



# ICES 2022 AUTHOR GUIDE

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## WELCOME

This document contains important dates, helpful checklists, and instructions for performing role-related tasks in EasyChair for the ICES 2022 Conference.

**IMPORTANT:** The screenshots included in this document may not reflect the most current conference year as they are for illustrative purposes only. Your tasks should always be completed in the current conference year, regardless of screenshots.

## WHAT IS EASYCHAIR?

EasyChair is a web-based conference management software system that ICES uses to organize paper submissions and reviews. All conference-related tasks and communications will be performed in and through EasyChair.

You can access [EasyChair](#) from the ICES Conference website under *Participant Resources > Access EasyChair*.

## Understanding User Roles in EasyChair

In EasyChair, each conference participant is assigned one or more conference roles, like author, reviewer, or track chair. These roles permit users to perform the tasks relevant to their conference responsibility. When you log in to EasyChair, the home page displays all EasyChair role(s) associated with your account.

## CHANGING YOUR ROLE

If more than one role is available to you for the current conference year (e.g., you are the author of a paper in one track and a sub-reviewer in another track), you will need to change your role to perform certain tasks. The instructions in this document will instruct you to change your role when necessary.

**To change your role,**

1. On the menu, click *ICES 2022 > Change role*. The Conference home page opens.
2. Select a role from those available to you.

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### EasyChair vs. Conference Terminology

There are some differences in the names used internally within ICES and the terms used within EasyChair.

The following chart will help you understand any discrepancies you may encounter in conference terminology.

CONFERENCE TERM	EASYCHAIR TERM
Technical Program Chair	Superchair & PC Member
Session Organizer	Track Chair
Final Draft/Final Submission/Final Paper	Final Manuscript

# POINTS OF CONTACT

## Conference Communications

Emails from the following conference-related email addresses may be sent on occasion. It is important you read these emails for important conference, session, or paper-related information and updates:

- **Emails sent by the conference chair or vice-chair:** [ICES2022@easychair.org](mailto:ICES2022@easychair.org) – Replies to these emails will go to a general conference inbox and may not be viewed quickly. For a speedier reply, contact your session chair.
- **Emails sent by session organizers:** [51st-ICESXXX@easychair.org](mailto:51st-ICESXXX@easychair.org) (where XXX stands for a dedicated session number) – Replies to these emails will be forwarded to the session organizer, which is indicated on the website under the Session Organizers with bold formatting.

## Session/Program Questions

- *For questions pertaining to a paper or technical topics*, contact the Session Chair – Session Chairs can be emailed directly through an email address shown in the Session details on the [Technical Sessions page](#) of the website.
- *For general inquiries about the program format or policies of the conference*, contact the corresponding Program Chair – A Program Chair can be emailed from the Contact Chair button below their name on the [Technical Sessions page](#) of the website.

## Regarding Paper Submission or EasyChair

- For trouble submitting papers electronically, email [info@ices.space](mailto:info@ices.space).
- For questions about the general use of EasyChair, see the [EasyChair Help](#) and contact information at [www.easychair.org](http://www.easychair.org).

# IMPORTANT DATES

Key dates for many conference roles (i.e., Steering Committee, Program Chair, Session Chair/Organizer(s), Reviewer, & Author) are included in the table below to help you understand the sequence of conference deadlines. The conference role responsible for each pre-conference activity is indicated with an “X”; optional involvements indicated as “O”.

ACTIVITY	DUE DATE	CONFERENCE ROLE			
		<i>Steering Comm.</i>	<i>Session Organizer</i>	<i>Reviewer</i>	<i>Author</i>
Solicit Abstracts (Call for Papers)	9-Nov-21	X			
Abstracts Due	15-Nov-21				X
Entry of Abstract Acceptance Decision	03-Dec-21		X		
Authors Notified of Abstract Acceptance	13-Dec-21	X			
Pre-Identification of Reviewers	28-Jan-22		X		
Paper Submission – Initial Draft	28-Feb-22				X
Assignment of Reviews	01-Mar-22		X		
Completion of Reviews	21-Mar-22		X	X	
Feedback to Authors	28-Mar-22		X		
Updated Paper Submission – Revised Draft	08-Apr-22				X
Second Check & Feedback to Authors	22-Apr-22		X	O	
Metadata Finalized in EasyChair	02-May-22				X
Paper Submission – Final Draft	02-May-22				X
Paper Order Provided by Program Chairs	13-May-22		X		
Approval of Papers in EasyChair	13-May-22		X		
Notification of Approval Sent to Authors	16-May-22	X			
<b>**START OF CONFERENCE**</b>	<b>10-JUL-22</b>				

# PRE-SUBMISSION CHECKLIST FOR PAPERS

All conference papers (initial, revised, & final drafts) are expected to meet the following conference standards.

