# ICES 2019 Author's General and EasyChair Instructions

Dear ICES 2019 Author,

The ICES Steering Committee would like to warmly thank you for your contribution to ICES 2019 and for helping making again ICES the number one International Conference in the domain of environmental control and a very successful event.

You will find below some information regarding key dates / planning, contact points and General / Easy Chair instructions that will help you for the submission and overall management of your paper. Embedded in this document are hyperlinks to the materials and websites you will need. If you are not able to access online the following url addresses can be entered:

> EasyChair submission site can be accessed at https://easychair.org/conferences/?conf=ices2019
> ICES Website can be accessed at https://www.ices.space

Please note that there should be one corresponding Author per paper and he/she is expected to take responsibility for submitting the paper in time, providing updates whenever necessary and to liaise with the relevant Session Chair(s) when needed. The corresponding author in principle has already been identified when the abstract was submitted.

At any time that you have a question, please feel free to contact your session chair for help. If you do not know who your session chair is, feel free to contact a Technical Committee Chair or the Vice-Chair for help. Section 2, below, provides names and emails for the Technical Committee Chairs, the Vice-Chair, and the Conference Chair.

## 1. Your key dates

All key dates for authors (see specific "Authors" column) are provided below. It is very important that Authors meet the **01 March 2019 deadline for the submission of their draft paper** because the final paper submission needs to be done for 03 May 2019 for the purpose of detailed program and proceedings preparation. The Steering Committee has established on the basis of previous statistics that 8 weeks is the minimum period of time for the session chairs and independent reviewers to organize and perform the review of the papers, for the authors to work on the update of their papers and for a second check of the papers to be carried out - see details in the table below.

| Activity | Completion Date | Session Chair/Org. | Reviewers | Authors |
|---|---|---|---|---|
| Abstracts DUE | 09-Nov-2018 | X | | X |
| Abstracts acceptance | 10-Dec-2018 | X | | |
| Session Organizers contact authors | 18-Dec-2018 | **X** | | |
| Pre-identification of reviewers | 1-Feb-2019 | **X** | | |
| Draft paper submission | 1-Mar-2019 | | | **X** |
| Assignment of reviews | 4-Mar-2019 | **X** | | |
| Completion of reviews | 18-Mar-2019 | **X** | **X** | |
| Feedback to authors | 22-Mar-2019 | **X** | | |
| Update of paper | 12-Apr-2019 | | | **X** |
| Second check and feedback to authors | 19-Apr-2019 | **X** | **X (Optional)** | |
| Update Meta data in EasyChair | 3-May 2019 | | | **X** |
| Final paper submission | 3-May-2019 | | | **X** |
| Approval of papers | 12-May-2019 | **Steering Cmte** | | |
| Notification of approval to authors | 15-May-2019 | **Steering Cmte** | | |
| Start of Conference | 7-Jul-2019 | | | |

## 2. Your contact points

Authors having trouble submitting papers electronically should send an email to info@ices.space.

Authors having specific questions on the use of EasyChair for ICES should send an email to matthias.holzwarth@ariane.group . NOTE: For more general questions on EasyChair, that are not ICES specific, please refer directly to EasyChair FAQ and contact details given on www.easychair.org.

Questions pertaining to the paper or technical topics, or general inquiries concerning the program format or policies of the conference, should be referred to the corresponding Session Chair(s) or to the relevant Program Chair.

NEW for 2019: In case you receive an email from ICES2019@easychair.org it is most likely an email sent by the conference chair or vice-chair (or in the name of one of them). Please read these emails as they give conference related general information. In case you want to reply, please be aware that by pushing the reply bottom, the email will be sent to a conference email account which might not be checked constantly. In case you receive and email from ICES2019_XXX@easychair.org (XXX stands for a dedicated session number) it is most likely an email sent by the organizing session chair (or one of the co-chairs). Please read the emails carefully because they content either session specific information or information related to your submission. You can reply to these emails by pushing the reply bottom. The email will be forwarded to the organizing session chair.

