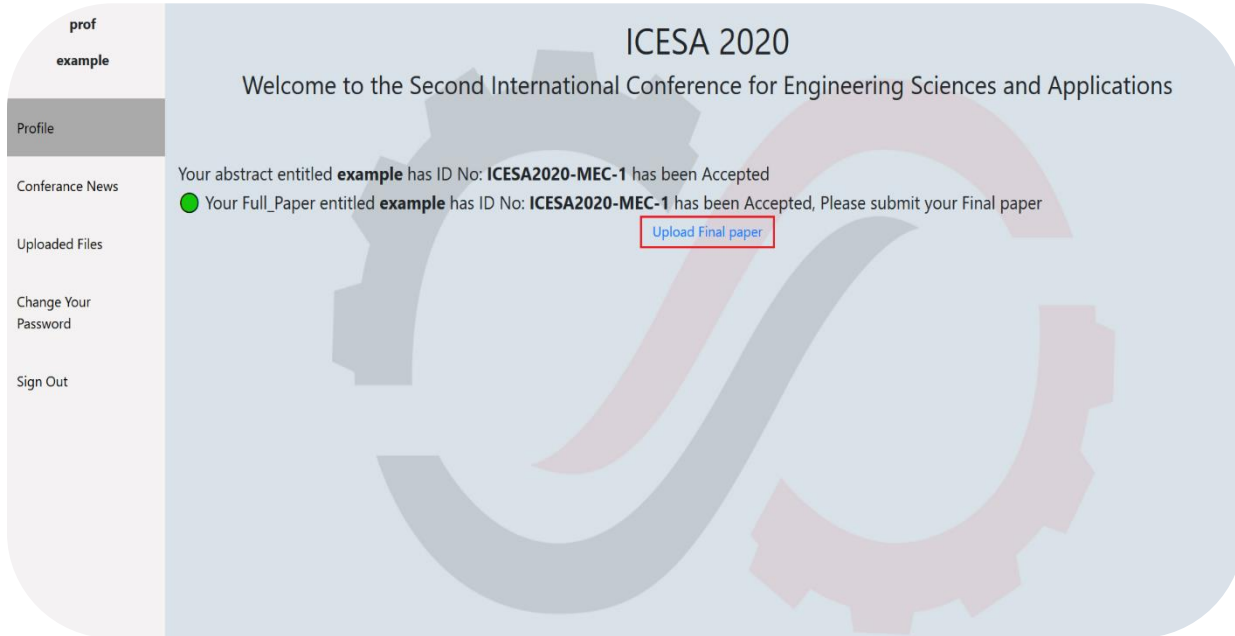


- Clicking on **Upload full paper** will redirect you to the full paper upload page.