## STANDARD



The paper is 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 when approved by the Session Chair (e.g., additional work is available and included in the paper and the Session Chair has been notified).

The first and last names of all authors are included on the paper. [Learn how to add authors.](#)

The proper template is used for the current ICES program year. [Download the template from ICES website as .docx.](#)

The ICES paper reference/number (e.g., ICES-2022-110) aligns with the submission number found in EasyChair (e.g., 110).

The title of the paper is not written in all capital letters and is consistent with the submitted version of the paper.

The paper does not exceed to 15 pages in length.

The paper does not contain any commercial or marketing aspects.

The appropriate copyright marking is included, based on your organization's policy. ICES, Inc. does not claim copyright; the copyright is retained by the author and/or their organization.

**NOTE:** If you work for the United States Federal Government and the paper was performed as part of your employment, you should remove all federal copyrights as the work was produced by them and is considered public information and not copyrighted.

The paper follows your organization's practices for Export Control. You are responsible for submitting the manuscript for internal Export Control review and for getting approval for release prior to submission to ICES.



# ICES CONFERENCE CHECKLIST – AUTHOR

The following tasks must be completed by any individual participating as the *submitting* Author for the current conference year.

## 1 | ABSTRACT DUE

COMPLETED

DUE BY 15-NOV-21



Your abstract must contain the title of the submission, abstract text, and the authors who will contribute. When writing your abstract, keep the following requirements in mind:

1. Your abstract’s technical content should be appropriate for the conference and session, and
2. Your abstract should indicate that its corresponding paper will present technical developments and progress in any of the fields of environmental systems and make a new and original contribution to the state of the art or is a construction review of the technical field.

**IMPORTANT:** On principle, an abstract should not be edited after submission. However, if the scope of the paper grows as it’s being written (e.g., additional testing is done or another application is found for the technology), the abstract will need to be updated to accurately reflect the paper.



To learn how to submit an abstract in EasyChair, see “Submitting an Abstract” on page 10.

## 2 | PAPER SUBMISSION - INITIAL DRAFT

COMPLETED

DUE BY 28-FEB-22



When you have completed your initial draft, you will upload your paper to EasyChair as a draft paper.

Before submitting your initial draft, review the [Paper Pre-Submission Checklist](#) to make sure the paper conforms to conference standards.

Draft Papers will be reviewed by 3 independent reviewers that were pre-selected by your Session Organizers. Each of these reviewers was selected to review papers that are in their own area of expertise and have relevant knowledge of your technical content. All reviews will be conducted within the EasyChair and will include detailed feedback, revision requests, and a score by each reviewer. This feedback will be provided to you by a Session Organizer.

**i** To learn how to submit your initial draft in EasyChair, see “Initial or Revised Draft” on page 12.

### 3 | UPDATED PAPER SUBMISSION - REVISED DRAFT

COMPLETED

DUE BY 08-APR-22



After your initial draft has been reviewed and feedback from reviewers has been made available in EasyChair, you will need to update your paper based on peer comments and re-upload the newest version of the paper in EasyChair. This process may occur multiple times if the reviewers’ inputs/comments have not been incorporated and requests for changes have not been met.

Again, review the [Paper Pre-Submission Checklist](#) prior to submitting your revisions to make sure the paper conforms to conference standards.

**i** To learn how to submit your revised draft in EasyChair, see “Initial or Revised Draft” on page 12.

## 4 | METADATA FINALIZED IN EASYCHAIR

COMPLETED

DUE BY 02-MAY-22



Your paper’s title, the authors’ names and affiliations, and paper ID (e.g., ICES-2022-xxx) are considered metadata in EasyChair. These metadata elements are included in the paper template and, as such, should already be included in your paper.

It’s important the information keyed into EasyChair matches your paper’s data exactly as this metadata is extracted from EasyChair for use in the conference proceedings database and in the printed program. Any typos or accidental omissions in the metadata will appear as-is in conference proceedings or materials.



To learn how to verify your metadata in EasyChair, see page “Updating the Title, Abstract, Keywords, or Authors in EasyChair” on page 12.

## 5 | PAPER SUBMISSION - FINAL DRAFT

COMPLETED

DUE BY 02-MAY-22



Your paper’s final draft, or final manuscript, must be submitted on or before this date to ensure the conference organizers have adequate time to coordinate the conference’s technical session schedule and to produce the program.

**This final draft is the version of your paper that will be included in the conference proceedings.** As such, it must be submitted as PDF and all changes and editing marks should be resolved within the document—no track changes or comments should remain.

**IMPORTANT:** Sponsor and/or employer approval of each paper is the responsibility of the author(s). Government review, if required, is the responsibility of the author(s).