**List of Session Chairs with their email addresses:**

Please refer to the last up-to-date list of ICES 2019 Sessions and Organizers at https://www.ices.space/

**List of Program Chairs with their email addresses:**

- For papers from sessions 101, 102, 103, 104, 105, 106, 107and/or 108 (TECS Committee)

Tom Leimkuehler, Jacobs Engineering, thomas.o.leimkuehler@nasa.gov

- For papers from sessions 201, 202, 203, 204, 205, 206 and/or 207 (INT)

Matthias Holzwarth, ArianeGroup GmbH, matthias.holzwarth@ariane.group

- For papers from sessions 300, 301, 302, 303, 304, 305, 307 and/or 308 (AIChE)

Morgan Abney, NASA Marshall Space Flight Center, morgan.b.abney@nasa.gov

- For papers from sessions 400, 401, 402, 403, 404, 405 and/or 406(ASME)

Shawn Macleod, UTC Aerospace Systems, shawn.macleod@hs.utc.com

- For papers from sessions 500, 501, 502, 503, 504, 506, 508, 509, 510, 511 and/or 513

Kevin R. Duda, Draper Laboratory, kduda@draper.com

**In case of unavailability of a Program Chair or Session Chair you can also contact:**

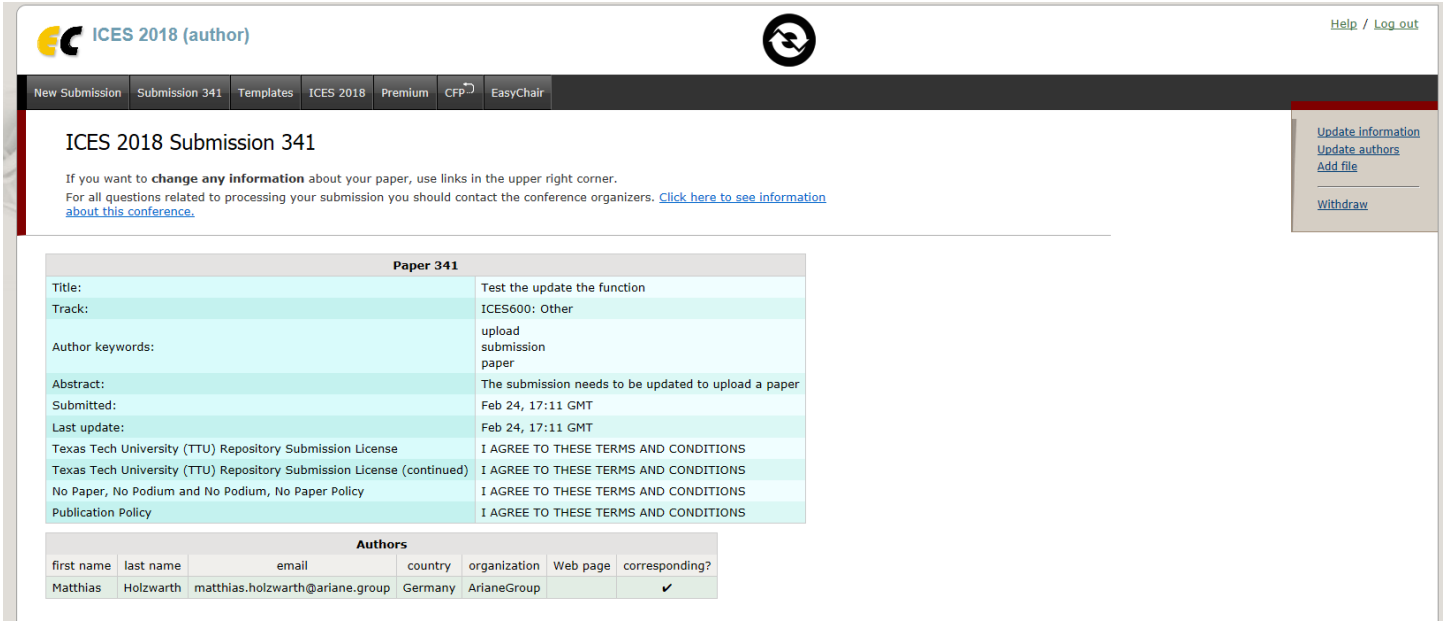
Stephane Lapensee, European Space Agency, Stephane.Lapensee@esa.int – Conference Vice-Chair of Technical Program

Tim Nalette, UTC Aerospace Systems, Retired, tim.nalette@ices.space – Conference Chair

## 3. How to update the title, abstract, keywords or authors of a submission & good practices for EasyChair data management

Once you have logged in at EasyChair at https://easychair.org/conferences/?conf=ices2019 select the accepted submission for which you want to upload information (title, abstract, keywords or authors). For the purpose of the demonstration we consider that the author has two accepted submissions and he/she wants to update the information for one of them (in this case submission 371).

*Note: 2018 EasyChair screen shots used for instructional purposes. Please be sure to use the ICES 2019 conference in EasyChair.*




The following good practices are recommended.

