

Instructions for uploading of abstracts

The submission and review of your abstract for FPCM 12 will be carried out with the help of the online conference management system “EasyChair” (see www.easychair.org for more information). With this system you can upload your abstract and can check on its review status. At a later stage also the manuscripts can be uploaded.

You need to go through a relatively straightforward procedure. First you need to create an account with EasyChair if you do not have an account already. After completion of this procedure you can go to the EasyChair page of FPCM 12 and upload your abstract. The complete procedure is explained in details below.

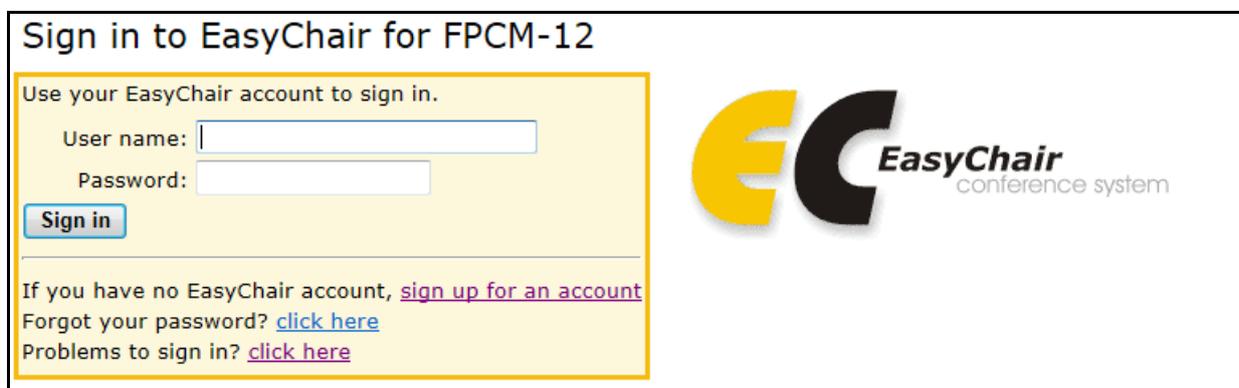
1. Account setup
2. Uploading of abstracts

In the unfortunate event you need additional support, please do not hesitate to contact us at fpcm12@utwente.nl.

1. Author account setup

The first step is to set up an account (username and password) as an author. You need to go to the designated EasyChair link for this conference:

<https://www.easychair.org/conferences/?conf=fpcm12>. You will see the screen as shown below in Fig. 1. If you already have an EasyChair account, you can use it. Otherwise, you first have to sign up for an account, by pressing “[sign up for an account](#)”.



Sign in to EasyChair for FPCM-12

Use your EasyChair account to sign in.

User name:

Password:

If you have no EasyChair account, [sign up for an account](#)

Forgot your password? [click here](#)

Problems to sign in? [click here](#)

EC EasyChair
conference system

Fig. 1. The login page of “EasyChair” for FPCM 12.

You will then be directed to a new page as shown below in Fig. 2. Follow the instructions and fill in the distorted words that appear. Subsequently, press the “Continue” button in the lower left of the screen.

Signing up for EasyChair: Step 1

To use EasyChair, one should first create an account. This is done to prevent misuse of the system. The procedure for obtaining an account is the following.

1. You should type the two words that you see in the image below and click on "Continue".
2. If you type the words 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 create an account.

Please enter the words you see in the box, in order and separated by a space. Doing so helps prevent automated programs from abusing this service. If you are not sure what the words are, either enter your best guess or click the reload image  next to the distorted words.



Fig. 2. First step of signing up for EasyChair for FPCM12.

Now, you need to fill out the form, shown in Fig. 3. Take care that you correctly type your email address.

Signing up for EasyChair: Step 2

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

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

First name [†] (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
<input type="button" value="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.](#)

Fig. 3. Step two for signing up: please fill out the form.

After registering, you will be send an email, that resembles the one shown in Fig. 4 and confirms your entry.

Dear User_Name,

We received a request to create an EasyChair account for you. To create an EasyChair account, please click this link:

<https://www.easychair.org/account/create.cgi?code=EJ4pO68j8Z24uMXOh5tp>

Best regards,
EasyChair.

Please do not reply to this email. This email address is used only for sending email so you will not receive a response.

