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1. Introduction

Dear ICES 2020 Author,

The ICES Steering Committee would like to warmly thank you for your contribution to ICES 2020 and for helping to again make ICES successful as the premier international conference for spacecraft thermal control, ECLSS, and EVA system technology.

You will find below some information regarding key dates / planning, contact points and General / Easy Chair instructions that will help you with the submission and overall management of your paper. For easy reference, here are links to EasyChair and the ICES website:

EasyChair: <https://easychair.org/conferences/?conf=ices2020>

ICES Website: <https://www.ices.space>

Please note that there should be only one corresponding Author per paper and he/she is expected to take responsibility for submitting the paper on time, providing updates whenever necessary, and coordinating whenever needed with the relevant Session Chair(s) / Organizers. The corresponding Author should have 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. A list of session chairs/organizers can be found on the [Technical Sessions](#) page of www.ices.space. If you are having trouble contacting your session chair, feel free to contact a Technical Committee Chair or the Vice-Chair for help. Section 3 below provides names and emails for the Technical Committee Chairs, the Vice-Chair, and the Conference Chair.

2. Your key dates

All key dates for authors (see specific “Authors” column) are provided below. It is very important that Authors meet the **06 March 2020 deadline for the submission of their draft paper** because the **final paper submission needs to be completed no later than 01 May 2020** to allow enough time for preparation of the detailed program and proceedings. 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	08-Nov-2019	X		X
Abstracts acceptance	12-Dec-2019	X		
Session Organizers contact authors	18-Dec-2019	X		
Pre-identification of reviewers	31-Jan-2020	X		
Draft paper submission	6-Mar-2020			X
Assignment of reviews	9-Mar-2020	X		
Completion of reviews	23-Mar-2020	X	X	
Feedback to authors	30-Mar-2020	X		
Update of paper	10-Apr-2020			X
Second check and feedback to authors	24-Apr-2020	X	X (Optional)	
Update Meta data in EasyChair	1-May 2020			X
Final paper submission	1-May-2020			X
Approval of papers	15-May-2020	Steering Cmte		
Notification of approval to authors	18-May-2020	Steering Cmte		
Start of Conference	12-Jul-2020			

3. Your points of contact

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.

In case you receive an email from ICES2020@easychair.org it is most likely an email sent by the conference chair or vice-chair. Please read these emails as they give important 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 an email from ICES2020_XXX@easychair.org (where 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 contain either session specific information or information related to your submission. You can reply to these emails by pushing the reply button. The email will be forwarded to the organizing session chair.

List of Session Chairs with their email addresses:

Please refer to the latest up-to-date list of ICES 2020 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, 107, 108, and/or 109 (TECS)

Art Avila, NASA Jet Propulsion Laboratory, arturo.avila@jpl.nasa.gov

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

Matthias Holzwarth, ArianeGroup, 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, Collins Aerospace, shawn.macleod@collins.com

- For papers from sessions 500, 501, 502, 503, 504, 506, 507, 508, 509, 510, 511, and/or 513 (AIAA LS&S)

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

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

Tom Leimkuehler, Jacobs, thomas.o.leimkuehler@nasa.gov – Conference Vice-Chair

Stephane Lapensee, European Space Agency, Stephane.Lapensee@esa.int – Conference Chair

4. How to update the title, abstract, keywords or authors in EasyChair

Once you have logged in to [EasyChair](https://easychair.org/conferences/?conf=ices2020) at <https://easychair.org/conferences/?conf=ices2020> select the accepted submission for which you want to update information (title, abstract, keywords or authors). For the purpose of this example, 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 2020 conference in EasyChair.

The screenshot shows the EasyChair interface for 'ICES 2018 (author)'. The main content area displays 'ICES 2018 Submission 341'. Below this, there is a section for 'Paper 341' with the following details:

Paper 341	
Title:	Test the update the function
Track:	ICES600: Other
Author keywords:	upload submission paper
Abstract:	The submission needs to be updated to upload a paper
Submitted:	Feb 24, 17:11 GMT
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Below the paper details is an 'Authors' table:

Authors						
first name	last name	email	country	organization	Web page	corresponding?
Matthias	Holzwarth	matthias.holzwarth@arlane.group	Germany	ArlaneGroup		<input checked="" type="checkbox"/>

On the right side of the submission page, there are links for 'Update Information', 'Update authors', 'Add file', and 'Withdraw'.

