INCOSE Submission Instructions

About this document

This document will help you using INCOSE’s online submission system. The software used is called EasyChair. This guideline will help you to submit a paper, panel or tutorial through the online submission system. Before making a submission make sure you follow the instructions and review criteria found in the download section of the IS website (Link below).

www.incose.org/symp2016/

The standard submission is a technical paper. For tutorial and panel proposals read their instructions carefully. Papers submitted in the wrong category might be lost in the review process.

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Contact Information

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Access the online submission site at
https://easychair.org/conferences/?conf=incoseis2016paper
https://easychair.org/conferences/?conf=incoseis2016panel
https://easychair.org/conferences/?conf=incoseis2016tutorial
1. Create an EasyChair Account

Access the online submission site as printed on Page 1.

If you have an EasyChair account from another conference, you can use that account for the INCOSE IS submission, please login as shown below. *In this example the IS2013 was used. In your browser this will be updated to the current year of the IS.*

If you do not have an account, click on the “sign up for an account” link (Figure 1), otherwise proceed directly to the paper submission page by signing in. (Section 2)
Follow the instructions shown on the “Sign up for Easy chair: Step 1” Page (figure 2). Fill in the suggested text/words in the textbox to continue.
Please enter your name and email address in the given fields (Figure 3). After pressing continue you will be directed to a web screen that says “Account Application Received”. Continue to your mailbox and wait for the confirmation email. It should arrive within minutes.
The confirmation email will look something like the email in Figure 4. Click on the link to finalize your registration to EasyChair.
A new web browser window will open as depicted in Figure 5. Fill in the information. Start by providing EasyChair with a User Name. The user name must be unique; EasyChair will inform you if your chosen username is already in use (so that you can choose another), or will confirm that your chosen user name is available.

Proceed to fill in all required and optional information. Required information is marked with *. 

After clicking on Create my account you will access the “Account Created” page (Figure 6). Now you can proceed to the INCOSE IS submission page by clicking the provided link or:

https://easychair.org/conferences/?conf=incoseis2016paper
https://easychair.org/conferences/?conf=incoseis2016tutorial
2. Submit a New Paper *(Technical Paper full length)*

Please make sure the initial paper is in a near-final state to properly facilitate the paper review process.

Before making a submission make sure you follow the instructions and review criteria found in the Paper preparation template, which you can find in the downloads section of the IS 2016 website.

www.incose.org/symp2016/

Submit the paper using the online submission site as displayed on page 1 of this instruction. In this example the IS2013 was used. In your browser this will be updated to the current year of the IS.

![EasyChair Login Page](image)

**Figure 7** EasyChair Login Page

Enter your username and password and click on Sign in as shown in Figure 7.

If you are not directed towards the submission page click on “New Submission” as shown in Figure 8.

![Select new submission](image)

**Figure 8** Select new submission
After selecting “New Submission” you will be directed to the new submission page (Figure 9). Make sure that you agree with the terms and conditions. All authors will be required to sign a paper release and send this to the conference administration if your paper is accepted.

**Figure 9 New Submission and terms and conditions**

Please fill in the correct author’s information (Figure 10). Your personal information can be automatically populated if you click on “click to add yourself”. EasyChair will use the information you provided when you created the EasyChair account. Alternatively, you can manually type in your information. By default, EasyChair provides space for three authors, if you need more than the standard 3 authors simply click on the “Click here to add more authors”. Leave extra author fields blank if your paper has fewer than three authors.

**Caution!**

In some older versions of Internet Explorer and other Web browsers some of the Add Yourself functions do not work. It is however possible to manually enter author information. Refer to the trouble shooting guide if this is a problem that affects you.
Authors
For each of the authors please fill out the form below. Some items on the form are explained below.

- 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 authors who are not corresponding. These authors will also have no access to the submission page.
- Web site can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.
- Each author marked as a corresponding author will receive email messages from the system about this submission. There should be at least one corresponding author.

| Author 1 | First name: Daniel | Last name: Corin | Email: corinn@chalmers.se | Country: Sweden | Company/organization: Chalmers University of Technology |
| Author 2 | First name: Ulf | Last name: Höggén | Email: ulf.hoggen@chalmers.se | Country: Sweden | Company/organization: Chalmers University of Technology |

Click here to add more authors

(1) 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.

Figure 10 Author information
After adding the author information you will be asked to add the title of your paper, followed by the abstract. You are recommended to copy and paste the abstract into the abstract textbox to ensure consistency with your submission. In the category field you can only select one of the options. Please select if the main author is mainly from Academia, Industry or Government sector. (Figure 11).

Please enter 3 keywords or phrases used for searching as shown in Figure 11. Make sure you enter each keyword on a separate line so that the database will recognize them as unique.

