

Usage de système *Easy Chair*

Instructions pour soumettre votre résumé/article à ICOME'21

09-11 Juin 2021, METZ – FRANCE.

Use of *Easy Chair*

How to submit your abstract/paper to ICOME'21

June 09-11, 2021, METZ - FRANCE



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EasyChair est un système de gestion d'articles en ligne utilisé pour gérer les Conférences Nationales et Internationales. Ce système permet aux usagers de soumettre leurs articles à une ou plusieurs Conférences. Il leur offre ainsi la possibilité de modifier, de recevoir des commentaires du Comité Scientifique et de suivre l'évolution de leurs soumissions. Ci-dessous quelques instructions nécessaires pour aider les auteurs à soumettre un résumé ou papier à la conférence ICOME'21.

Easy Chair is an online system of managing conference papers. This system allows users to submit their papers to one or more Conferences, to update, receive comments and follow their paper evolution.

1. Lien de Soumission/ Submission Link

Sur la page de notre site de la Conférence, ICOME21, cliquez sur l'anglet **“Submission”**

JUNE 09-11, 2021, METZ - FRANCE







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Highlights

All accepted papers will be scheduled for Oral & Poster presentations and will be included in the conference proceedings.

High quality papers will be selected for international publication in several relevant journals, subject to review, and published in special (or regular) issues.

Utiliser le bouton **“Submit your paper”**. En bas de cette page, ou bien, allez-vous directement au page :

<https://easychair.org/conferences/?conf=icome21>

“Submit your paper” direct you to the Easy Chair system. Or use the following link:

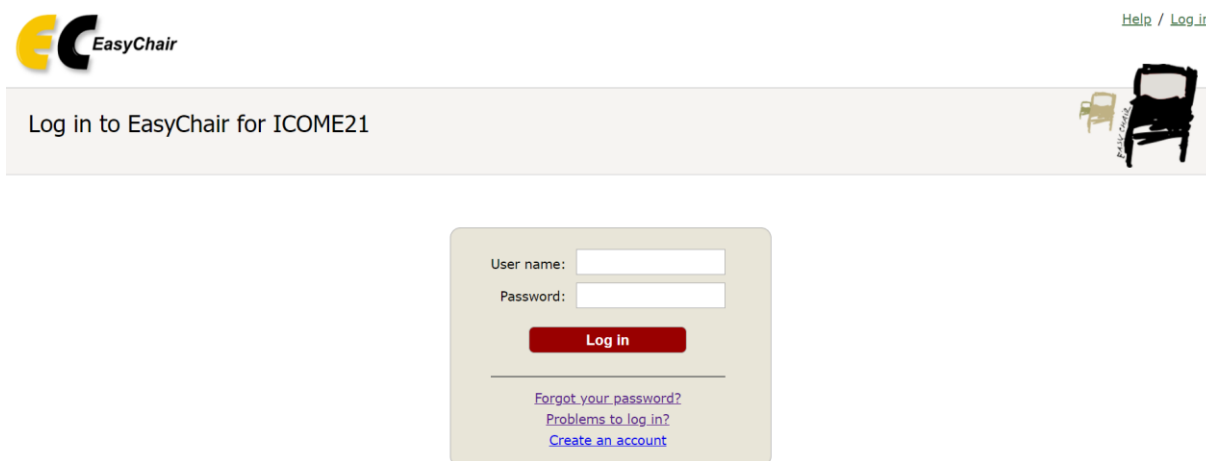
<https://easychair.org/conferences/?conf=icome21>

Submission processes will be managed by easychair.org. If you have used this system before, you can use the same username and password. If this is your first time using EasyChair, you will need to register for an account by clicking "I have no EasyChair account" button. Upon completion of registration, you will get a notification E-mail from the system and you are ready for submitting your paper. You can upload & re-upload the paper to the system by the submission due date.

[Submit Your Paper](#)

La page d'authentification d'EasyChair vous demandera de saisir vos identifiants pour pouvoir se connecter au système. Si vous n'avez pas de compte sur Easy Chair, cliquez sur le lien **“create an account”**.