Fig. 4. Confirmation email from EasyChair

Press the link and fill out the form. If you do not receive an email, please have a look in Fig. 5 below for the possible causes.

Account Application Received

We received your application. A mail with further instructions has been sent to the email address User_email_address.

If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information. Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

Incorrectly typed email address
This is still the most likely cause of delays.

Slow mail processing
Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

"Reply-me" mail protection.
Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain easychair.org.

Mail box problems and quotas
Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

Anti-spam filters
It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

General connection problems
There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail to name but a few. You will be able to change your email address in EasyChair or have multiple email addresses later when you have an account. You can repeat your application at any time. Another mail will be sent to you.

Fig. 5. What can you do if the instruction mail does has not been received.

Signing Up for EasyChair: Last Step

Hello User_Name! To complete the creation of your account please fill out the following form.

You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:

First name[†]:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

[†] 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](#).

Fig. 6. Complete the form to create the account.

As soon as you completed the form, please press the button “Create my account” in the lower left of the screen (see also Fig. 6) and your account will be created. EasyChair updates you with the screen as shown in Fig. 7. This is the final step to setup an account.

Account Created

Your EasyChair account has been created.

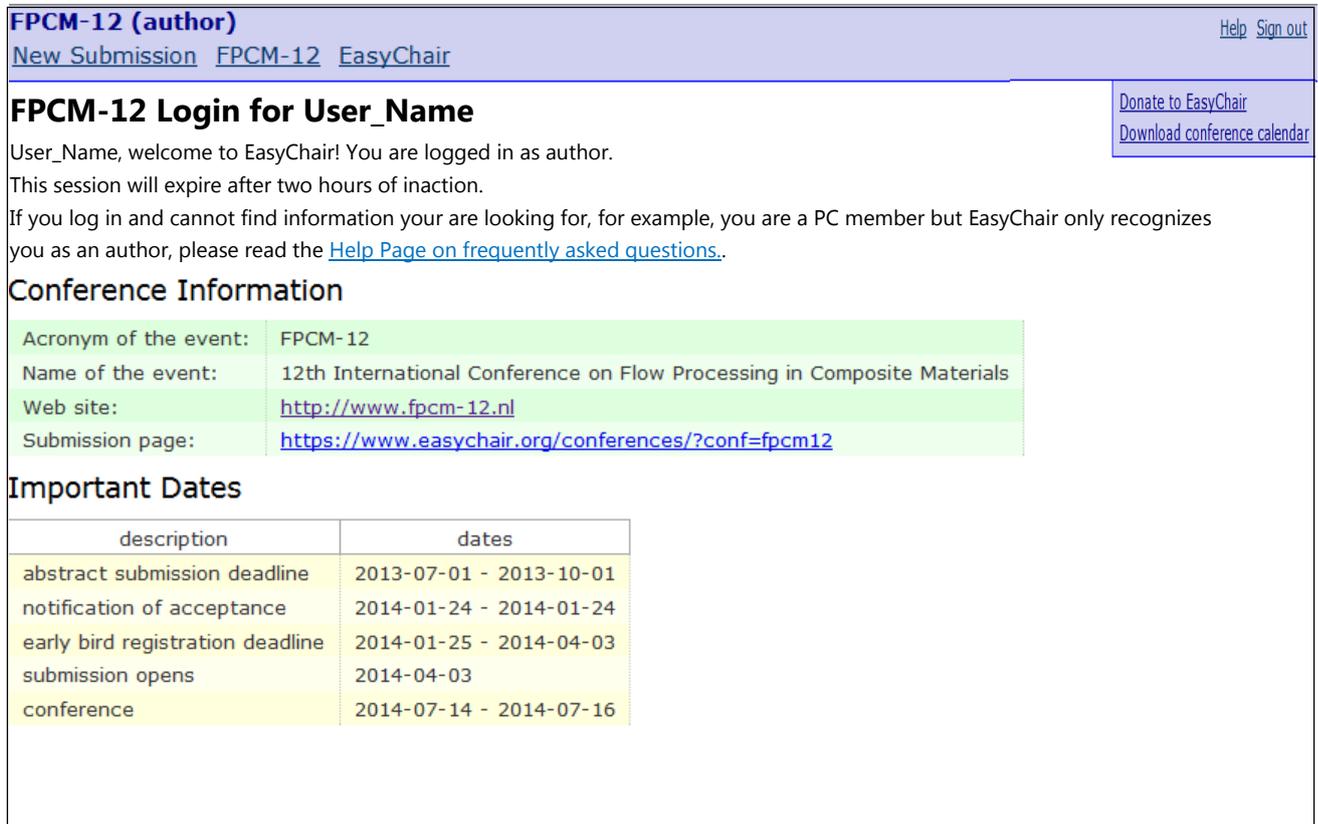
To log in for FPCM-12 [click this link](#).

