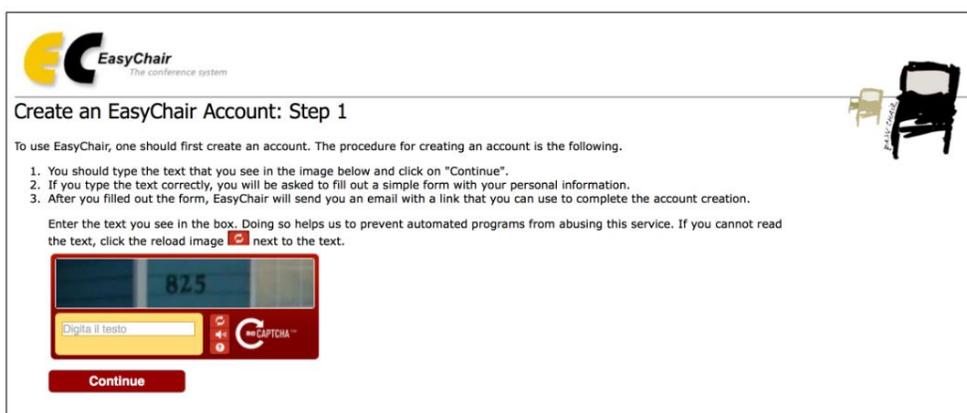


# Easy Chair instructions for AICoSH 2020 Authors

The submission and review of papers for AICoSH 2020 will be managed through an online conference paper management system called EasyChair. This system gives you, the author, complete control over your submission. The submission process consists of two stages, Abstract Submission and Full Paper Submission. This guide is intended to support authors during the submission process. It has three parts:

## 1. Setting up an account

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=aicosh2020>. You will then be automatically directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it, and click on “Continue”.



**EasyChair**  
The conference system

### Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

1. You should type the text that you see in the image below and click on "Continue".
2. If you type the text correctly, you will be asked to fill out a simple form with your personal information.
3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation.

Enter the text you see in the box. Doing so helps us to prevent automated programs from abusing this service. If you cannot read the text, click the reload image  next to the text.

825

Digita il testo

Continue

Figure 1:

Enter information to sign up. Then, follow the on-screen instructions and complete the form (as shown in Figure 2), and click on “Continue”.



**EasyChair**  
The conference system

### Create an EasyChair Account: Step 2

Please fill out the following form. The required fields are marked by (\*)

Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.

First name (\*):

Last name (\*):

Email address (\*):

Retype email address (\*):

Continue

† Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names](#).  
You may also be interested about [our policy for using personal information](#).

Figure 2: Fill in the form

After registering, you will receive an email similar to the one in Figure 3. Use the link provided in the email to continue the account registration process.

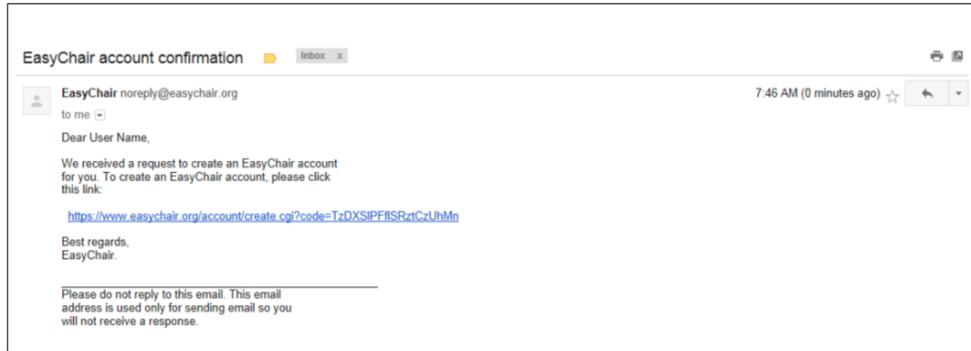


Figure 3: Login email

Fill out all of the required information (as shown in Figure 4), and click the “Create my account” button to finalize the account registration process.

