

## EasyChair Guidelines for Authors

This guide is intended to support authors during the submission process. It has four parts:

- Setting up an account
- Abstract submission
- Full paper submission
- Revised paper submission

If you do need help, please contact our team at: [CDSD@nuce.edu.vn](mailto:CDSD@nuce.edu.vn)

### 1. SET UP AN ACCOUNT

First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/account/signup>.

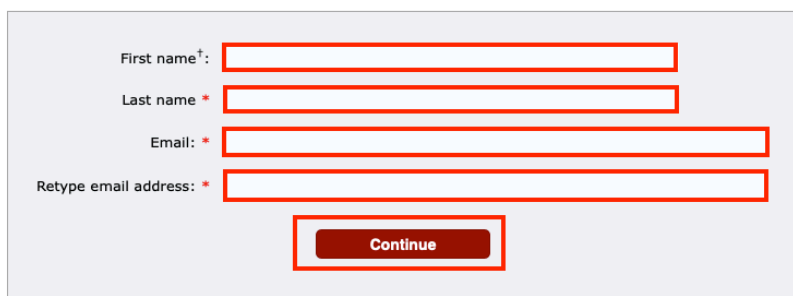
Follow the provided instructions to verify and then click on “Continue”. Complete the form (as shown in Figure 1).



#### Create an EasyChair Account: Step 2

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

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



First name<sup>†</sup>:

Last name \*

Email: \*

Retype email address: \*

<sup>†</sup> 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](#).

Figure 1: Fill in the form

You will receive a confirmation email. Use the link provided in the email to continue the account registration process. Fill out all of the required information (as shown in Figure 2), and click the “Create my account” button to finalize the account registration process.

If your username appears taken, it is possible that you have signed up for EasyChair in the past for another conference. In this case, you simply need to ask the system to remind you of your password based on your username.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

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Enter your personal data.

First name<sup>†</sup>:

Last name \*

Organization: \*

Country/region: \*

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.

Your personal Web page

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Enter your account information. Note that user names are case-insensitive

User name: \*

Password: \*

Retype the password: \*

Figure 2: Create an account.

After the account is registered, you may log in to **CDS2020** simply by clicking on the following link <https://easychair.org/conferences/?conf=cdsd2020>. You might need to fill the username and password you set when creating your account in the previous step.

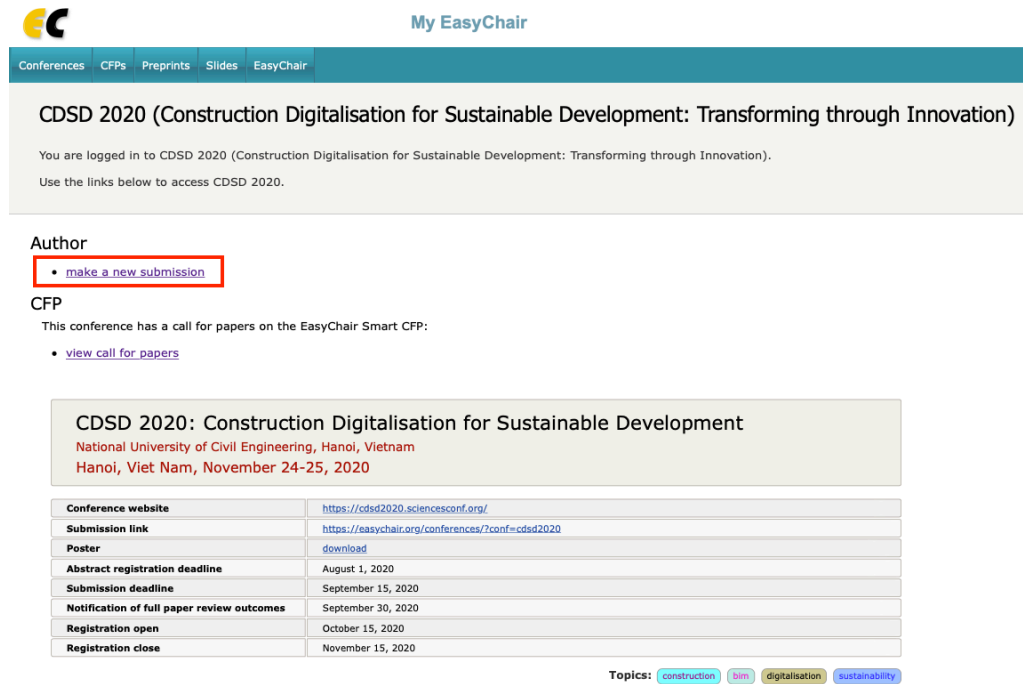
## 2. SUBMIT YOUR ABSTRACTS

- **Log in to the EasyChair website for CDS2020:**

<https://easychair.org/conferences/?conf=cdsd2020>

- **Select “make a new submission”**

The link is located under Author title (as shown in Figure 3).