Fig. 7. Your EasyChair account has been created.

If your username appears to be taken, it might be possible you have signed up for EasyChair in the past for another conference. You can simply ask EasyChair (see Fig. 1) to remind you of your password that goes with the username.

2. Uploading of abstracts before October 1st, 2013

After logging in to the FPCM12 EasyChair website you will see the screen shown in Fig. 8. It contains conference information and important dates for the conference. Abstracts can be submitted by pressing [New Submission](#) in the upper left of the screen.



The screenshot shows the main page for authors on the FPCM-12 EasyChair website. At the top, there is a navigation bar with links for "New Submission", "FPCM-12", and "EasyChair". The main heading is "FPCM-12 Login for User_Name". Below this, a welcome message states: "User_Name, welcome to EasyChair! You are logged in as author. This session will expire after two hours of inaction. If you log in and cannot find information you are looking for, for example, you are a PC member but EasyChair only recognizes you as an author, please read the [Help Page on frequently asked questions](#)." To the right of the welcome message are two buttons: "Donate to EasyChair" and "Download conference calendar".

Conference Information

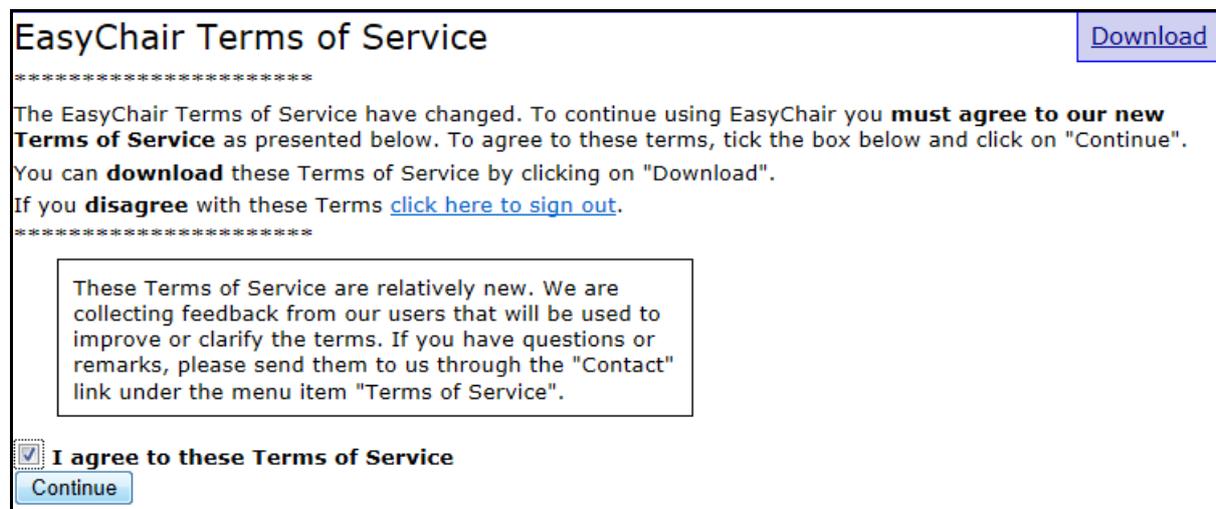
Acronym of the event:	FPCM-12
Name of the event:	12th International Conference on Flow Processing in Composite Materials
Web site:	http://www.fpcm-12.nl
Submission page:	https://www.easychair.org/conferences/?conf=fpcm12

Important Dates

description	dates
abstract submission deadline	2013-07-01 - 2013-10-01
notification of acceptance	2014-01-24 - 2014-01-24
early bird registration deadline	2014-01-25 - 2014-04-03
submission opens	2014-04-03
conference	2014-07-14 - 2014-07-16

Fig. 8. The main page for authors

Before you are able to start the submission procedure, you should agree to the Terms of Service set by EasyChair, see Fig. 9. Read the terms, click the appropriate box and press continue.