Figure 4:

Create an account. After the account is registered, you may log in to AICoSH 2020 simply by clicking on the “click this link” link (as shown in Figure 5), or on the following link <https://easychair.org/conferences/?conf=aicosh2020>. Note: If your username appears taken, it is possible that you have signed

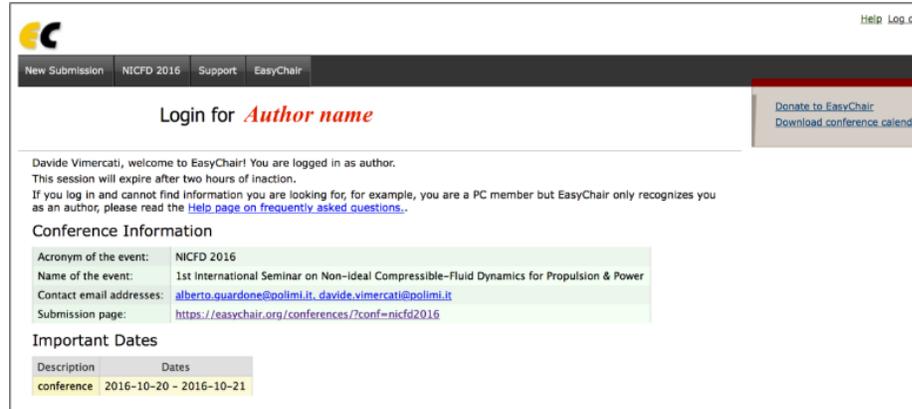


Figure 5:

Link to the login page. up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

## 2. Abstract Submission

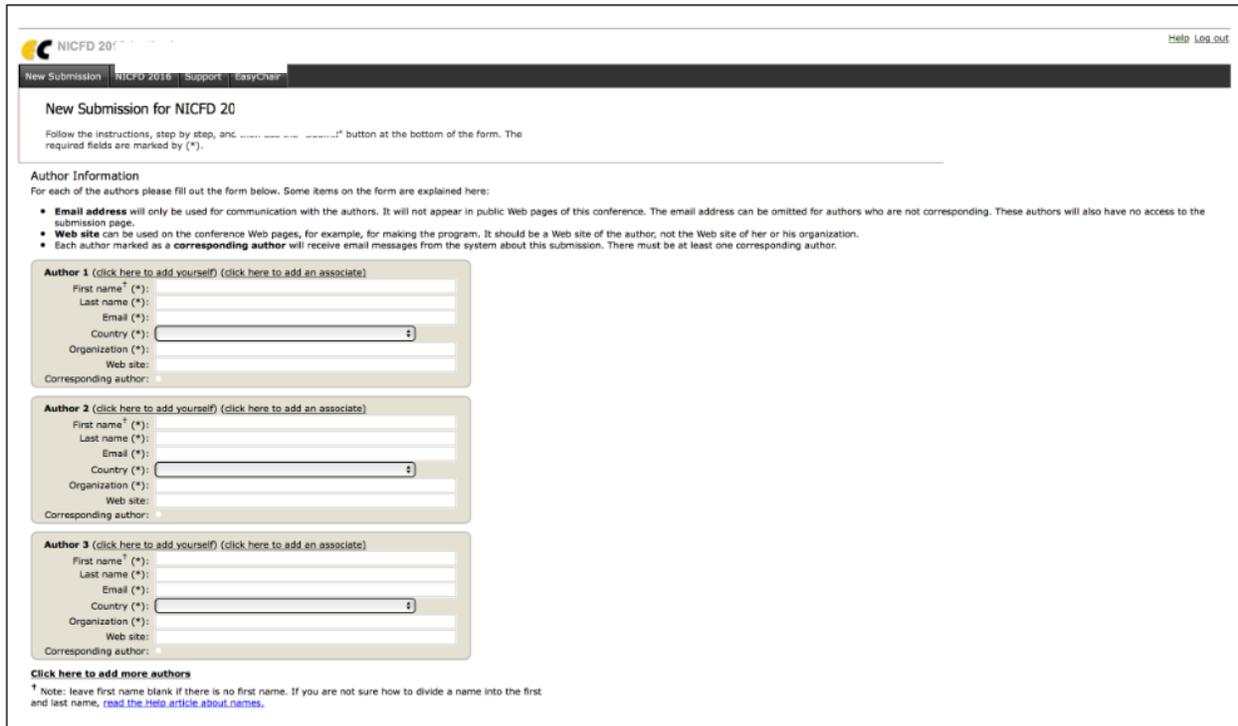
After logging in to the EasyChair website for AICoSH 2020, you may click on the “New Submission” link located in the top-left corner of the menu bar to submit a new abstract (as shown in Figure 6).