**Author**

- **make a new submission**

**CFP**

This conference has a call for papers on the EasyChair Smart CFP:

- [view call for papers](#)

**CDS2020: Construction Digitalisation for Sustainable Development**  
 National University of Civil Engineering, Hanoi, Vietnam  
 Hanoi, Viet Nam, November 24-25, 2020

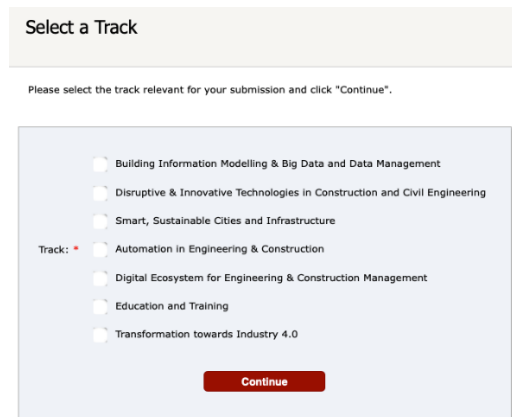
Conference website	<a href="https://cdsd2020.sciencesconf.org/">https://cdsd2020.sciencesconf.org/</a>
Submission link	<a href="https://easychair.org/conferences/?conf=cdsd2020">https://easychair.org/conferences/?conf=cdsd2020</a>
Poster	<a href="#">download</a>
Abstract registration deadline	August 1, 2020
Submission deadline	September 15, 2020
Notification of full paper review outcomes	September 30, 2020
Registration open	October 15, 2020
Registration close	November 15, 2020

Topics: [construction](#) [sim](#) [digitalisation](#) [sustainability](#)

Figure 3: The main page for authors.

- **Select the track for your submission.**

In **CDS2020**, we have 7 tracks as presented in Figure 4. If your submission relates to more than 1 track, please select the most suitable one, and then click on “Continue” button.



Select a Track

Please select the track relevant for your submission and click "Continue".

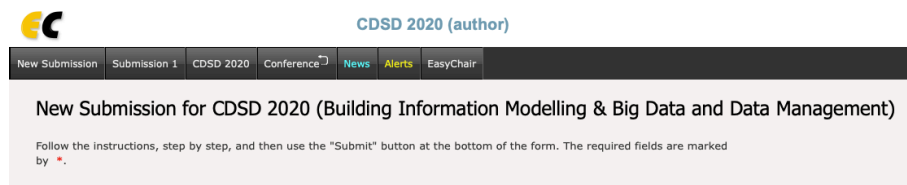
- Building Information Modelling & Big Data and Data Management
- Disruptive & Innovative Technologies in Construction and Civil Engineering
- Smart, Sustainable Cities and Infrastructure
- Track: \*  Automation in Engineering & Construction
- Digital Ecosystem for Engineering & Construction Management
- Education and Training
- Transformation towards Industry 4.0

**Continue**

Figure 4: Conference tracks

- **Fill out information about each of the authors.**

You must use the same email address that you signed up with when creating the EasyChair account. Please note that papers submitted to **CDS D 2020** should have no more than 5 authors or co-authors.



#### Author Information

For each author please fill out the form below. Some items on the form are explained here:

- **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 not corresponding authors. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.
- One of the authors should be marked as a **presenter**. If you are not sure, choose your best guess.

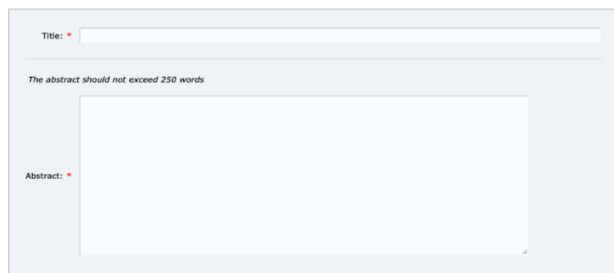


Figure 5: Authors information.

- **Fill out the title, text abstract, and keywords for your paper (as shown in Figure 6).**

#### Title and Abstract

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



#### 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.

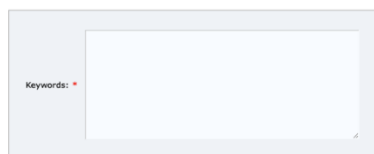


Figure 6: Title, abstract and keywords submission.

- **Select the additional tracks for your paper (as shown in Figure 7):**

Beside the chosen track in previous step, you are optional to select one or more other relevant track to your paper. This would help us to find the best reviewers for your papers.

#### Other Information and Files

**Please select other relevant tracks to your paper.** This would help us to find the best reviewers for your paper. You can choose more than 1 track

- Building Information Modelling & Big Data and Data Management
- Disruptive & Innovative Technologies in Construction and Civil Engineering
- Smart, Sustainable Cities and Infrastructure
- Automation in Engineering & Construction
- Digital Ecosystem for Engineering & Construction Management
- Education and Training
- Transformation towards Industry 4.0

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**Full paper.** Upload your full paper (optional in this step - you can always upload/update your paper before the deadline). The paper must be in PDF format only (file extension pdf - other formats are not supported)

no file selected

Figure 7: Selecting additional tracks

#### **Please do not add file/submit full paper at this step.**

- **Finally, click on the “Submit” link to submit your abstract (as shown in Figure 8).**

Ready?

