



## Instructions for Submitting Abstracts and Papers for LCA2020 using EasyChair©

The submission and review of abstracts and papers for LCA2020 will be managed through the EasyChair online conference paper management system. This system gives you, the author, complete control over your submission.

You can submit your abstract and check on the review status of your submission. You will be notified by email if your abstract has been accepted or rejected. If it is accepted, then you can update your submission by uploading your draft paper. If the draft paper is accepted, then you can update your submission again by updating the previously uploaded file.

### 1 Create an EasyChair account

You need to set up an account with EasyChair before you can submit your abstract. Go to <https://easychair.org/conferences/?conf=lca2020> and click “create an account”.

The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo with the tagline 'The world for scientists'. Below it, the heading 'Log in to EasyChair for LCA2020' is displayed. A note states: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' The login form contains two input fields for 'User name:' and 'Password:', followed by a red 'Log in' button. A red arrow points to the 'Log in' button. Below the form, there are three links: 'create an account' (in purple), 'click here' (in blue), and another 'click here' (in blue).

Check the “not a robot” checkbox and follow the instructions and then click continue.



## Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The procedure for creating an account is the following.

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.

A screenshot of the reCAPTCHA interface. It shows a checkbox labeled 'I'm not a robot' with a red arrow pointing to it. To the right is the reCAPTCHA logo and text 'reCAPTCHA Privacy - Terms'. Below the checkbox is a red 'Continue' button with a red arrow pointing to it.

Fill out the fields and click continue.



## 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.


A screenshot of a registration form. It contains four input fields: 'First name \*', 'Last name \*', 'Email address \*', and 'Retype email address \*'. Each field has a red asterisk indicating it is required. Below the fields is a red 'Continue' button.

<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.](#)

You will see the following telling you that a confirmation email will be sent to you.

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[Help / Log in](#)



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## Account Application Received

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We received your application. A mail with further instructions has been sent to the email address [jon.lea@engtsolutions.com](mailto:jon.lea@engtsolutions.com).

### If You Do not Receive the Instructions

If you do not receive our mail with instruction on how to create an account, please read the following information.

Our mail server normally sends all mail within a few seconds. The following is an incomplete list of possible reasons for the problem.

*Incorrectly typed email address*

This is still the most likely cause of delays.

*Slow mail processing*

Some mail servers process mail for a long time. For example, your mail server may spend a lot of time checking incoming mail for spam.

*"Reply-me" mail protection*

Some mailers, when receiving a mail from an unknown sender, ask the sender to send a mail with specific content to ensure that it has been sent by a human. Account-related emails in EasyChair are sent by a computer program, so if your email address uses such a protection, you will never get our mail. If you have such a protection and it is configurable, configure it to accept mail from the domain [easychair.org](http://easychair.org).

*Mail box problems and quotas*

Some mail sent by EasyChair bounces back because the mail box of the receiver is over quota.

*Anti-spam filters*

It is possible that your spam filters will classify our mail as spam. Please check your spam mail boxes.

*General connection problems*

There might be general connection problems, for example your mail server may be unreachable for a long time.

Unfortunately, we have no resources to cope with all possible kinds of mail server (mis)behavior. If you believe you have a problem related to your mail server and want to solve it quickly, try to get and use an email address from one of major mail hosts, such as a Google Mail, Yahoo Mail, or Hotmail. You will be able to change your email address in EasyChair or have multiple email addresses associated with your account later.

You can repeat your application at any time. Another email will be sent to you.

Click the link in the confirmation email and you will see the following. Fill out the fields and click “Create my Account”.



## Create an EasyChair Account: Last Step

Hello Jon Lea! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

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: \*

*The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author of paper. 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: \*

[Create my account](#)

<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](#).

You will see the following.



## Account Created

**Your EasyChair account has been created!**

To log in and access LCA2020 pages [click here.](#)

## 2 Submit your Abstract

After clicking the link above, you will then see the following.


The screenshot shows the EasyChair website interface. At the top left is the 'My EasyChair' logo. To the right is a navigation bar with 'EasyChair  $\pi$ reprints' and a stack of papers icon. Below this is a teal navigation menu with links for 'Conferences', 'CFPs', 'Preprints', 'Slides', 'News', and 'EasyChair'. The main content area is titled 'LCA2020 (International Symposium on Pavement, Roadway, and Bridge Life Cycle Assessment 2020)'. Below the title, it states 'You have no roles at LCA2020.' and 'This conference accepts new submissions. You can log in as an author to make a submission:'. A list of links follows, with 'enter as an author' highlighted in purple and a red arrow pointing to it.

Click the link to submit your abstract.

You will then see the following. Fill out the fields for all authors (you can add additional authors by clicking the link at the bottom). Select “corresponding author” in order to receive emails (i.e., get correspondence) from the conference committee via EasyChair. The web page field is for indicating an author’s personal website, not his/her organization’s website.

Only the first author is required at abstract submission. You can add (remove or update) additional authors later if you would like, up until abstract submission is closed, by logging into EasyChair and updating your submission.

Abstracts are limited to 250 words.