The screenshot shows the EasyChair website interface for authors. At the top, there is a navigation bar with links for "New Submission", "NICFD 2016", "Support", and "EasyChair". A "Login for Author name" button is prominently displayed. Below the login button, a message welcomes the user, Davide Vimercati, and provides session expiration information. A "Conference Information" section lists the event acronym (NICFD 2016), name (1st International Seminar on Non-Ideal Compressible-Fluid Dynamics for Propulsion & Power), contact email addresses (alberto.guardone@polimi.it, davide.vimercati@polimi.it), and submission page URL. An "Important Dates" table shows the conference dates as 2016-10-20 to 2016-10-21.

Figure 6: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 7) about the authors. Note: You must use the same email address that you signed up with when creating the EasyChair account.



The screenshot displays the "New Submission for NICFD 2016" form. It includes instructions for authors and a section for "Author Information". The form is designed to collect details for up to three authors. Each author's information is entered in a separate box, with fields for First name, Last name, Email, Country (dropdown), Organization, Web site, and Corresponding author. A note at the bottom explains how to handle names without first names.

**Author Information**  
For each of the authors 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 authors who are not corresponding. These authors will also have no access to the submission page.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site 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.

**Author 1** (click here to add yourself) (click here to add an associate)  
First name (\*): \_\_\_\_\_  
Last name (\*): \_\_\_\_\_  
Email (\*): \_\_\_\_\_  
Country (\*): \_\_\_\_\_  
Organization (\*): \_\_\_\_\_  
Web site: \_\_\_\_\_  
Corresponding author: \_\_\_\_\_

**Author 2** (click here to add yourself) (click here to add an associate)  
First name (\*): \_\_\_\_\_  
Last name (\*): \_\_\_\_\_  
Email (\*): \_\_\_\_\_  
Country (\*): \_\_\_\_\_  
Organization (\*): \_\_\_\_\_  
Web site: \_\_\_\_\_  
Corresponding author: \_\_\_\_\_

**Author 3** (click here to add yourself) (click here to add an associate)  
First name (\*): \_\_\_\_\_  
Last name (\*): \_\_\_\_\_  
Email (\*): \_\_\_\_\_  
Country (\*): \_\_\_\_\_  
Organization (\*): \_\_\_\_\_  
Web site: \_\_\_\_\_  
Corresponding author: \_\_\_\_\_

**Click here to add more authors**  
<sup>†</sup> Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, read the [Help article about names](#).

Figure 7:

Authors information. Fill out the text abstract, keywords and the related topics (as shown in Figure 8).

**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 500 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 (\*):

**Topics**  
Please select topics relevant to your submission from the following list.

- Experimental techniques for NCFD
- Numerical methods in NCFD
- Critical and supercritical flows
- ORC applications
- Chogenic flows
- Space propulsion
- Fundamentals of NCFD
- Optimization and IQ in NCFD
- NCFD of multi-component fluids
- Upour turbines
- Condensing flows in nozzle
- Other

Figure 8:

Abstract submission. Click on the “Submit” link to submit your abstract (as shown in Figure 9). Please do not submit the full paper or any other files at this stage.