The following good practices are recommended.

1. The abstract (title of the submission, abstract text and authors) is formally approved in December (target for ICES 2020: 12 December 2019). It should in principle not be modified later on. However, it can happen that the title needs to be slightly modified, authors need to be changed, etc., in particular when writing of the draft paper begins. 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., additional testing, another application for the technology, etc.). When the intended changes are substantial, it is always a good practice to inform the Session Chair as soon as possible.
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 2020: 6 March 2020), **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 Word) 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 2020: 01 May 2020 – **note that the finalized papers always need to be provided in the pdf format!**), because the titles and authors as entered in the metadata in EasyChair are used to create the printed and electronic program. Such program is *not* built by extracting information from the final pdf files. **PLEASE CHECK THE METADATA INFORMATION IN EASYCHAIR 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 v (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 2020 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 programs.

5. How to submit a paper in EasyChair (after accepted abstract)

5.1. Pre-submission checklist

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 the Session Chair, e.g., additional work available and included in the paper)
- First and last name of all Authors on the paper
- Proper template is used for ICES 2020
Access the [ICES 2020 Paper Template](#) under the [Author Materials](#) menu on website
- The ICES paper reference/number e.g. ICES-2020-110 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)
 - **NEW for ICES 2020: There is a maximum page limit of 12 pages.**
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 - 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:

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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).

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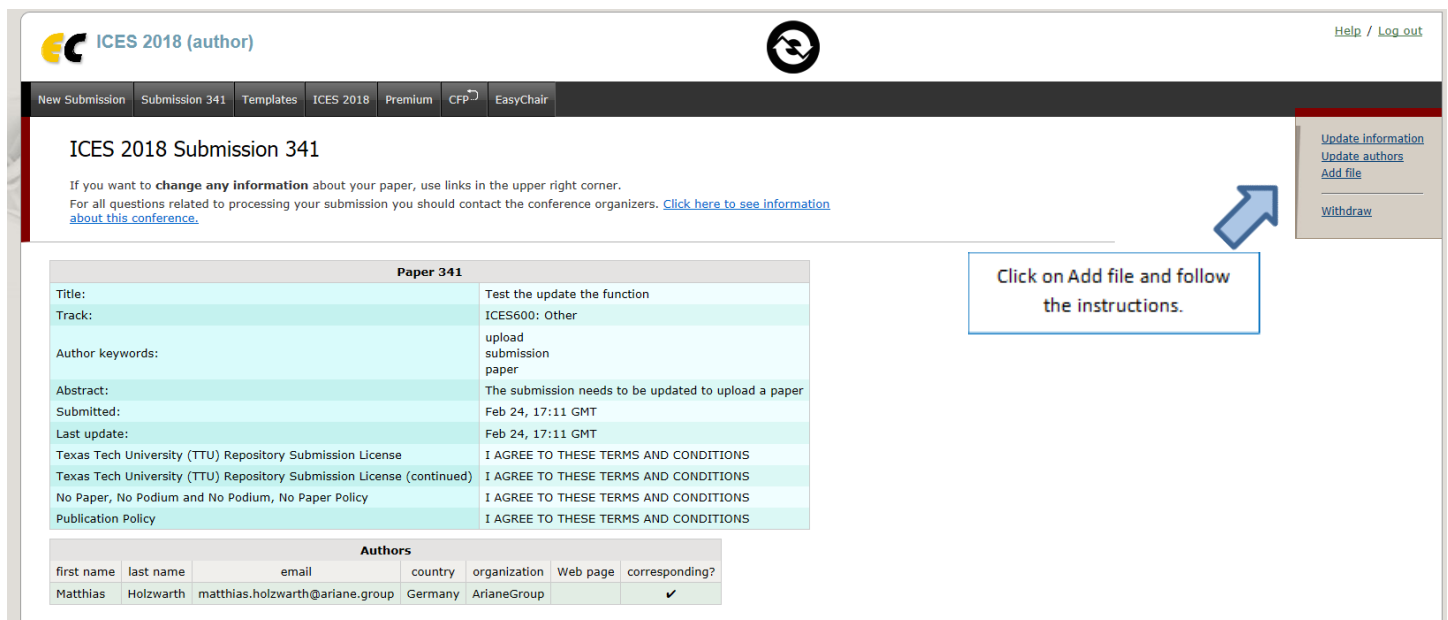
5.2. File Formats

In principle, 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 / edits have been discussed/accepted with/by the Session Chair / reviewers), **only the pdf format should be used since this is what will be used for the proceedings.**

Once you have logged in to [EasyChair](https://easychair.org/conferences/?conf=ices2020) at <https://easychair.org/conferences/?conf=ices2020> select the accepted submission for which you want to upload a (draft or final) paper.