1. The abstract (title of the submission, abstract text and authors) is formally approved end of December (target for ICES 2019: 10 December 2018). It should in principle not be modified later on. However, it can happen that the title needs to be (slightly) modified, authors to be changed..., in particular when the draft paper starts to be written. A typical example is a title that needs to be adapted to reflect the fact that the draft paper will contain more information than anticipated in the initial submission e.g. extra tests, another application. When the intended changes are substantial, it is always a good practice to inform the Session Chair as soon as possible (for instance via email, via EasyChair or otherwise).

2. As soon as a draft paper is finalized and made available to the reviewers in pdf (or word) format and via upload to EasyChair (deadline for ICES 2019: 1 March 2019), **the draft paper becomes the technical reference for all reviews**. This means that if the title, abstract or authors in the draft paper differ from the information available in the EasyChair submission, the Session Chairs and Sub-reviewers will always consider that the file contains the “up to date” information for review. It is a good practice, however, to update the EasyChair submission title and authors to reflect what is contained in the draft paper in pdf (or MSWord) to ensure full consistency between the submission and the draft paper.

3. Ensuring this consistency is essential when the paper reaches its final stage (final approval, target for ICES 2019: 03 May 2019 – **note that the finalised papers always need to be provided in the pdf format!**), because the title and authors as described in the EasyChair submissions are used to build-up the printed and electronic program. Such program is not built by extracting information from the final pdf files. **PLEASE CHECK THE INFORMATION AND ENSURE THAT IT IS ACCURATE NO LATER THAN FINAL MANUSCRIPT SUBMISSION. How the information is entered in EasyChair is how the information will appear in print!**

**Please follow the check list below** to ensure that there is full consistency between EasyChair data and your paper.

- All Authors are listed in Easy Chair – IN THE ORDER IN WHICH THEY SHOULD APPEAR (consistent with the paper). If you only have one author listed in Easy Chair associated with the paper, there will be only one author listed in the program and proceedings. You can still designate the "corresponding" author with a √ (check) mark – they do not need to be listed first. Lead author should be first, which in most cases IS the corresponding author already.
    - From Easy Chair – click on the Info button on your submission
    - In Upper right hand menu – click on "Update authors"
    - In Upper right hand menu – click on "Add new author"
    - To change the order in which the authors are listed - click on "Reorder authors" in Upper right hand menu
- Each author listed must have an appropriate organization listed. Please try to AVOID ABBREVIATIONS.
- Please double check you have used the proper ICES 2019 Paper Template
- The title of the submission in EasyChair should be fully consistent with the one in the paper and should be typed in the same way (with capital and lower-case letters - title capitalization, not all caps). This is to ensure that the paper title will be properly reflected in the printed and electronic programmes.

## 4. How to submit a paper with EasyChair (after accepted abstract)

**IMPORTANT** - The following **PRE-CHECK** should systematically be done by the Author(s) before they submit a first, updated or final version of their paper.

- The paper is well in-line with ICES general requirements; It presents technical developments and progress in any of the fields of environmental systems and makes a new and original contribution to the state of the art, or is a constructive review of the technical field
- The paper's scope does not deviate significantly from the approved abstract (except if approved with Session chair e.g. additional work available and included)
- First and last name of all Authors on the paper
- Proper template is used for ICES 2019 in 2019
  Access the ICES 2019 Paper Template under the Author's Material menu on website
- The ICES paper reference/number e.g. ICES-2019-110 is in-line with the submission number e.g. 110
- Verify that the paper meets the requirements for page length and number of authors (see instructions provided with the paper template)
- No commercial/marketing aspects are in the paper
- The appropriate copyright marking is included, based your organization's policies.
    - ICES, Inc. does NOT claim the copyright to your paper. The copyright is retained by the author and/or their organization.

        - Please determine the appropriate approach to designating the copyright for your ICES paper with your organization.
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- Verify that you have followed your organization's practices for Export Control
    - The Author is responsible to have had the manuscript submitted for internal Export Control review and that the manuscript was approved for release prior to submission to ICES.
    - The following language was included in the Call for Papers:

## Export Control Compliance

Export Control Rules and Regulations apply to the export and import of defense articles and defense related items, i.e. dual use items. Information in the public domain is outside the purview of Export Control. (Please note that proprietary company information is not considered to be in the public domain.)

All authors submitting material to the International Conference on Environmental Systems (ICES) are expected to comply with all applicable Export Control Regulations, which might include any national, European or US Law (ITAR or EAR Regulations).