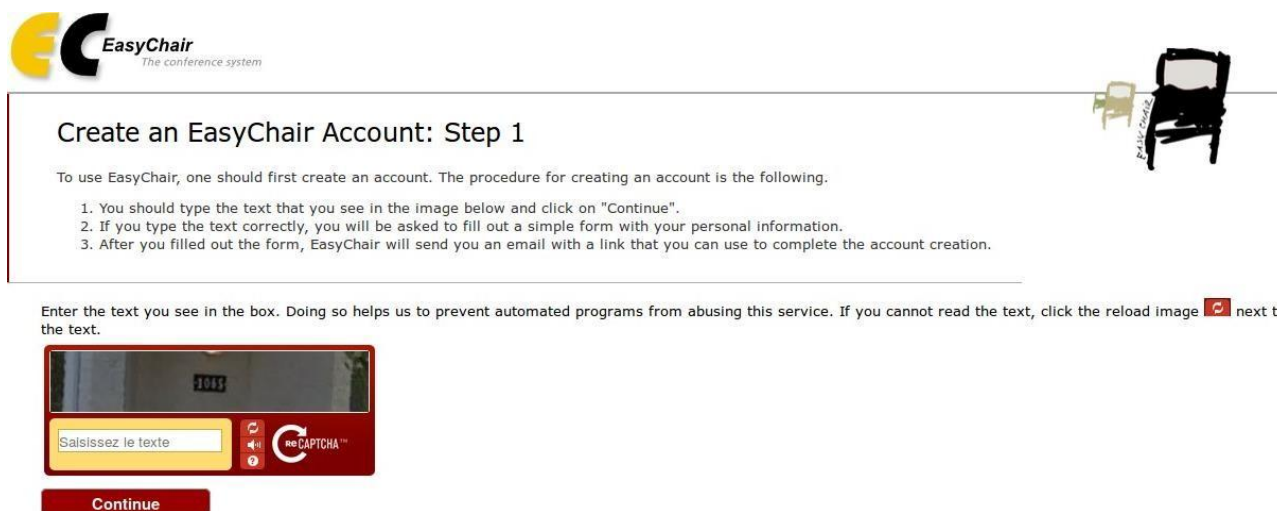
The Login page allows you to reach the ICOME'21 system. If you don't have an account, yet, please click on **“create an account”**.



The image shows the EasyChair login page. At the top left is the EasyChair logo. At the top right are links for 'Help' and 'Log in'. Below the logo is a header bar with the text 'Log in to EasyChair for ICOME21' and a small illustration of a chair. The main content area contains a login form with fields for 'User name:' and 'Password:', a red 'Log in' button, and links for 'Forgot your password?', 'Problems to log in?', and 'Create an account'.

2. Créer un Nouveau Compte/ Create a New Account

Après avoir cliqué sur **“create an account”**, la page suivante se chargera, vous devez saisir le code qui apparaît sur l'image pour passer aux étapes suivantes.



The image shows the EasyChair account creation page. At the top left is the EasyChair logo with the tagline 'The conference system'. At the top right is a small illustration of a chair. The main content area is titled 'Create an EasyChair Account: Step 1'. Below the title is a paragraph explaining the account creation process. It lists three steps: 1. You should type the text that you see in the image below and click on "Continue". 2. If you type the text correctly, you will be asked to fill out a simple form with your personal information. 3. After you filled out the form, EasyChair will send you an email with a link that you can use to complete the account creation. Below the text is a box containing a CAPTCHA image showing the number '1043'. To the right of the CAPTCHA image is a 'reload' button and a 'reCAPTCHA' logo. Below the CAPTCHA box is a red 'Continue' button.

Dans l'étape 2 de cette procédure, veuillez saisir correctement vos informations personnelles. Il va sans dire qu'un compte sur EasyChair pourra être utilisé pour soumettre à d'autres conférences qui utilisent ce système pour la gestion des papiers alors vous avez intérêt à communiquer correctement vos informations.

Enter correctly your personal information. The system can be also used for other conferences.

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 address correctly.

First name[†] (*):

Last name (*):

Email address (*):

Retype email address (*):

† 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 names, please use the format: First Name Middle Name Last Name. You may also be interested about [our policy for using personal information](#).