Again, review the [Paper Pre-Submission Checklist](#) prior to submitting your final draft to make sure the paper conforms to conference standards.



**To learn how to submit your final draft in EasyChair—which is done differently than previous drafts, see “Final Draft” on page 13.**

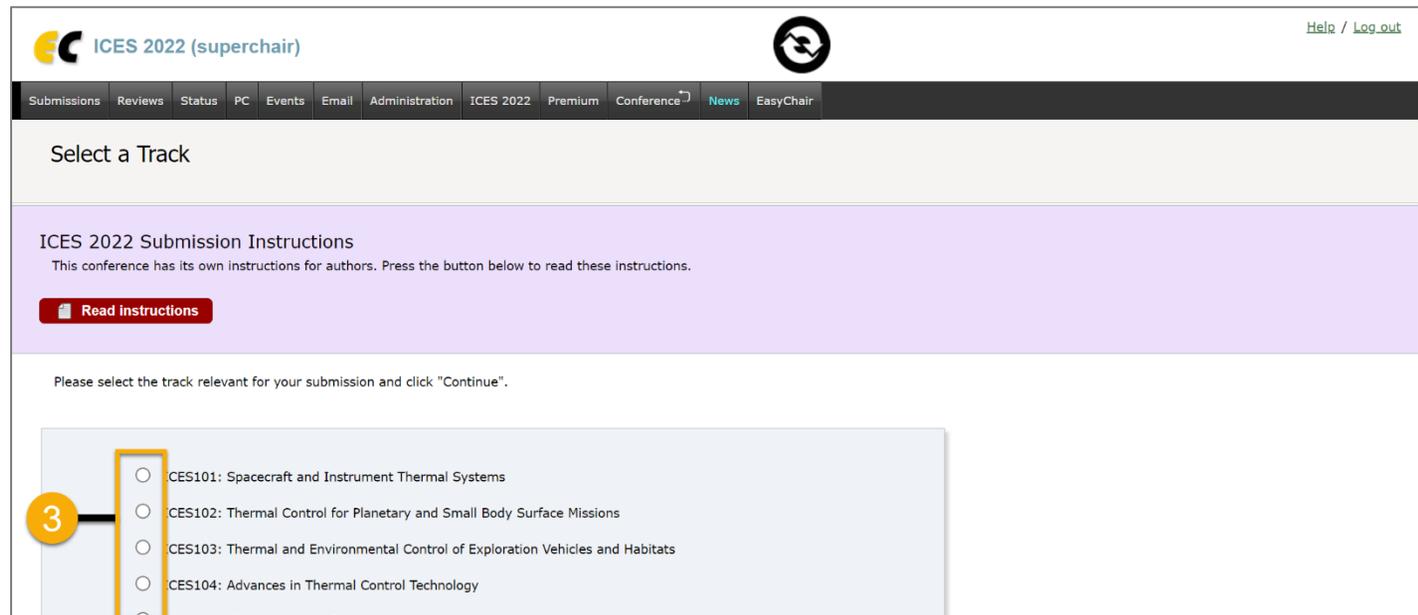


# AUTHOR HOW-TOS

The following tasks correspond with the deadlines listed in the Important Dates table and Author Checklist on page 2.

## Submitting an Abstract

1. Log in to your EasyChair account.
2. On the ICES 2022 home page, under the Author section, select “make a new submission”.
3. Select the track for which you are uploading an initial draft and click **Continue**. The New Submission page opens.



4. In the Author Information section, type the names, affiliations, and contact information for each author on the paper. To quickly add yourself as an author, use the “click here to add yourself” shortcut to automatically complete the field with your stored profile data.

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

First name<sup>†</sup>: \*

Last name: \*

Email: \*

Country/region: \*

Organization: \*

Web page:

corresponding author

[Click here to add more authors](#)

<sup>†</sup> 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](#).

**Title and Abstract**

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

Title: \*

*The abstract should not exceed 300 words*

5. In the Title and Abstract section, type the paper title and then write an abstract for the paper using 300 words or less.
6. In the Keywords section, use the space provided to add at least 3 key terms or phrases that describe your submission, such as a research area or technical term. Each keyword must be on a separate line.

**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: \*

Mars 2020  
thermal performance  
thermal design

example of keyword format

7. In the Other Information and Files section, carefully read each clause and indicate if you agree to the statement.

8. Click **Submit**.

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## Updating the Title, Abstract, Keywords, or Authors in EasyChair

When necessary, certain details of the abstract/paper can be updated to correct errors or capture a wider-than-anticipated scope.

