

EasyChair instructions for Authors

The submission and review of papers for the *15th fib* PhD Symposium 2024 will be managed through an online conference paper management system called [EasyChair](#). This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission. The submission process consists of three stages:

1. Abstract submission
2. Draft paper submission
3. Revised paper submission

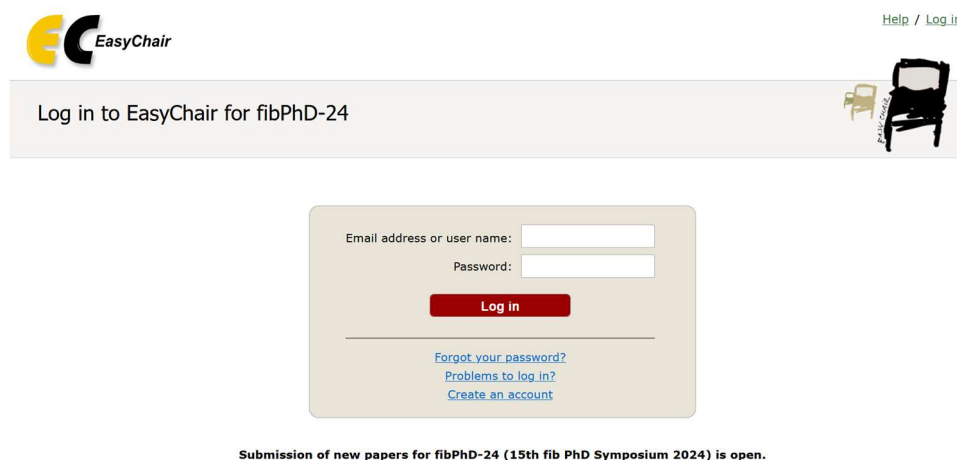
The Scientific Committee will review all abstracts and notify the results to authors. The authors of accepted abstracts will be asked to submit a draft paper. Draft papers will be revised with the help of anonymous referees. The authors of accepted draft papers will be asked to submit a revised version. This guide is intended to support authors during the submission process. It has five parts:

- Setting up an account
- Abstract submission
- Draft paper submission
- Revised paper submission

While the procedure is quite simple and thus we do not anticipate users running into trouble, we are happy to help if you encounter problems. In the event that you do need help, please contact the technical chair at: fibphdsymp2024@emk.bme.hu

1 Set up an account as an Author

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/conferences/?conf=fibphd24>. You will then be automatically directed to the page shown in Figure 1. Either log in if you have a registration from previous conferences or click on create an account. Follow the onscreen instructions through the registration process and don't forget to verify the registration with the email the system automatically sends to you.



The screenshot shows the EasyChair website interface. At the top left is the EasyChair logo. To the right, there are links for 'Help / Log in' and an icon of a chair. Below this is a navigation bar with the text 'Log in to EasyChair for fibPhD-24'. The main content area contains a login form with two input fields: 'Email address or user name:' and 'Password:'. Below the fields is a red 'Log in' button. Underneath the button are three links: 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

Submission of new papers for fibPhD-24 (15th fib PhD Symposium 2024) is open.

Figure 1: Log in or create an account

After your registration to the site is finished, go back to <https://easychair.org/conferences/?conf=fibphd24>.

2 Submit your abstract(s)

After logging in to the EasyChair website for fibPhD-24 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 2).

New Submission | Submission 2 | Templates | Premium | Conference ↻ | News | Alerts | EasyChair

My Submissions for fibPhD-24

Using the submission author environment you can view or manage your submissions to fibPhD-24. You can make new submissions or update your previous submissions.

To **make a new submission** click on "New Submission".

To **view or update your existing submission** click on the corresponding "view" icon.

Additional information about submission to fibPhD-24 can be found at the [fibPhD-24 Web page](#).

Questions about submissions can be sent to the conference contact email fibphdsymp2024@emk.bme.hu.

Figure 2: The main page for authors.

Follow the on-screen instructions and fill out all of required information (as shown in Figure 3) about the authors.

Note: You must use the same email address that you signed up with when creating the EasyChair account.

New Submission for fibPhD-24

Click on "Submission templates" to **download submission templates for this conference**.

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

Author Information

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

Affiliation: *

Web page:

corresponding author

Figure 3: Authors information

Fill out the text abstract, keywords and the related topics (as shown in Figure 4 and Figure 5). For abstract formatting in the docx or .odt file please refer to the Abstract template available at the top-right corner of the page.

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.



The form consists of a light blue rectangular container. At the top, there is a label "Title: *" followed by a white text input field. Below this, a horizontal line separates the title section from the abstract section. Under the line, the text "The abstract should not exceed 1500 characters" is displayed. Below this text is a large white text area for the abstract, with a label "Abstract: *" on the left side. A small icon of three diagonal lines is located in the bottom right corner of the abstract text area.

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.



The form consists of a light blue rectangular container. On the left side, there is a label "Keywords: *". To the right of the label is a large white text area for entering keywords, with a small icon of three diagonal lines in the bottom right corner.

Figure 4: Abstract submission, abstract and keywords

Topics

Please select topics relevant to your submission from the following list. Topics are typically used for assigning submissions to reviewers and for conference analytics.

<input type="checkbox"/> Innovations in concrete technology	<input type="checkbox"/> Structural analysis and design
<input type="checkbox"/> Retrofitting and assessment of existing structures	<input type="checkbox"/> History of concrete structures and assessment of heritage buildings
<input type="checkbox"/> Construction technology	<input type="checkbox"/> Bridges, dams and tunnels
<input type="checkbox"/> Composite structures	<input type="checkbox"/> Structural reliability and risk analysis
<input type="checkbox"/> Durability and materials	<input type="checkbox"/> Sustainability and life cycle assessment
<input type="checkbox"/> Structural health monitoring	<input type="checkbox"/> 3D concrete printing

Files

abstract. Please upload your abstract in .docx or .odt format. Please follow the template provided, which can be downloaded in the up right corner of this webpage.

No file selected.

Figure 5: Abstract submission, topics and files.

Click on the “Submit” link to submit your abstract at the bottom of the webpage. Please only submit abstract files at this stage.

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 6). Click on “Submission #” for changing any information about the submission.

The screenshot shows the user interface for managing a submission. At the top left is the fibPhD-24 logo and the text "fibPhD-24 (author)". At the top right are links for "Help" and "Log out". Below this is a dark navigation bar with buttons for "New Submission", "Submission 2", "Templates", "Premium", "Conference", "News", "Alerts", and "EasyChair". The main content area is titled "fibPhD-24 Submission 2" and contains instructions: "If you want to **change any information** about your paper, use links in the upper right corner." and "For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)". On the right side, there is a vertical menu with the following options: "Update information", "Update authors", "Add file", "Declare conflict", and "Withdraw".

Figure 6: 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 “Update 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 only upload abstract 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. Once the review process is completed, you will receive acceptance/rejection notification with reviews by email.

3 Draft paper submission

You can submit a draft paper only by updating the submission you submitted as an abstract. The option for full paper files will be added only after all abstracts are evaluated. 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. 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”. 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).

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

4 Revised paper submission

If your draft paper was accepted, we request that you submit your revised paper electronically. To upload your final paper, click on "Submission #"

and select “Update file” from the right-hand menu of the Submission screen. By that time a new revised paper upload field will be opened. After selecting the file that you wish to upload from your computer, submit your revised paper by selecting the “Submit” button.