**Uploads**

The following part of the submission form was added by NCFD 2016. It has neither been checked nor endorsed by EasyChair

**Paper.** Upload your paper. The paper must be in PDF format (file extension .pdf)

Scegli file nessuno selezionato

**Ready?**  
If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

**Submit**

Figure 9:

Abstract submission. After completing a submission, a new menu bar ("Submission #" or "MySubmissions" in the case of multiple submissions) is created (as shown in Figure 10). Click on “Submission #” for changing any information about the submission.

 [Help](#) [Log out](#)

[New Submission](#) [My Submissions](#) [NCFD 2016](#) [Support](#) [EasyChair](#)

**NI** -----

If you want to **change any information** about your paper or withdraw it, use links in the upper right corner.  
For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

[Update information](#)  
[Update authors](#)  
[Add file](#)  
[Withdraw](#)

Paper 1	
Title:	Abstract
Author keywords:	Keyword1 Keyword2 Keyword3
Topics:	Other
Abstract:	Abstract
Time:	Dec 09, 14:55 GMT

Authors						
first name	last name	email	country	organization	Web site	corresponding?
						✓

Figure 10: A page for changing your submission(s).

Use the links at the top-right corner for:

- **Updating information about your submission:** select “Update information” from the right-hand menu of the Submission screen to change any of title, abstract and keywords of your submission.
- **Updating author information for your submission:** select “Up-date authors” to modify any information about the author(s) and click “save.” In the case of multiple authors, you can add (“Add new author”) or remove authors (Click on “X”); then update the order of the authors by selecting the “Reorder authors” button.
- **Uploading files:** the “Add file” link may be used to upload files. Please do not upload any files at this stage.
- **Withdrawing the submission:** select “Withdraw” to withdraw the submission. At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from [nicfd2016@easychair.org](mailto:nicfd2016@easychair.org). Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from [aicosh@uin-suka.ac.id](mailto:aicosh@uin-suka.ac.id). Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

### 3. Paper Submission

You can submit a paper only by updating the submission you submitted as an abstract. Once you have completed the abstract submission, the menu bar “Submission #” or “My Submissions” in the case of multiple submissions is created. By clicking on this tab, you will access information about your submission, as shown in Figure 10. In particular, using the menu in the top-right corner, you may change the title, abstract, and keywords by selecting “Update information” and you may also update authors using the “Update authors” page. Most importantly, you have to submit a draft paper by selecting “Add file”. After clicking on “Add file”, you will be able to select the file you want to upload with the link “Select file”, as shown in Figure 11. Once you have uploaded a draft paper, you may change the file by selecting “Update file” from the right-hand menu of this screen (which will replace the “Add file” link)

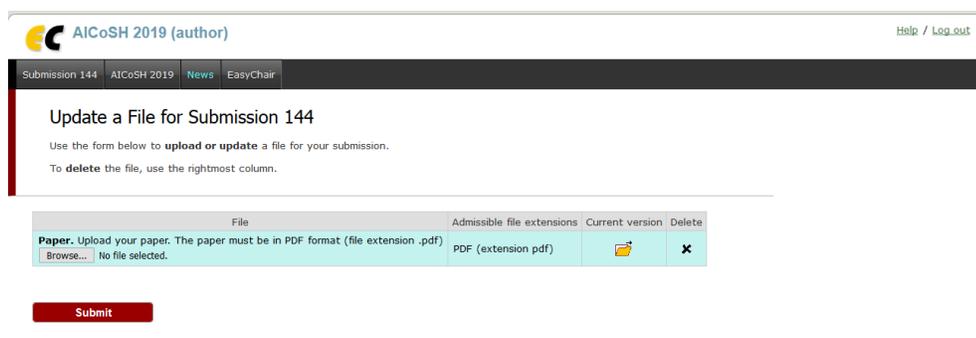


Figure 11:

Uploading paper(s) Once the paper review process is completed, you will receive acceptance/rejection notification with reviews by email.