



Moncton, Canada

May 24 – 27, 2023 / 24 – 27 mai 2023

EasyChair Abstract Submission Instructions for Authors

The submission and review of abstracts and papers for CSCE Moncton 2023 will be managed through an online conference paper management system called [EasyChair](#). This system gives you, the author, complete control over your submission. You can upload your abstract and check on the review status of your submission. The submission process consists of two stages:

1. Abstract submission
2. Paper and case study submission

All abstracts will be reviewed, and authors will be notified of their abstract acceptance status. The authors of accepted abstracts will be asked to submit a paper and present in person at the conference. Only papers presented at the conference will be included in the conference proceedings. Each conference registration covers a maximum of two papers.

This guide is intended to support authors during the abstract submission process.

For all questions or technical issues, please contact the Technical Co-Chairs at: csce2023@easychair.org.

1. Set up an account as an Author

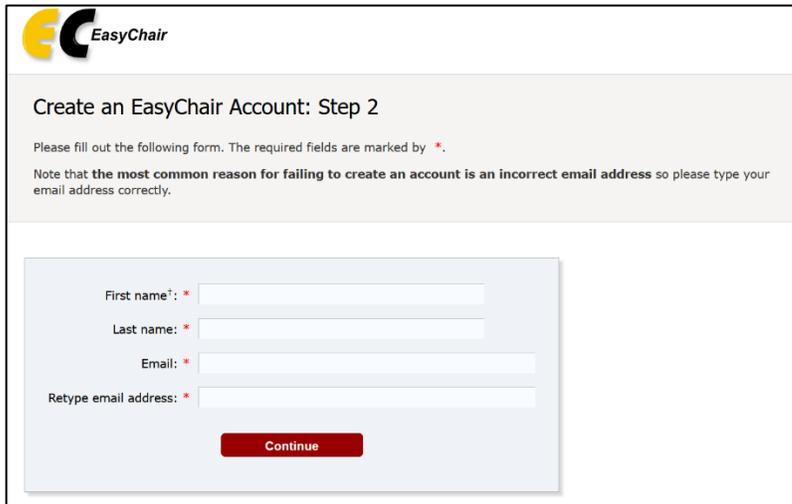
Note: If you previously submitted a paper through EasyChair, you already have an EasyChair account. If you forgot your password, there is a password recovery option.

- a. First, you will need to set up an account (username and password) as an author. Go to <https://easychair.org/account/signin>. Click on “Create an account” and you will then be directed to the page shown in Figure 1. Fill in the textbox with the distorted words that appear directly above it and click on “Continue”.

The screenshot shows the EasyChair account creation interface. At the top left is the EasyChair logo. Below it is the heading "Create an EasyChair Account: Step 1". The main content area contains the following text: "To create an EasyChair account you should have a valid email address and do the following." followed by a numbered list: "1. pass a captcha to prove that you are not a robot;", "2. fill out a simple form with your personal information;", and "3. follow the link we send to your email address to complete the account creation." Below the list is a note: "Please note that the use of EasyChair is subject to [our terms of service](#)." At the bottom of the form is a reCAPTCHA widget with the text "I'm not a robot" and a "Continue" button.

Figure 1: Create an account

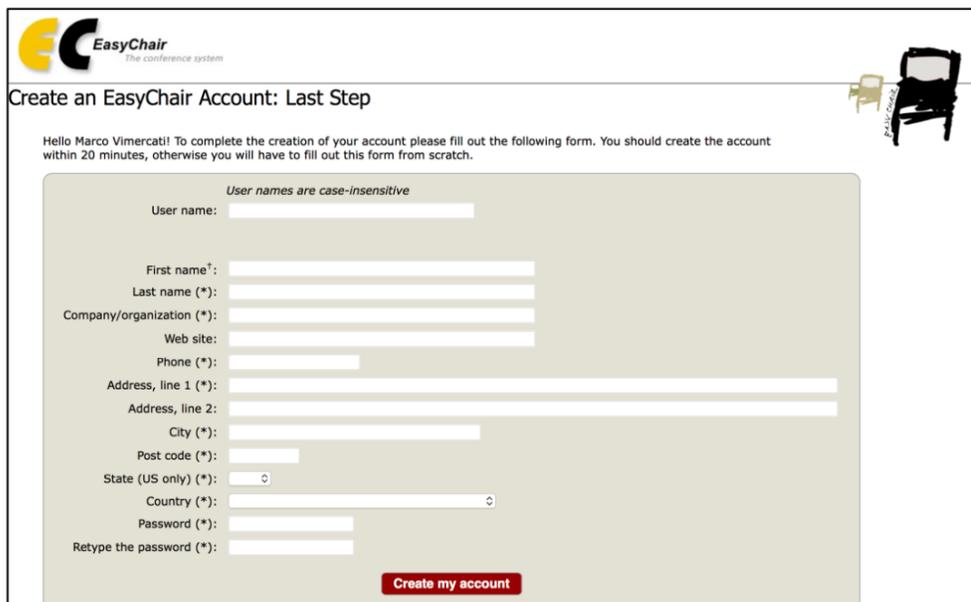
- b. Then, follow the on-screen instructions and complete the form (Figure 2), and click on “Continue”. Please use the email address to which you would like to receive your correspondence.