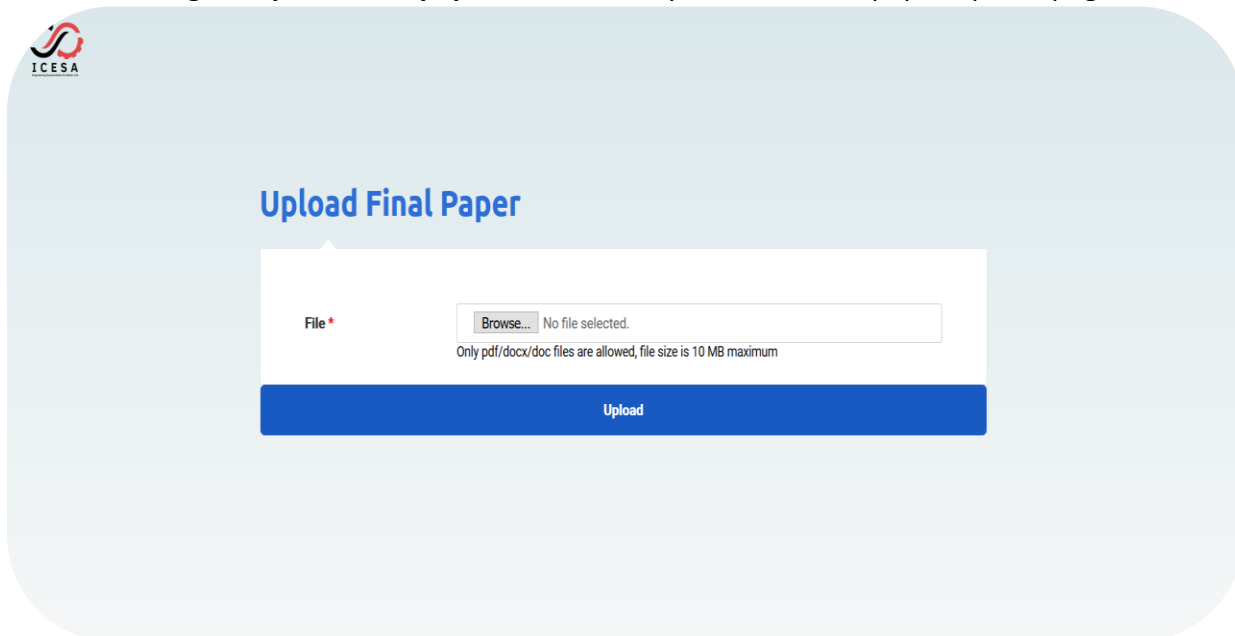


- After uploading, your full paper will be under review and you will be redirected to your profile to follow your paper status.

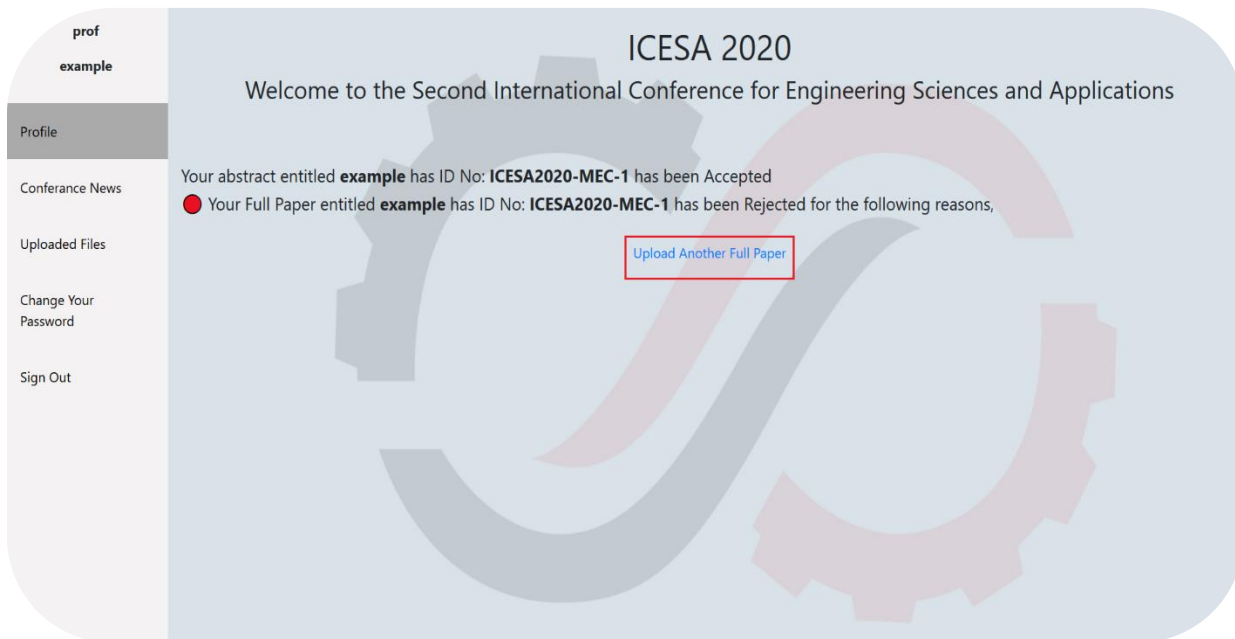
- In case of paper acceptance, you will be able to upload your final paper.



- Clicking on **Upload final paper** will redirect you to the final paper upload page.



- In case of abstract or full paper rejection, you will be able to upload another abstract or update your full paper again.



