Submitting an abstract (1)

- In the main page, select the 'Call for Papers' section (1).

- To be able to submit an abstract, it is mandatory to register in the Open Congress System (OCS) platform.

- Be sure to registered and logged on to the OCS platform before attempting to submit your abstracts. For further information on how to register, see this link.

Submitting an abstract (2)

HOME   ABOUT   USER HOME   SEARCH   CURRENT CONFERENCES   +INFO

Home > WDSA / CCWI Joint Conference > 2nd WDSA/CCWI Joint Conference > **Call for Papers**

Call for Papers

WDSA CCWI 2022

Welcome to the abstract submission page

The Department of Hydraulic Engineering and Environment of the Universitat Politècnica de València (Valencia Tech) is pleased to invite you to the second edition of the WDSA/CCWI Joint Conference to be held in Valencia (Spain).

Start submission process **2**

Once logged in, click the 'Start submission process" in the 'Call for Papers' section (2)

Submitting an abstract (3)

- Alternatively, you can go to the bottom of the page and click the 'Step one of the submission process' (3):

  STEP ONE OF THE SUBMISSION PROCESS (3)

- In both cases you will be redirected to the 'New submission' page

Submitting an abstract (4)

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

1. START 2. ENTER METADATA

Encountering difficulties? Contact <u>Editorial UPV</u> for assistance.

Conference Track

Select the appropriate track for this submission (see <u>Track Policies</u>).

Track*   [General Papers   ▾] **4**

Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The submission process consists of two steps:
  1. Step 1. Starting the submission. In this step authors will be asked to check everything is ready for the submission
  2. Step 2. Submission process. Authors will add the information about the abstract, including co-authors's details

- First, select the track you want your paper to be considered for (4). There are three different tracks:
  1. General papers
  2. Special Track: Water Industry
  3. Battle of Intermittent Water Supply

Submitting an abstract (5)

Conference Track

Select the appropriate track for this submission (see Track Policies).

Track* [General Papers ▾]

Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- ☐ The submission has not been previously published, nor is it before another conference for consideration (or an explanation has been provided in Comments to the Director). **5**
- ☐ If submitting to a peer-reviewed track of the conference, authors' names are removed from submission, with "Author" and year used in the bibliography and footnotes, instead of authors' name, paper title, etc.
- ☐ At least one of the authors of each communication must be registered in the congress and there are no limits on the number of communications per author.
- ☐ If your contribution has been accepted and you are invited to participate the conference, it will be an essential requirement for each author and co-author of the work to sign a document for the assigment of rights to the Universitat Politècnica de València for the publication of the full paper in the conference proceedings.

- IMPORTANT! ⚠️

- Authors must check all the items shown in the 'Submission Checklist'. Without this mandatory step the submission of the abstract will not be possible (5)

- Please read the checklist carefully, and click on all the items.

- Should you have any doubt, do not hesitate contacting the WDSA/CCWI Director. You can leave your comments at the bottom of the page.

Submitting an abstract (6)

Comments for Conference Director

Enter text (optional) **7**

Save and continue Cancel

8

- Read the Copyright Notice and check the agreement check box (6)

- Should you have any doubt, do not hesitate contacting the WDSA/CCWI Director. Any comment to the Conference Director can be added using the text box at the end of the page (7)

- Once everything is ready, you can save changes and continue with the submission (8)

Submitting an abstract (7)

Step 2. Entering the Submission's Metadata

1. START **2. ENTER METADATA**

Authors   **9**

First name*   New

Middle name

Last name*   User

Email*   \<hidden email address\>

ORCID URL

Affiliation   New Users University

Somewhere on Earth

(Your institution, e.g. "Simon Fraser University")

Country   Spain

Bio statement
(E.g., department
and rank)

Add Author   **10**

- Entering the submission data

- Add authors details. Be sure you add at least all the required field (marked with an asterisk (*) (9)

- You must add all the authors of the manuscript

- To add an author, simply press the 'Add Author' button (10)

Submitting an abstract (8)

- Add the title and the abstract itself (11). Remember that the maximum extension of the abstract is limited to 500 words.

- Add keywords and the language (12). In this conference, it is expected all contributions are written in English (en)

- If the work presented in the abstract was funded by an agency, you can enter the information of it (13)

Abstract Submitted

- You're almost finished!

- If you do not your final paper to be assigned a DOI number, check this box (14)

- Once you have provided all the required information, you can now save changes and continue (15)

- By saving and continuing, you finished your submission. The platform will inform you about this.

- Did you forgot something? Do not worry. You may complete the missing information by clicking the 'Active Submissions' option (16)

Managing Submitted Abstracts (1)

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HOME   ABOUT   USER HOME   SEARCH

Home > 2nd WDSA/CCWI Joint Conference > **User Home**

User Home

My Conferences

WDSA / CCWI Joint Conference
» Conference Manager

2nd WDSA/CCWI Joint Conference
» Track Director   0 In Review
» Author   **18**   1 Active   [New Submission]
» Reviewer   1 Active

- Remember: you can always go back to your data.

- To access your abstract, log in and go to the 'USER HOME' page (17)

- In this page, you can access to the 'Author Role' (18)

Managing Submitted Abstracts (2)

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE   ARCHIVE

ID	MM-DD SUBMIT	TRACK	AUTHORS	TITLE	STATUS
13955	21-09	GEN	username	PRUEBA NO. 3	ABSTRACT IN REVIEW: REVISIONS REQUIRED

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1 - 1 of 1 Items

Start here to submit a paper to this conference.
STEP ONE OF THE SUBMISSION PROCESS

- You will find a list with your sent abstracts,

- Just click on the abstract you are interested in changing their data (19)

Managing Submitted Abstracts (3)

- If you need to upload additional information (for example, an image), you can add supplementary material in the corresponding section (20)

- If you forgot to add something, you can edit the metadata of the abstract (21)

- You will be able to change your abstract, add co-authors, modify affiliations, etc.

- We hope this guide was useful for you.

- See you in Valencia!