You should now select the appropriate topics (Enablers & Sectors) that relate to your submission, as shown in Figure 12. This will be used to help the IS technical committee in assigning submittals to reviewers, planning the technical sessions and the technical program:

- Please check the checkboxes that are relevant for your submission.
- For more information on these topics refer to the “Enablers and Selectors” document in the downloads section of the IS 2016 website: [www.incose.org/symp2016/](http://www.incose.org/symp2016/)
- Please select at least one SE Application Sector and at least one SE Enabler for your submission. (Please also try to limit your selection to maximum 6 choices in total)
Finally, please provide the paper to be uploaded in both pdf and word format. The file entered into the “paper” field must be PDF format, and the file entered into the “attachment” field must be .doc or .docx format. Select the paper and attachment from your hard drive by clicking the “Browse” button (Figure 13).

Check and confirm that all of your entries are correct prior to finalizing the submission. Click on “Submit” to continue/complete.
After pressing “submit” you will be directed to a confirmation page (Figure 14). Your submission number will be displayed at the top of the confirmation. An email will also be sent to the email address provided in your author settings. You should receive the acknowledgement email for your paper submission within minutes. If not, please contact IS organizing committee (is_techprogram@incose.org) for confirmation.

If you need changes at this stage, there are a few options located in the top-right corner of the confirmation page (Figure 14) that enable you to modify your submission any time before the submission due date.

Caution!
In some older versions of Internet Explorer and other Web browsers some of the “update paper” function does not work correctly. Refer to the troubleshooting guide if this is a problem that affects you.
3. Tutorial, Panels or Roundtables Submission

If you wish to submit a tutorial, panel or roundtable the same procedure as for submitting a technical paper is used, with the difference that you need to prepare either a tutorial or Panel/roundtable template (in Word) instead of writing a full-length technical paper.

The preparation guideline for Tutorials and Panels and Roundtables can be found in the download section of the IS website:
www.incose.org/symp2016/

Tutorials

The submission site for Tutorials is:
https://easychair.org/conferences/?conf=incoseis2016tutorial

Specific to consider for tutorials are:

• List all teachers as authors in Easychair (Figure 10)
• Write a short abstract of your tutorial (Figure 11)
• Submit the template found in the tutorial preparation document at the IS website www.incose.org/symp2016/
• Not all steps are required as listed in chapter 2, fill in the ones that apply (appear).

Panels and Roundtables

The submission site for Panels or Roundtables is:
https://easychair.org/conferences/?conf=incoseis2016panel

Specific to consider for panels and roundtables are:

• List all panelists as authors in Easychair (Figure 10)
• Write a short abstract of your panel (Figure 11)
• Submit the template found in the panel preparation document at the IS website www.incose.org/symp2016/
• Not all steps are required as listed in chapter 2, fill in the ones that apply (appear).

Please contact the technical Chair if you have any questions regarding the preparation or submission process.

4. Final Submission

1. If your submission was accepted, please enhance your final submission in light of the feedback and suggestions from the reviewers. It is a requirement that author(s) shall adequately address reviewers’ feedback and comments.
2. Please assure that the final submission follows the format and template as described in the manuscript and template guide.
3. Submit the final submission using the online submission site.
4. Make sure all information on the submission site are up-to-date, if not please amend accordingly.
5. Please copy and paste the final abstract into the appropriate fields of the submission web-site to ensure consistency with the final submission
6. Double-check that all of your entries prior to finalizing the submission.
7. You should receive an acknowledgement email of your paper submission within minutes.
8. If you have any difficulties with this submission then refer to the contact information available on page 1 of these instructions.

Caution!

In some older versions of Internet Explorer and other Web browsers some of the “update paper” functions do not work correctly. Refer to the trouble shooting guide if this is a problem that affects you.
5. Trouble Shooting

In this Section possible problems will be listed, and how to avoid them.

5.1 It is not possible to use “Click here to add yourself” Functionality.

Problem description:
Some features do not work such as the “Click here to add yourself” or “Click here to add an associate”.

Solution:
To confirm this problem check the left bottom corner for any error messages. Double click on the “!” symbol. If this is the problem there are two suggested workarounds:

1. Suggested workaround is to update your Internet Browser.
2. Alternatively enter author information manually.
5.2 Problem when updating information

Some web browsers do not run the CGI script correctly in combination with either local or Proxy buffering of web pages.

**Problem Description:**
The information updated does not appear to have changed

**Solution:**
Update your settings in Internet explorer by clicking:
Tools → Internet Options, click on the “General” tab and select “Settings” for “Temporary Internet Files”
Make sure that the “Check for newer versions of stored pages” is set to “Every visit to the page”