5.3. Submitting a DRAFT paper

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



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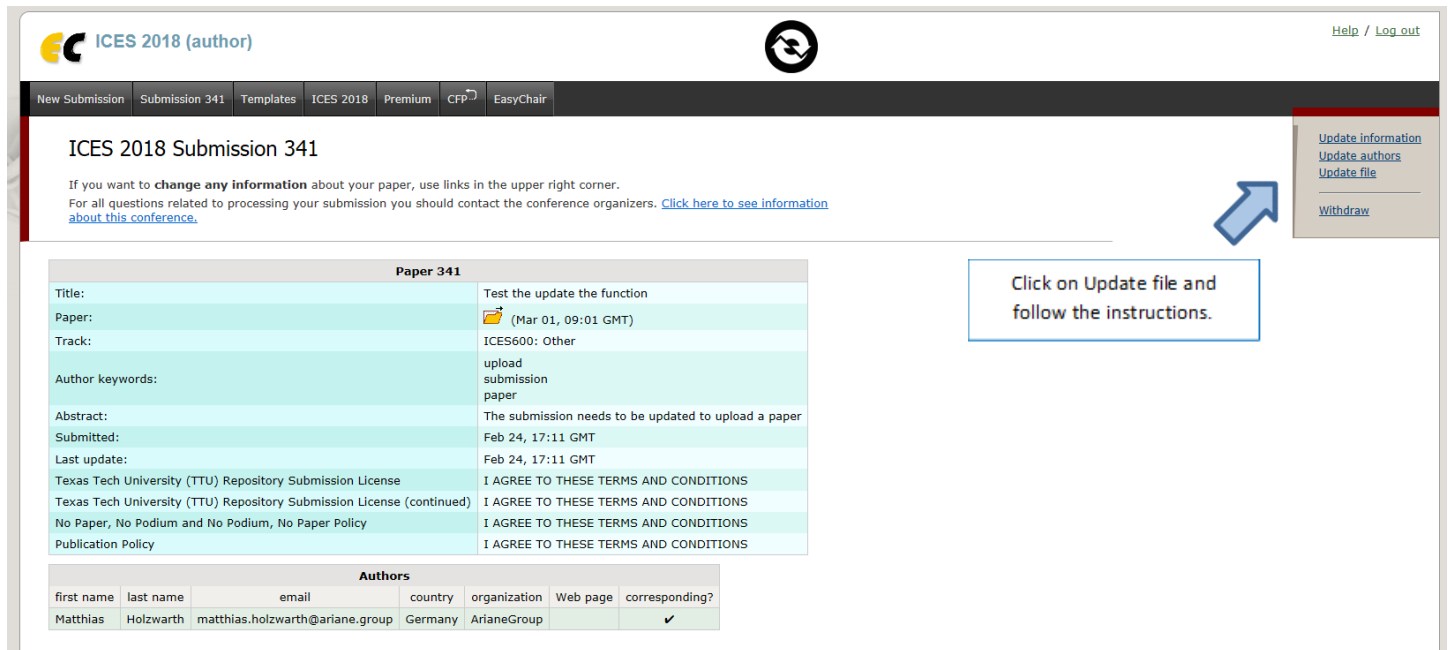
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Authors						
first name	last name	email	country	organization	Web page	corresponding?
Matthias	Holzwarth	matthias.holzwarth@arlane.group	Germany	ArlaneGroup		✓

5.4. Submitting a FINAL paper

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 **pdf** format and all possible track changes, comments, etc., need to have been removed by the author. The paper is deemed FINALIZED, no changes required – 100% ready to publish. Please submit your paper as a pdf file using “Update file” in the upper right menu (see below). 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!



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Abstract:	The submission needs to be updated to upload a paper
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Authors

first name	last name	email	country	organization	Web page	corresponding?
Matthias	Holzwarth	matthias.holzwarth@ariane.group	Germany	ArianeGroup		✓

Click on Update file and follow the instructions.

6. 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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