1. Log in to your EasyChair account. On the ICES 2022 home page, under the Author section, select “author”. The My Submissions for ICES 2022 page opens.
2. On this page, select the magnifying glass (🔍) that corresponds with the abstract you are editing and click **Continue**. The ICES 2022 Submission details page opens.
3. The actions list available to authors displays in the top right corner. Select to update information (Title/Abstract/Keywords), update authors, or add files:
  - a. **Update Information:** Opens Edit the Title, Abstract, Keywords, and conference policy checkboxes.
  - b. **Update authors:** Opens the Author Information for ICES 2022 Submission where you can update the existing author information for your abstract and/or click to “add authors” in the actions list.
  - c. **Add Files:** Opens the Update Files for Submission so you can upload the draft or final versions of the paper.

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## Submitting a Paper in EasyChair (Following an Accepted Abstract)

The steps for submitting a paper in EasyChair vary slightly depending on whether the paper is a draft/updated draft or final version.

**IMPORTANT:** In submitting your paper, you agree to the [Terms & Conditions](#) set by ICES.

### INITIAL OR REVISED DRAFT

A Word document (.docx) or PDF is an acceptable format for submitting revised version of a paper.

1. After you’ve logged in to your EasyChair account, select the submission for which you are uploading a revised draft.
2. On the far right, select “Add File”.

previous submission next submission

## Submission 52

The submission information is shown below.

Submission 52	
Title	Build to Print Thermal Comparison of the Design and Performance of the Mars 2020 Spacecraft
Track	ICES101: Spacecraft and Instrument Thermal Systems
Author keywords	Mars 2020 thermal performance thermal design
Abstract	The Mars 2020 Spacecraft, launched July 30, 2020, heavily leveraged hardware and design from the MSL Mission. Unlike the MER Missions, designed and built in parallel, the separation of nine years between MSL and M2020 provided time and data to better understand performance, address deficiencies, and clarify documentation for M2020. As an example, early MSL unknowns such as thermal test requirements became early M2020 knowns and allowed teams to adapt and improve on model correlation and implementation. Meanwhile, the duplication emphasized the need to understand capabilities, margins, and hardware and workmanship differences to effectively judge mission variances. The following takes a look at some of the M2020 Spacecraft thermal lifecycle differences and similarities with its predecessor in an attempt to understand how to leverage build to print.
Submitted	Nov 08, 17:40 GMT
Last update	Nov 08, 17:40 GMT

- Update information
- Update authors
- Add files
- Delete the submission
- Email to authors
- Email to reviewers
- Show reviews
- Add review
- Request review
- Assignment
- Edit note
- Attach document

3. Select “Draft Paper”, browse to the file location and select your paper, and click **Upload**. The EasyChair system uploads the file and automatically names the file (format: “ICES-2022-(paper-id)”), records the date/time of the upload, and replaces any existing file.

## FINAL DRAFT

PDF is the only acceptable format for submitting a final draft, also known as the final manuscript, of a paper. You are ready to submit the final draft when all changes/edits have been discussed and accepted with and by the Session Chair/Reviewers.

1. After you’ve logged in to your EasyChair account, select the submission for which you are uploading a final paper.
2. On the far right, select “Add File”.
3. Select “Final Manuscript”, browse to the file location and select your paper, and click **Upload**.

ICES 2022 (superchair) Help / Log out

Submissions | Reviews | Status | PC | Events | Email | Administration | ICES 2022 | Premium | Conference | News | EasyChair

### Update Files for Submission 52

Use the form below to **upload or update** files for your submission.

File	Admissible file extensions
<p><b>DRAFT PAPER.</b> All draft versions of your paper should be loaded in this category. As you make revisions and updates to your paper the newest copy can be loaded here. It is not necessary to delete the previous version. Easy Chair will automatically replace the file with most recent upload into the folder. Once ALL REVIEWS are complete and FINAL revisions made you should upload the FINAL MANUSCRIPT in the next category below. File upload for a DRAFT paper can be either .doc, .docx or .pdf format</p> <p>Choose File   No file chosen</p>	PDF (extension pdf) Word open XML document (extension docx) Word document (extension doc)
<p><b>FINAL MANUSCRIPT.</b> Final Manuscripts are not to be uploaded until AFTER THE REVIEW PROCESS of your draft paper is COMPLETE. Final Manuscripts are due no later than 02 May 2022 and MUST be uploaded as a PDF file under this category for inclusion in proceedings.</p> <p>Choose File   No file chosen</p>	PDF (extension pdf)

**Submit**

The EasyChair system uploads the file and automatically names the file (format: “ICES-2022-(paper-id)”), records the date/time of the upload, and replaces any existing file. The version history for the file will still show all versions of the paper that have been submitted.

The Session Chair/Organizers will be notified of the upload so they may make a final review and submit a decision about the acceptance of the paper into the conference proceedings.