

Instructions for Submitting Abstracts and Papers for LCA2024 using EasyChair©

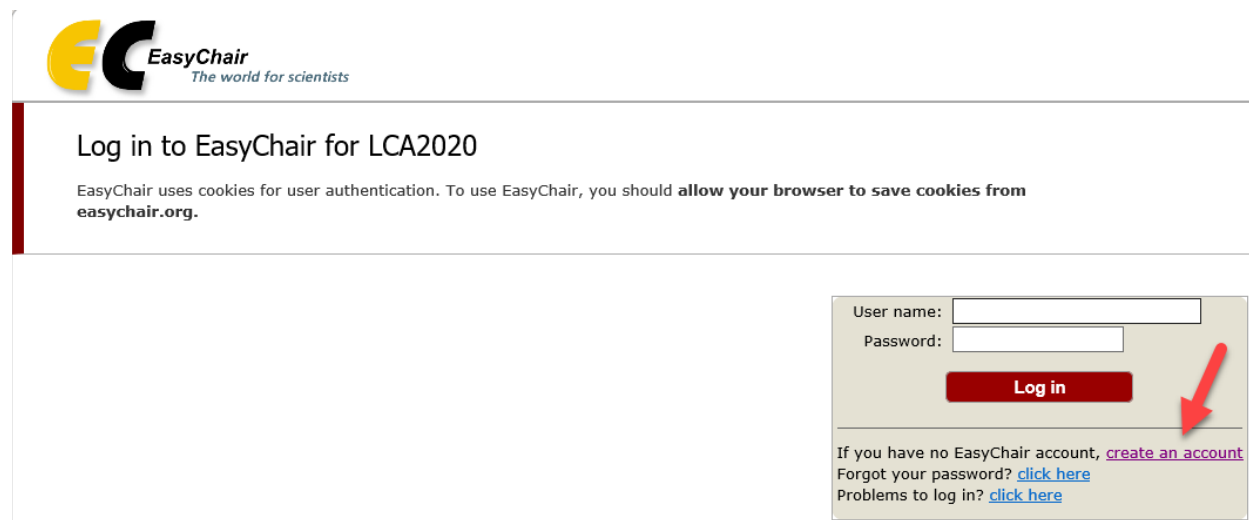
The submission and review of abstracts and papers for LCA2024 will be managed through the EasyChair online conference paper management system. This system gives you, the author, complete control over your submission.


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.

Note: Screenshots are from the 2020 event, but the process is the same for 2024.

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=lca2024> and click “create an account”.



 **EasyChair**
The world for scientists

Log in to EasyChair for LCA2020

EasyChair uses cookies for user authentication. To use EasyChair, you should **allow your browser to save cookies from easychair.org**.

User name:
Password:

Log in

If you have no EasyChair account, [create an account](#)
Forgot your password? [click here](#)
Problems to log in? [click here](#)

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 links for 'Privacy' and '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.

[†] 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.



[Help / Log in](#)



Account Application Received

We received your application. A mail with further instructions has been sent to the email address jon.lea@engitsolutions.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.

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

Enter your personal data.

First name[†]:

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

Enter your account information. Note that user names are case-insensitive

User name: *

Password: *

Retype the password: *

[Create my account](#)

[†] 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 π 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 item 'enter as an author' is shown with 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.



New Submission Conference News EasyChair

New Submission for LCA2024

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

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](#)) ([click here to add an associate](#))

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

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

First name[†]: *

Last name: *

Email: *

Country/region: *

Affiliation: *

Web page:

corresponding author

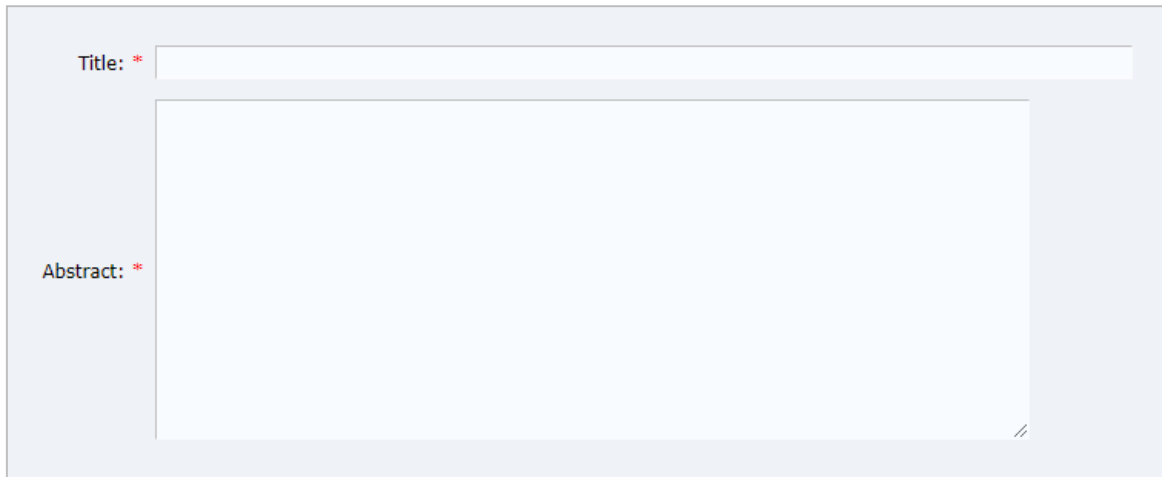
[Click here to add more authors](#)

[†] 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.

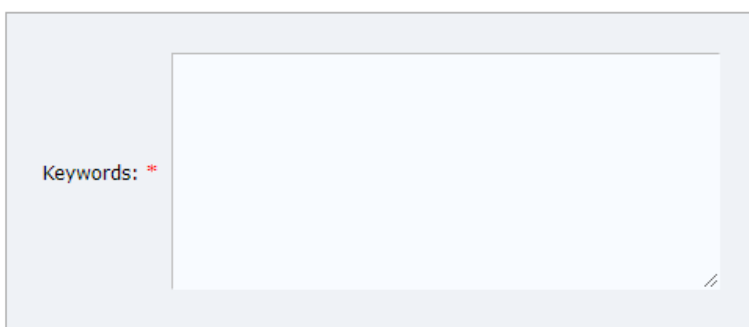


The form consists of a light gray rectangular container. On the left side, there are two labels: "Title: *" and "Abstract: *", both in a dark gray font. To the right of the "Title: *" label is a single-line text input field. Below the "Abstract: *" label is a large, empty rectangular text area. A small double-slash icon is located in the bottom right corner of the text area.

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 a dark gray font. To the right of this label is a large, empty rectangular text area. A small double-slash icon is located in the bottom right corner of the text area.

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 LCA2024. It has neither been checked nor endorsed by EasyChair

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

No file chosen

Ready?

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

Submit

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 2.

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.

LCA2024 (author) Home / Log out

New Submission **Submission 1** LCA2024 News Faculty Chair

LCA2024 Submission 1 3

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... 1

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@engsolutions.com	United States	UCRRC		✓