

ACCESS 2025

2025 The 4th International Conference on Advanced Civil Engineering and Smart Structures

Author Submission Guidelines

Main page of paper management system can be accessed via the link on the conference page or by following the link: <https://www.icaccess.org/openconf/openconf.php>

cfp@icaccess.org

Author Submission Guidelines

Contents

A. Paper Submission.....	3
B. Edit Submission.....	6
C. Upload File.....	7
D. View File.....	7
E. Withdraw Submission.....	8
F. Check Submission Status.....	8
Forgot ID.....	9
Forgot Password.....	9

A. Paper Submission

1. In the “Authors” section of the submission page, select **“Make Submission”**.



Note: If any of the menu within the author section is not available, it means that this option has been closed by the program chair.

Authors:

- . **Make Submission**
- . [Edit Submission](#)
- . [Upload File](#)
- . [View File](#)
- . [Withdraw Submission](#)
- . [Check Status](#)

Review & Program Committees:

- . [Sign In](#)
- . Sign Up — Keycode:

Chair:

- . [Sign In](#)



Please **DO NOT** sign in within Review & Program Committees and Chair section as that particular section is to be used by appointed reviewers, advocates (program committees) and program chair **ONLY**.

2. In the next screen, please tick (✓) consent column

Consent

Consent: ☐ I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.

3. Enter the title of the paper.

General Information

Submission Title:

4. Enter the author(s) details with the valid **e-mail address**. If the author is more than three (3), click “Add Author” to fill their info. (**Note:**QQ mailbox is not recommended)

Author(s)

Author 1

First/Given Name:

Last/Family Name:

Organization:

Country:

Email:

5. If there is more than one (1) author, please select the Contact Author in the drop-down list and enter the **alternate email address** or **telephone number**.

Contact Author

Contact Author:

Author who will serve as the point of contact for correspondence about the submission.

Alternate Contact:

Alternate contact information, such as personal email address or telephone number; used only if unable to contact using above email address.

6. After completing the data of the authors, select the Topic Area of the paper.

Topic Areas

To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission

Topic Areas: ☐ New Energy Production, Storage, Transmission
☐ Hydrogen, Hydrogen Carriers Technology, Hydrogen Application
☐ Environmental Science and Environmental Engineering

7. Write some keywords and abstract in the following section.

8. Insert an easy to remember password, which will allow you to make changes in your paper later.

Password

Please enter a password you will remember. The submission ID, which you will receive via email upon submission of this form, along with this password will allow you to make future changes to this submission.

Password:

Re-enter Password:

9. Insert in the comments box if you have some additional info that you want to let the Program Chair aware i.e. if you do not want your paper to be included in the conference proceedings.

Comments

Optional Comments:

10. Once the form is completed, press the “Make Submission” button.

Please check over your entries, making sure everything is filled out. When ready, click on the Make Submission button below once.

Make Submission



Please **DO NOT** forget to **UPLOAD** your full paper (if the conference required you to submit it) after you make submission.
Please refer to Upload File section for the details.

11. If the data supplied is complete, the following message will appear and the same information will be sent to the e-mail you provided. Please make sure that you REMEMBER your **SUBMISSION ID** and your **PASSWORD**.

Submission

Thank you for your submission to ACESS 2025. Below is a copy of the information submitted for your records.

Submission ID: 1

Consent: I consent to the collection and use of my personal information, including receiving emails, consistent with the Privacy Policy linked above. I have also obtained the consent of all other individuals whose information I provide.

Title: new title

Author 1:

First Name: Your First Name

Last Name: Your Last Name

Organization: Your Organization

Country: Your Country

Email: Your email address

Contact Author: Author 1

Alternate Contact:

Topic(s): Your Topic areas

Keywords:

Abstract:

Comments:

B. Edit Submission

1. You probably need to edit the information about the paper if you find out there is a mistake after the submission or there are some amendments that need to be done after your paper has been reviewed. PLEASE DO NOT CREATE A NEW SUBMISSION. You can just using this menu instead. You can just click “**Edit Submission**”.

Authors:
[Make Submission](#)
[Edit Submission](#)
[Upload File](#)
[View File](#)
[Withdraw Submission](#)
[Check Status](#)

Review & Program Committees:
[Sign In](#)
Sign Up — Keycode:

Chair:
[Sign In](#)

2. Key in your Submission ID and your password in the box provided.

Edit Submission

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

There is a 2 hour limit to complete updates

C. Upload File

After you have make a submission, you need to upload your paper through the Upload File menu.

1. Fill in your Submission ID and your password
2. Click Choose File button and find your paper file in your computer.
3. Choose the format of your file from the dropdown menu. Make sure that the format is similar with the format of your paper.
4. Click Upload File button.
5. Done!

Upload File

Submission ID: (forgot ID?)

Password: (forgot password?)

File: 未选择任何文件

Format:

Microsoft Word (.doc) ▾
Microsoft Word (.doc)
Microsoft Word (.docx)
PDF
ZIP

File size limit is 50MB.

D. View File

View File

Submission ID: (forgot ID?)

Password: (forgot password?)

E. Withdraw Submission

Withdraw Submission

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

Clicking the button below will result in your submission being withdrawn.

Withdraw Submission

F. Check Submission Status

Check Status

Submission ID: ([forgot ID?](#))

Password: ([forgot password?](#))

Check Status

Forgot ID

In case you forgotten your ID, you can just click the forgot ID link and enter the email address that you use to submit your paper before. If the email address that you provided is correct, the system will sent your submission ID in your email.



The screenshot shows a web form titled "Email Submissions". Below the title, there is a line of text: "Please enter your email address below and click on *Email Submissions*. We will then email you a list of submissions for which you are the contact author." Below this text is a label "Email:" followed by a text input field. Underneath the input field is a blue button with the text "Email Submissions".

Forgot Password

If you forgotten your password, you can just click forgot password link and enter your Submission ID and your email. The system will auto generate your password and sent it to the email address that you provided during the submission.



The screenshot shows a web form titled "Reset Password". Below the title, there is a line of text: "Please enter your submission id and the contact author's email below". Below this text are two labels: "Submission ID:" and "Email:". Each label is followed by a text input field. To the right of the "Submission ID:" input field is a link that says "(forgot ID?)". Below the two input fields is a blue button with the text "Reset Password".

If you forget the email address that you use during the submission, please contact the Program Chair for help.

- e n d -