 **LCA2020 (author)**

[New Submission](#) | [LCA2020](#) | [News](#) | [EasyChair](#)

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## New Submission for LCA2020

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

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### 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](#))

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author

**Author 2** ([click here to add yourself](#))

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author

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

First name<sup>†</sup>:

Last name \*

Email: \*

Country: \*

Organization: \*

Web page:

corresponding author

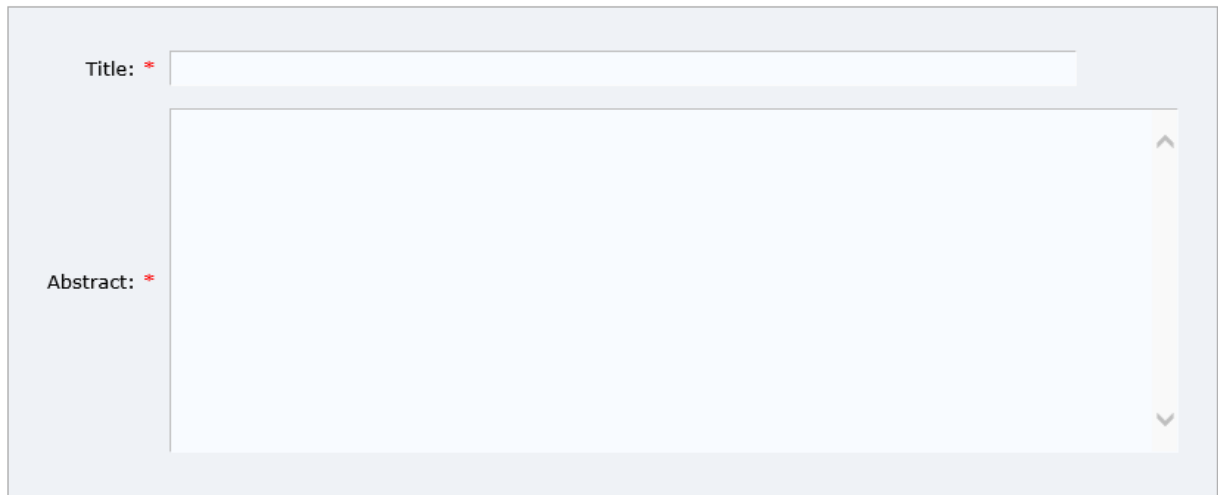
**[Click here to add more authors](#)**

<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.](#)

Next, fill out the fields for the abstract. Abstracts are defined here and are **not uploaded**.

### Title and Abstract

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

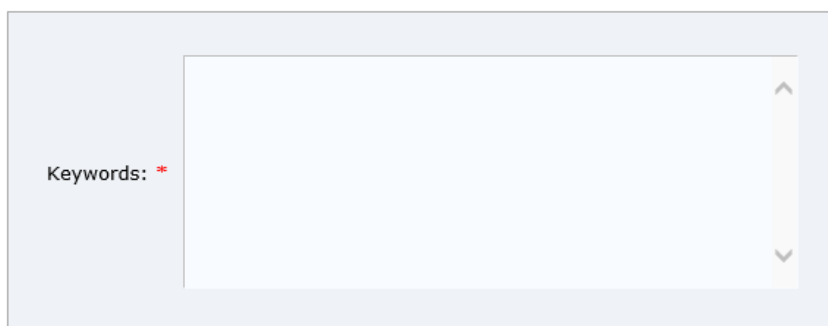


The form consists of a light gray rectangular container. On the left side, there are two labels: "Title: \*" and "Abstract: \*", both in black text. To the right of "Title: \*" is a single-line text input field. Below the input field is a large, empty text area for the abstract, which has a vertical scrollbar on its right side. The scrollbar is currently at the top, with an upward-pointing arrow at the top and a downward-pointing arrow at the bottom.

Next, add keywords for your abstract, one per line. Please list at least three keywords.

### 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.



The form consists of a light gray rectangular container. On the left side, there is a label "Keywords: \*" in black text. To the right of the label is a large, empty text area for entering keywords, which has a vertical scrollbar on its right side. The scrollbar is currently at the top, with an upward-pointing arrow at the top and a downward-pointing arrow at the bottom.



**Do not upload any files at this stage** since you are only submitting the text of your abstract (above). Once your abstract has been accepted, you will then update your abstract submission by adding (uploading) your draft paper. Once your draft paper has been accepted, you will then update the submission again by updating the previously uploaded file with your final version.

## Files

The following part of the submission form was added by LCA2020. It has neither been checked nor endorsed by EasyChair

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

## Ready?

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

After submitting your abstract you will see the following and you will also receive an email. The conference committee will also receive an email indicating that you have submitted your abstract.

Verify the information in Section “1”. If you need to make changes, select “Update information” in Section 3. If you need to make changes to the authors, add/delete/reorder, select “Update authors in Section 3.

Once you have submitted your abstract, a “Submission #” menu will be present, shown at Section 2. Clicking that menu will allow you to manage your submittal; also, a “Withdraw” item will be added to Section 3 (not shown).

When your abstract has been accepted, you will use the “Add file” link in Section 3 to upload your draft paper. Once your draft paper has been accepted, you can upload an updated paper by using the “Update file” link, which will be present once the draft paper has been uploaded.

The submission has been saved!

**Paper 1**

Title:	Seismic Analysis of Bridges
Author keywords:	seismic bridges more important than roads
Abstract:	Since bridges are more important than roads...
Submitted:	Feb 22, 18:28 GMT
Last update:	Feb 22, 18:28 GMT

**Authors**

first name	last name	email	country	organization	Web page	corresponding?
Jon	Lea	jon.lea@angitsolutions.com	United States	UCPRC		✓

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Top right: [Update information](#) | [Update authors](#) | [Add file](#)