The screenshot shows the EasyChair logo at the top left. Below it, the heading reads "Create an EasyChair Account: Step 2". A message states: "Please fill out the following form. The required fields are marked by *." A note follows: "Note that the most common reason for failing to create an account is an incorrect email address so please type your email address correctly." The form contains four input fields: "First name*", "Last name*", "Email*", and "Retype email address*", each with a red asterisk. A red "Continue" button is positioned at the bottom center of the form area.

Figure 2: Account Form

- c. After registering, you will receive a confirmation email. Use the link provided in the email to continue the account registration process.
- d. Fill out all the required information (Figure 3) and click the “Create my account” button to finalize the account registration process.



The screenshot shows the EasyChair logo at the top left. The heading reads "Create an EasyChair Account: Last Step". A message states: "Hello Marco Vimercati! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch." A note above the form says: "User names are case-insensitive". The form contains several input fields: "User name:", "First name*", "Last name (*)", "Company/organization (*)", "Web site:", "Phone (*)", "Address, line 1 (*)", "Address, line 2:", "City (*)", "Post code (*)", "State (US only) (*)" (with a dropdown arrow), "Country (*)" (with a dropdown arrow), "Password (*)", and "Retype the password (*)". A red "Create my account" button is at the bottom center. An illustration of a chair is visible in the top right corner.

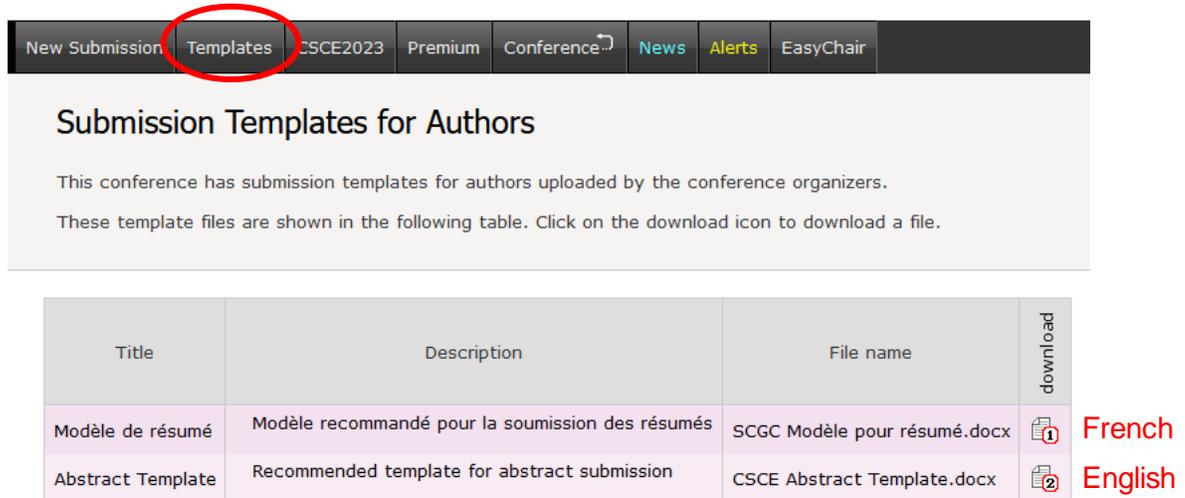
Figure 3: Registration Form

- e. After the account is registered, you may log in to CSCE Moncton 2023 simply by clicking on the following link: <https://easychair.org/conferences/?conf=csce2023>.

2. Submit an Abstract

Please ensure the following:

- Download the abstract template (in English or in French) by clicking the link in the menu bar (Figure 4).



Title	Description	File name	download
Modèle de résumé	Modèle recommandé pour la soumission des résumés	SCGC Modèle pour résumé.docx	 French
Abstract Template	Recommended template for abstract submission	CSCCE Abstract Template.docx	 English

Figure 4: Abstract Templates

Please note that abstracts and papers can be submitted in either French or English. However, for publication and indexing purposes, authors who submit papers in French may be asked for a translated (English version) of their abstract and title.

- Use the same email address with which you registered your EasyChair account.
 - One of the authors must be a “Corresponding Author” even if there is only one author. This is the person who will receive all questions or comments.
 - Keywords are required and will be used by the Program Committee to format the program.
- a. After logging in to the EasyChair website, you may click on the “New Submission” link located on the top-left corner of the menu bar (Figure 5) to submit a new abstract.



Figure 5: New Submission

- b. Next, please select a track (Figure 6) for the submission. If you are not sure which track to select, please submit your entry to the General Conference track.

Figure 6: Track Selection

Note: Case studies provide an opportunity for the exchange of knowledge and include project implementation summaries and technology summaries with an emphasis on innovation in engineering practice. The format for cases studies is a four-page extended abstract, supported by a full presentation to encourage discussion. The case studies are non-juried contributions that follow the same formatting guidelines as a full paper. The content will be reviewed by the program committee for general quality and to ensure it does not overtly promote commercial interests. Authors of case studies are still required to submit an abstract by the abstract submission deadline.

- c. Follow the on-screen instructions and fill out all required information about the authors. Fill out the title and the keywords.
- d. Upload your abstract (Figure 7). Please use the template provided by the Program Committee. **Please do not submit the full paper or case study at this step** (papers and case studies will be submitted at a later date after abstract acceptance through a submission update).

Figure 7: Upload Abstract.

At the end of the submission procedure, you will receive a confirmation email. Once the review process for the abstract is completed, you will receive an acceptance/rejection notification by email. Paper and case study submission instructions and template will be provided by the Program Committee.

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