ICES 2021 Author's General and EasyChair Instructions

Contents

1. Introduction

Dear ICES 2021 Author,

The ICES Steering Committee would like to warmly thank you for your contribution to ICES 2021 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=ices2021

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 **08 March 2021 deadline for the submission of their draft paper** because the **final paper submission needs to be completed no later than 03 May 2021** 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	16-Nov-2020	X		X
Abstracts acceptance	14-Dec-2020	X		
Session Organizers contact authors	07-Jan-2021	**X**		
Pre-identification of reviewers	29-Jan-2021	**X**		
Draft paper submission	**08-Mar-2021**			**X**
Assignment of reviews	9-Mar-2021	**X**		
Completion of reviews	22-Mar-2021	**X**	**X**	
Feedback to authors	29-Mar-2021	**X**		
Update of paper	09-Apr-2021			**X**
Second check and feedback to authors	23-Apr-2021	**X**	**X (Optional)**	
Update Meta data in EasyChair	03-May 2021			**X**
Final paper submission	**03-May-2021**			**X**
Approval of papers	14-May-2021	**Steering Cmte**		
Notification of approval to authors	17-May-2021	**Steering Cmte**		
Start of Conference	11-Jul-2021			

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 ICES2021@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 50ICESXXX@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 2021 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 (IIC)

     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

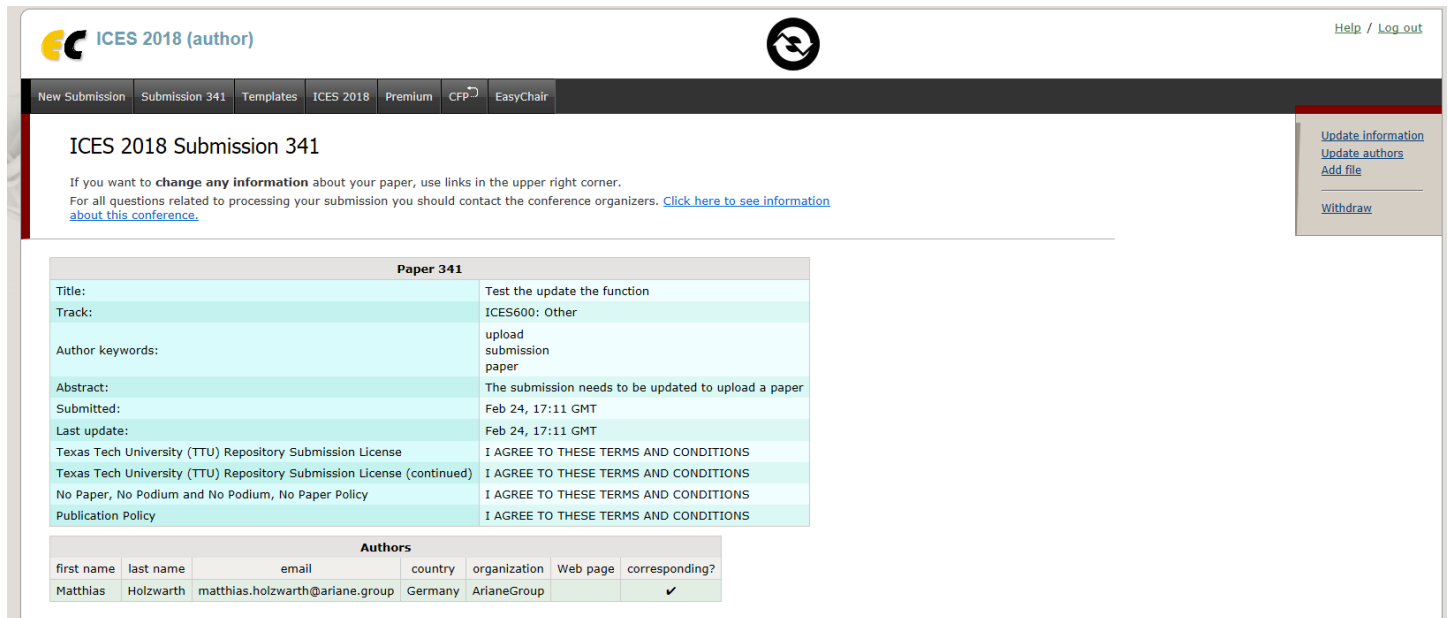**In case of unavailability of a Program Chair you can also contact:**

Tom Leimkuehler, NASA Johnson Space Center, 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 at https://easychair.org/conferences/?conf=ices2021 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 2021 conference in EasyChair.