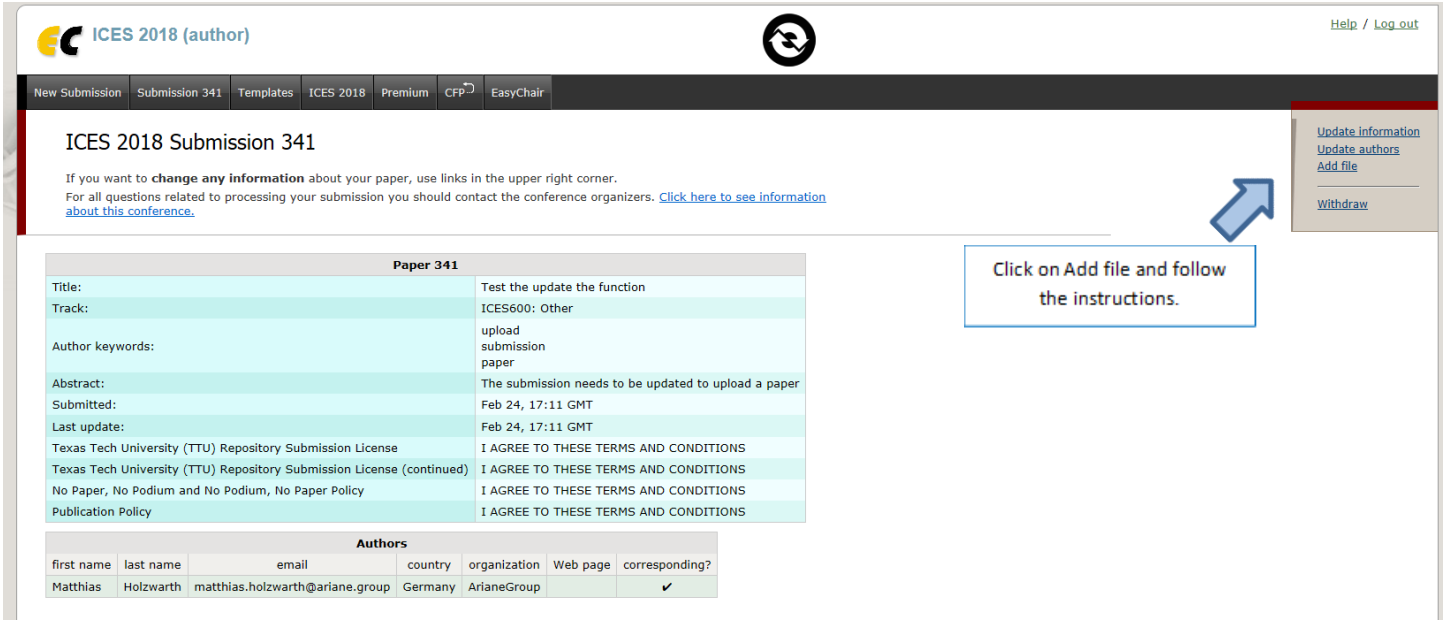
If necessary authors must obtain clearances for their works to be freely published in ICES Proceedings. Authors who are U.S. nationals (including green card holders); work for a U.S.-based organization, regardless of where they are physically located; or work at a U.S. location of a non-U.S.-based organization must also ensure that US Export Control compliance has been obtained for any and all papers submitted to ICES for publication as part of the conference proceedings. ICES assumes that each author involved in government contracts will meet their contract obligations and that these obligations will, by definition, satisfy the requirements for Export Control compliance.

Which formats can be used?

In principle, the **word or pdf formats can be accepted for DRAFT versions** of a paper i.e. first draft uploaded for first review or the updated version of a draft paper including the reviewers' comments. However, when the paper is **FINAL** (all changes / adaptations have been discussed/accepted with/by the Session Chair / reviewers), the **pdf format should systematically be used considering that this is what will be used for the proceedings**.

Once you have logged in to EasyChair at https://easychair.org/conferences/?conf=ices2019 select the accepted submission for which you want to upload a (draft or final) paper.