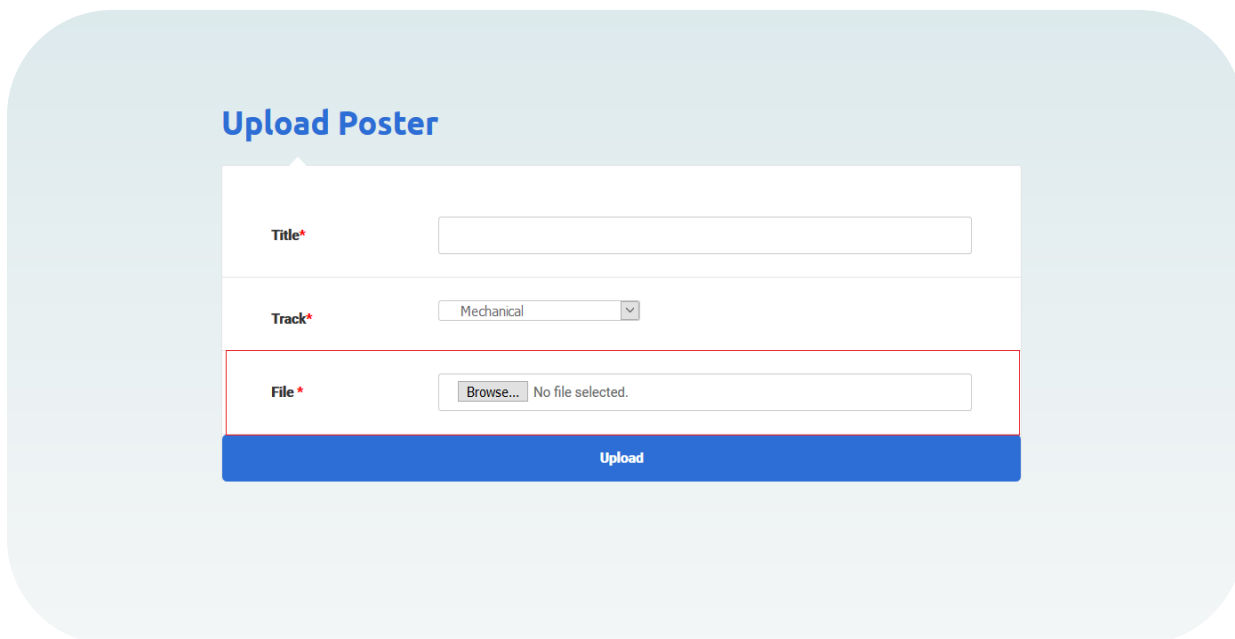
- at every state we will inform you through your corresponding author email.

- **Poster submission (Poster):**

- After logging in your profile, you will find this

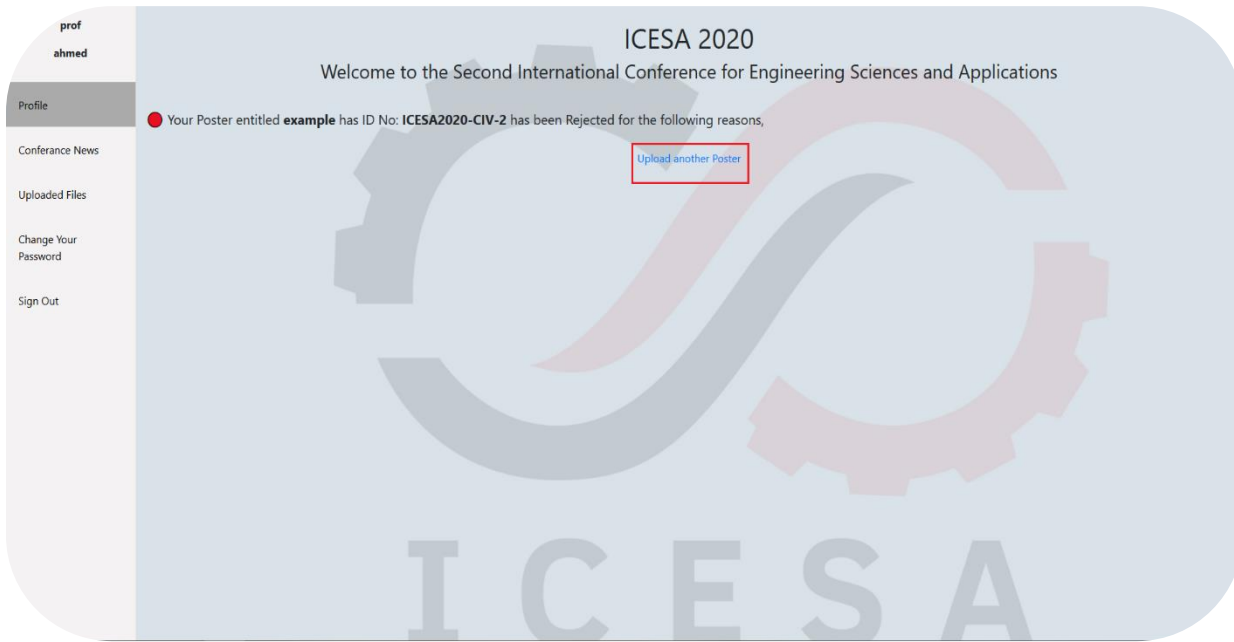


- By clicking on **Upload your Poster** you will be redirected to poster upload page.
- You can upload pdf/doc/docx files



- After uploading, your poster will be under review and you will be redirected to your profile to follow your poster status.

- In case of poster rejection, you will be able to upload another poster again.



- at every state we will inform you through your email.

Thank you