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 2021: 14 December 2020). 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 2021: 08 March 2021), **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 2021: 03 May 2021 – **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!** However, due to space limitations, only the first 8 authors from the submission metadata in EasyChair will be listed in the printed program.

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. Note that due to space limitations, only the first 8 authors as listed in EasyChair will be listed in the printed program.
    - 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 2021 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 2021
  Access the ICES 2021 Paper Template under the Author Materials menu on website
- The ICES paper reference/number e.g. ICES-2021-110 is in-line with the submission number e.g. 110
- Verify that the paper meets the requirements for page length (see instructions provided with the paper template)
  - **There is a maximum page limit of 12 pages.**
- No commercial/marketing aspects are in the paper
- The appropriate copyright marking is included, based on 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.
    - NOTE: If you work for the United States Federal Government and the work reported in your paper was performed as part of your employment, please DELETE the copyright notation from the paper template. The US Federal Government does not claim copyright.
- 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.

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 at https://easychair.org/conferences/?conf=ices2021 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 and only submit to the "DRAFT PAPER" category.

The file will be represented with a folder icon: 📂 (Jun 26, 10:35 GMT) (previous versions) The system will automatically name the file "ICES_Draft_(paper-id)", record the date/time of the upload and replace any existing file. It is NOT NECESSARY to delete a previous version, and in fact is helpful to reviewers to have all previous versions in the system to reference throughout the revision phase.

File Versions for Submission 21

The table below contains all versions of files uploaded with submission 21.

File	version	Date	Time	Author	download
Draft	1	2020-03-02	09:10:20	Johannes Martin	📂
Draft	2	2020-03-06	15:05:05	Johannes Martin	📂
Draft	3	2020-06-26	10:35:48	Johannes Martin	📂

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 FINAL with no changes required – 100% ready to publish. Please submit your FINAL paper as a pdf file using "Update file" in the upper right menu (see below) and choose the "FINAL MANUSCRIPT" category.

The file will be represented with a pdf icon: (Jul 22, 20:12 GMT) (previous versions) The system will automatically name the file "ICES-2021-(paper-id)", record the date/time of the upload and replace any existing file. DO NOT upload this final version to the "DRAFT PAPER" category. Once a paper is loaded into the FINAL MANUSCRIPT category this signals to the session organizer(s) that the author has completed the requested revisions and the paper is ready for final review and is submitted for acceptance to conference proceedings.

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:

- **Texas Tech University (TTU) Repository Submission License.**   By submitting this license, you (the author(s) or copyright owner) grants to Texas Tech University (TTU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (submitted to the 50th ICES held in 2021 in Lisbon, Portugal, including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video. You agree that TTU may, without changing the content, translate the submission to any medium or format for the purpose of preservation. You also agree that TTU may keep more than one copy of this submission for purposes of security, back-up and preservation. You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright. If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant TTU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

  IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN TTU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT. TTU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

  ALL COPYRIGHTS OF FINAL PAPERS ARE RETAINED BY THE AUTHOR(S) AND/OR THE AUTHOR'S ORGANIZATION (if applicable). Neither International Conference on Environmental Systems, Inc. nor Texas Tech University own the copyright to any work submitted to ICES 2021.

- **No Paper, No Podium and No Podium, No Paper Policy.** If a written paper is not submitted by the final manuscript deadline, authors will not be permitted to present the paper at the conference. It is the responsibility of those authors whose papers or presentations are accepted to ensure that a representative attends the conference to present the paper. If a paper is not presented at the conference, it will be withdrawn from the conference proceedings.

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