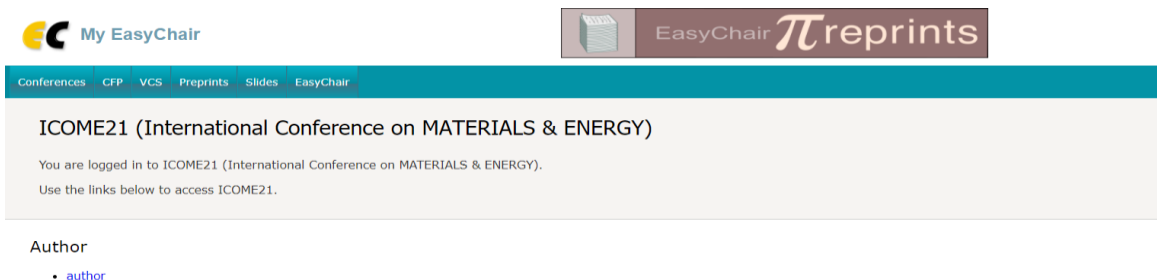
Un mail de confirmation de création compte vous sera envoyé à l'adresse que vous avez introduite. Ce mail comporte un lien d'activation de votre compte. Cliquez sur ce lien :

A confirmation Email of the created account will be sent, including an activation link.



Une fois le lien d'activation est cliqué, vous serez redirigé à nouveau vers Easy Chair. Connectez-vous maintenant et vous aurez une page d'accueil de votre compte qui ressemble à la vue de l'image ci-dessous.

After validating the activation link you'll be able to use the ICOME'21 system as shown the image below:



3. Nouvelle Soumission/ New Submission

Pour soumettre un nouveau papier à la Conférence, cliquez sur l'anglet « **New Submission** » et complétez les informations nécessaires.

This submission procedure is described at the following windows:

New Submission	ICOME21	Conference ↻	News	EasyChair
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New Submission for ICOME21

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

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.

New Submission for ICOME21

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by *.

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.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

Organization: *

Web page:

☒ corresponding author

A la fin de la page d'une nouvelle soumission, vous devez charger votre papier en cliquant sur le bouton «**Choose File**» ou «**parcourir** ». Cliquez ensuite sur le bouton «**Submit** » pour envoyer votre soumission.

☐ Classical Heat and mass interlink problems	☐ Reactive Flow/materials and Combustion
☐ Computational Environmental Engineering	☐ Recent developments on innovative materials
☐ Double diffusive convective coupling	☐ Transport in Porous Media
☒ Energy Systems / Energy efficiency	☐ Validation of computational methods
☐ Heat and Mass transfer in building materials	☒ Wind / Solar / Biomass / energy mix
☒ Inverse Problems and optimization	☐ Others

Uploads

The following part of the submission form was added by ICOME'15. It has neither been checked nor e

Paper. Upload your paper. The paper must be in the PDF format (file extension .pdf).

[Parcourir...](#) Aucun fichier sélectionné.

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading n**

Submit

Un mail vous sera envoyé pour confirmer votre soumission.

You'll receive an email confirming your submission.

4. Mise à jour de Votre Soumission/Updating

Pour modifier les informations relatives à une soumission (version de papier, liste des auteurs,...). Cliquez sur l'anglet «**Sbmission 1 ou 2 ..etc** » et sélectionner la soumission à modifier.

New Submission	Submission 1	ICOME21	Conference	News	EasyChair
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ICOME21 Submission 1

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.](#)

Update information

Update authors

Add file

Withdraw

Submission 1

Vous trouvez dans un menu latéral droit, les types des mises à jour proposés par le système.

Update information

Update authors

Update file

Withdraw

Pour modifier par exemple la version de votre papier, cliquez sur le lien « **Update file** » et chargez à nouveau votre fichier récent en utilisant le bouton « **Parcourir** » puis cliquez sur le bouton « **Submit** ».

 **ICOME21 (author)**

[New Submission](#) [Submission 1](#) [ICOME21](#) [Conference](#) [News](#) [EasyChair](#)

Update a File for Submission 1

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

File	Admissible file extensions
Paper. Upload your paper. The paper must be in PDF format (file extension .pdf) Choisir un fichier Aucun fichier choisi	PDF (extension pdf)

Submit

Le fichier sera ainsi mis à jour et vous allez recevoir un mail lié à cette opération.

5. Important / Important Note

Pour l'envoi de la version complète de votre papier à ICOME'21, utilisez seulement «Update file» relative à votre soumission de l'envoi de résumé. Inutile de procéder par une nouvelle soumission.

To submit the complete version of your paper to ICOME'21, please, use only «Update file». It is not necessary to operate a new submission.

Thank you.