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

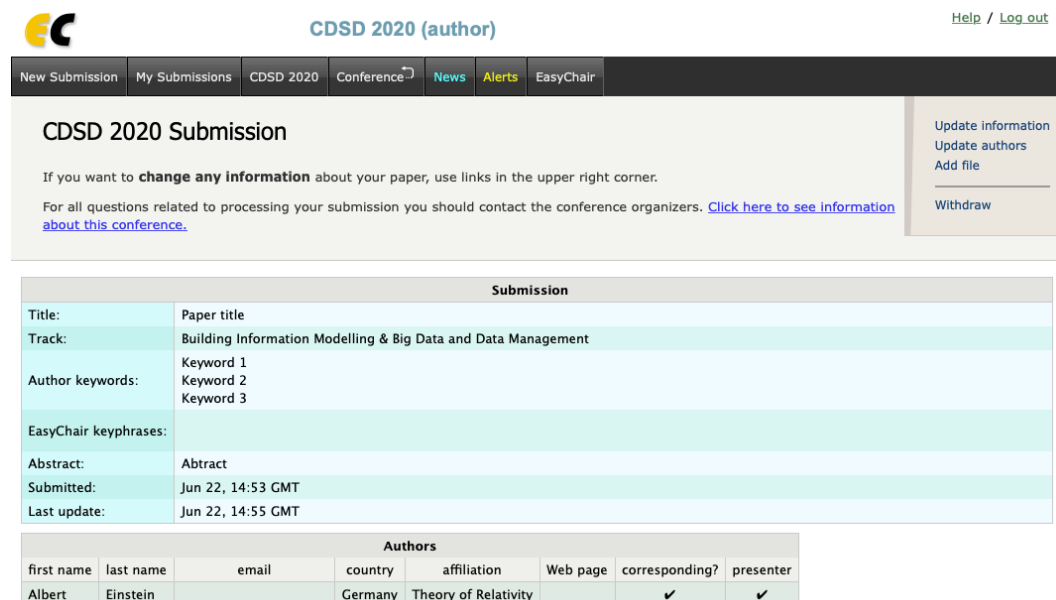
Figure 8: Abstract submission.

- **Update information**

After completing a submission, a new menu bar ("Submission #" or "My Submissions" in the case of multiple submissions) is created (as shown in Figure 9). Click on "Submission #" for changing any information about the submission.

Use the links at the top-right corner (update information, update authors, withdraw) if you want to update any information about the submission and authors or withdraw the submission.

At the end of the submission procedure (a new submission or an update of an old one), you will receive a confirmation email from [CDSD2020@easychair.org](mailto:CDSD2020@easychair.org). Once the review process is completed, you will also receive acceptance/rejection notification with reviews by email.



**CDS2020 Submission**

If you want to **change any information** about your paper, use links in the upper right corner.

For all questions related to processing your submission you should contact the conference organizers. [Click here to see information about this conference.](#)

Submission	
Title:	Paper title
Track:	Building Information Modelling & Big Data and Data Management
Author keywords:	Keyword 1 Keyword 2 Keyword 3
EasyChair keyphrases:	
Abstract:	Abstract
Submitted:	Jun 22, 14:53 GMT
Last update:	Jun 22, 14:55 GMT

Authors							
first name	last name	email	country	affiliation	Web page	corresponding?	presenter
Albert	Einstein		Germany	Theory of Relativity		✓	✓

Figure 9: A page for changing your submission(s).

### 3. SUBMIT YOUR FULL PAPERS

The Scientific Committee will review all abstracts and notify the results and paper ID to authors. The authors of accepted abstracts will be invited to submit full papers. Please use the paper template provided on our conference website.

Use the links at the top-right corner, (update information, update authors, add file, and withdraw) as shown in Figure 9, if you want to update any information about the submission, authors, submit or withdraw the submission.

**Submit a full paper by selecting “Add file”.** You will be able to select the file you want to upload with the link “Choose file”. Please bear in mind that only PDF files are supported in peer review process. Information of authors should not be presented in submission to reviewers.

Once you have uploaded a paper, you may change the file by selecting “Update file” from the right-hand menu of this screen.

***Please note that you are unable to update the file after the full paper submission deadline.***

The system will send an email to confirm your submission. Once the full paper review process is completed, you will receive acceptance/rejection notification with reviews by email.

Authors should double check the originality of your text with plagiarism check before submitting full paper to CDS2020 conference. Such website as <https://1text.com> or Turnitin could be helpful.

#### **4. SUBMIT YOUR REVISED PAPERS**

If your full paper is accepted, we will ask you to submit your 1<sup>st</sup> revised paper. Please revise your paper considering all the reviewers' comments and modify the manuscript accordingly.

To upload the revised paper, click on "Submission #" and select "Update file" from the right-hand menu of the Submission screen.

We might ask authors to submit your 2<sup>nd</sup> revised paper electronically if the publisher has further requirements, mostly about technical issues or format of the paper.