The screenshot shows the "EasyChair Terms of Service" page. At the top right is a "Download" button. The main text reads: "The EasyChair Terms of Service have changed. To continue using EasyChair you **must agree to our new Terms of Service** as presented below. To agree to these terms, tick the box below and click on "Continue". You can **download** these Terms of Service by clicking on "Download". If you **disagree** with these Terms [click here to sign out](#)." Below this text is a box containing a message: "These Terms of Service are relatively new. We are collecting feedback from our users that will be used to improve or clarify the terms. If you have questions or remarks, please send them to us through the "Contact" link under the menu item "Terms of Service"."

At the bottom, there is a checkbox with a checkmark and the text "I agree to these Terms of Service", followed by a "Continue" button.

Fig. 9. EasyChair Terms of Service.

EasyChair responds with the message shown in Fig. 10.



Fig. 10. Acceptance message from EasyChair's Terms of Service.

Press [New Submission](#) again and you will obtain the relatively long window, shown in parts in Figs. 11a, b and c, respectively. In the top part of the screen the address for correspondence needs to be filled in (Fig. 11a). In the middle part of the screen all contributing authors should be provided. The number of authors can be extended by pushing the "[click here to add more authors](#)" button (Fig. 11b).

The bottom part of the screen (Fig. 11c) should be filled in with the title, the abstract (maximum of 500 words) and relevant key words (at least 3). Please click on the box "Abstract only" and do not upload a paper in pdf format. We only look at the plain text abstracts. The procedure to upload manuscripts will be clarified after the reviewing process. Please check the content of every form and then press Submit at the lower left of the screen (see Figs. 11c). Uploading might take some time.

A screenshot of a web browser window showing the 'New Submission for FPCM-12' form. The top navigation bar is light blue with 'FPCM-12 (author)' on the left and 'Help Sign out' on the right. Below the navigation bar are links for 'New Submission', 'FPCM-12', and 'EasyChair'. The main content area has a white background with the heading 'New Submission for FPCM-12' in bold black text. Below the heading is a line of asterisks. The text reads: 'Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*). More information about submission to FPCM-12 can be found on [FPCM-12 Web site](#).' Below this is another line of asterisks. The section is titled 'Address for Correspondence' and includes the text: 'The information below will only be used for communication by post, if necessary.' Below this text is a light blue box containing several input fields: 'Address, line 1 (*)', 'Address, line 2', 'City (*)', 'Post code (*)', 'State (US only) (*)' with a dropdown arrow, and 'Country (*)' with a dropdown arrow. Below the 'Address for Correspondence' section is the 'Authors' section, which includes the text: 'For each of the authors please fill out the form below. Some items on the form are explained below.' Below this text is a bulleted list: '• **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 should be at least one corresponding author.'

Fig. 11a. Top part of new submission screen: address for correspondence.

Authors

For each of the authors please fill out the form below. Some items on the form are explained below.

- **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 should be at least one corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name [†] (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text"/> ▼
Organization (*):	<input type="text"/>
Web Site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name [†] (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text"/> ▼
Organization (*):	<input type="text"/>
Web Site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

Author 3 ([click here to add yourself](#)) ([click here to add an associate](#))

First name [†] (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email (*):	<input type="text"/>
Country (*):	<input type="text"/> ▼
Organization (*):	<input type="text"/>
Web Site:	<input type="text"/>
Corresponding author:	<input type="checkbox"/>

[Click here to add more authors](#)

[†] 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.](#)

Fig. 11b. Middle part of new submission screen: participating authors.

Title, Abstract and Other Information

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

Title (*):

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 (*):

Please click on Abstract Only while uploading an abstract.

Upload Paper

The submission should be in the PDF format (file extension .pdf). If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

Paper: Abstract Only

Ready?

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

Fig. 11c. Bottom part of new submission screen: title, abstract, key words. Please click on "Abstract Only" and do not upload a Paper!