**CASE 1 – Submitting a DRAFT paper** (the first version of a paper or an update of such draft paper after review, and that still have to be reviewed/checked for approval by the Session Chairs) - Please submit your paper using the pdf (or word) format ("Add file"). Do not replace the abstract information (in text) with the paper!




| Paper 341 | |
|---|---|
| Title: | Test the update the function |
| Track: | ICES600: Other |
| Author keywords: | upload<br>submission<br>paper |
| Abstract: | The submission needs to be updated to upload a paper |
| Submitted: | Feb 24, 17:11 GMT |
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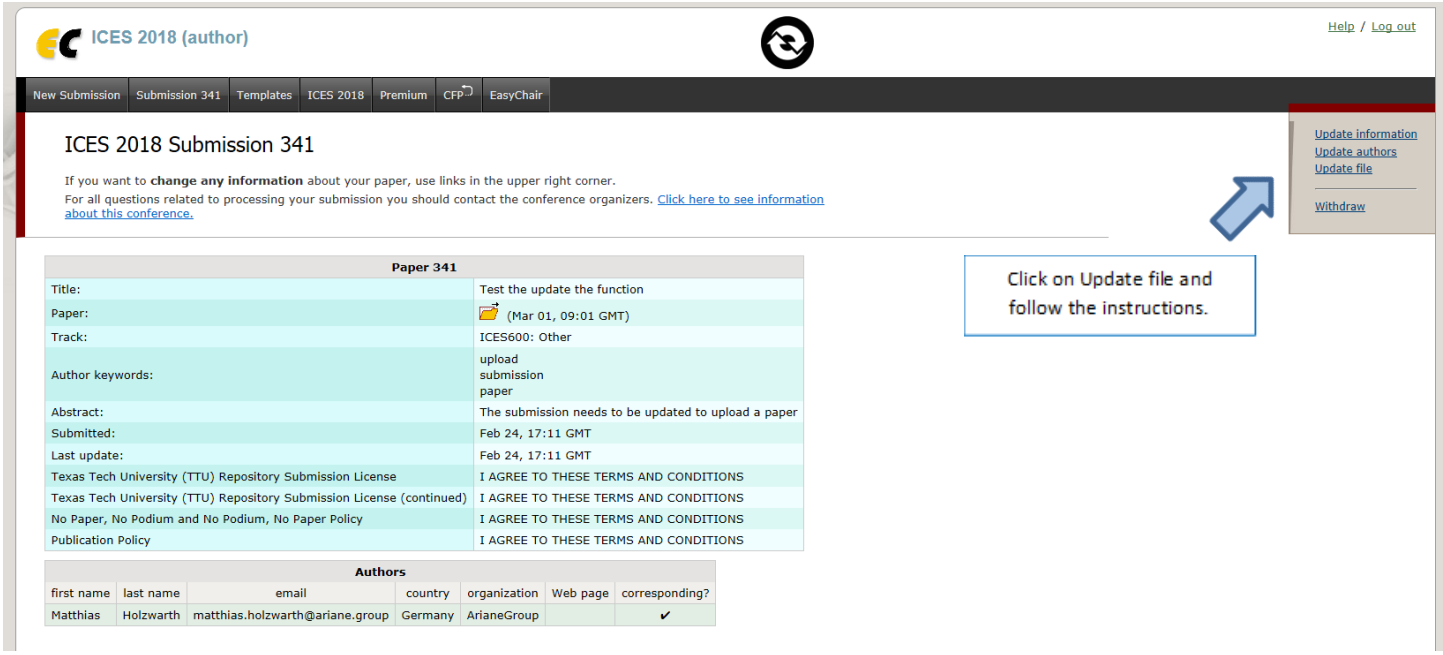
| Authors | | | | | | |
|---|---|---|---|---|---|---|
| first name | last name | email | country | organization | Web page | corresponding? |
| Matthias | Holzwarth | matthias.holzwarth@ariane.group | Germany | ArianeGroup | | ✔ |

**CASE 2 – Submitting a FINAL paper** (after Session Chair's review and confirmation of approval) – The final paper is the version that will be included in the proceedings. It thus needs to be in the pdf format and all possible track changes etc. need to have been cleaned by the author. The paper is deemed FINALIZED, no changes required – 100% ready to publish. Please submit your paper using the pdf format ("Update file"). Do not replace the abstract information (in text) with the paper! NOTE: If you submit your final paper in word the system might not be able to detect that this is your final paper and will still consider it as a draft version!




| Paper 341 | |
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| Title: | Test the update the function |
| Paper: | (Mar 01, 09:01 GMT) |
| Track: | ICES600: Other |
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| Authors | | | | | | |
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| first name | last name | email | country | organization | Web page | corresponding? |
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## 5. Terms and Conditions

Accepting the terms and conditions for submitting a paper to the International Conference on Environmental Systems is a required field in Easy Chair. Details of the terms and conditions are listed in Easy Chair and include the following:

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- **Publication Policy.** ICES will not consider for presentation or publication any paper that has been presented or published elsewhere.