



INSTRUCTIONS TO ACCESS THE RESTRICTED AREA OF ICSA2019 WEB PAGE AND TO SUBMIT A DOCUMENT

1 – ACCESS THE RESTRICTED AREA

In ICSA2019 home page (www.icsa2019.com) access to the restricted area by clicking over  (top left) or over **“Access to Restricted Area”** (bottom left).

Introduce your login (complete email address) **and password**

Login:

Password:

» [lost password ?](#)
 » [new user ?](#)

After access the restricted you will see:

<p>Home</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;">author</div> <ul style="list-style-type: none"> • Submit Document • Documents List <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;">special sessions</div> <ul style="list-style-type: none"> • Special session proposal <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; text-align: center;">personal data</div> <ul style="list-style-type: none"> • Change data • Change password 	<p>Welcome to the Restrict Area of Conference ICSA2010</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Login/Email :</p> <p>Name:</p> <p>Surname:</p> <p>Alternative Email:</p> <p>Institution:</p> <p>Position:</p> <p>Address:</p> <p>Postal Code:</p> <p>City:</p> <p>Country:</p> <p>Phone: Fax:</p> <p>Roles: Author Participant </p> <div style="border: 1px solid #ccc; width: 80px; height: 60px; margin: 10px auto; text-align: center; color: #ccc; font-size: 24px;">no photo</div> </div>
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2 – SUBMIT THE “EXTENDED ABSTRACT”

Select “Submit Document” in the main menu.

Home

author

- Submit Document
- Documents List

special sessions

- Special session proposal

personal data

- Change data
- Change password

Documents submission

Theme Special Session

Theme*: « choose one »

Document type*: « choose one »

Title*:

File*: Procurar...

Short file description *: doc

save

* - Required field

2.1. Choose the type

Select “Theme” – Never select “Special Session”

Theme Special Session

2.2 Choose the theme

Select the theme of the abstract you want to submit the paper.

Theme*: « choose one »

Document type*:

Title*:

File*:

Short file description *:

* - Required field

- Comprehension of complex forms
- Computer and experimental methods
- Concrete and masonry structures
- Emerging technologies
- Glass structures
- Innovative architectural and structural design
- Lightweight and membrane structures
- Special structures
- Steel and composite structures
- The tectonic of new solutions
- The use of new materials
- Timber structures
- The history of the relationship between architects
- The borderline between architecture and structural
- Other
- Mini-Symposium on Tectonics in Architecture
- Mini-Symposium on Timber Construction
- Mini-Symposium on Transparent Structural Materials

« choose one »

Only the authors with abstracts approved by Mini-Symposia organizers are allowed to submit papers to them.

2.2. Choose document Type

Select “Extended Abstract, Paper, Consent & Verification”

Document type*:	Extended Abstract, Paper, Consent & Verification
Choose the accepted precedent document	« choose one »
Title*:	<input type="text"/>

2.3 Choose the precedent document

Select the precedent document (accepted abstract).

Choose the accepted precedent document*:	« choose one »
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After selecting the accepted abstract the default value of the title will be the title of the corresponding accepted abstract. You are able to change it.

Title*:	<input type="text"/>
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2.4. Browse the file

Select the file from your computer (browse):

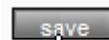
File*:	<input type="text"/>	Browse...
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In Short File Description please write **“Extended Abstract”**

Short file description :	<input type="text"/>
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2.5. Finalize the submission of the extended abstract

Click in



You will receive an email confirming the submission of your extended abstract.

At the end of the form you will see:

<input type="button" value="update"/>
add new file  <input type="button" value="refresh"/>

3 – SUBMIT THE “FULL PAPER”

Click in **“add new file”** 

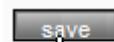
Select the file from your computer (browse):

add new file:	<input type="text"/>	Procurar...
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In **“Short file description”** write “Full Paper”

Short file description :

Click in



4 – SUBMIT THE “CONSENT TO PUBLISH”

Click in **“add new file”** 

Select the file from your computer (browse):

add new file:

In **“Short File Description”** write “Consent to Publish”

Short file description :

Click in



Close the window.

5 – SUBMIT THE “PERMISSION VERIFICATION FORM”

Click in **“add new file”** 

Select the file from your computer (browse):

add new file:

In **“Short File Description”** write “Permission Verification Form”

Short file description :

Click in



Close the window.

6 – SUBMIT THE DOCUMENTS ASSOCIATED TO ANOTHER ACCEPTED ABSTRACT

Select **“Submit Document”** in the main menu.

Repeat all the procedures described in sections 2 to 5.

7 – UPDATE THE ATTACHED FILES OF A SUBMITTED PAPER

You can update the submitted information and attach more files.

Select **Documents List**, introduce all the required data and save.

Home

Submitted Documents

author refresh

- Submit Document
- Documents List

Type	Title	submission date	State	
Abstract	Lixo 1	11-10-2009	Accepted	
Extended Abstract, Full Paper & Consent to Publish	Lixo 1	15-12-2009	Submitted	

page: «1»

In the list of submitted files click over



Short file description	Name			
Extended abstract	PrtScn.pdf	15-12-2009 18:34:28		
consent	PrtScn.pdf	15-12-2009 18:35:08		

If you want to remove a document click in



If you want to add a new document click in “add new file”



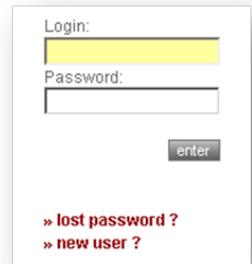
8 – EXIT THE RESTRICTED AREA

Close the window and leave the restricted area, by clicking on the padlock logo  (on the left).

9 – PASSWORD RECOVERY

If you try to access the restricted area but you have forgotten your password you will have the opportunity to recover it.

Please select **lost password**, enter the required data and save.



Login:

Password:

» lost password ?
» new user ?



recover

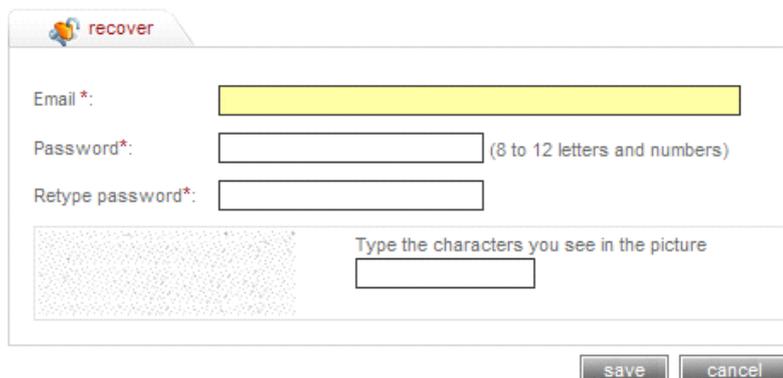
Email *:

 Type the characters you see in the picture

* - Required field

If the email address is valid, you will immediately receive an e-mail with a custom link, allowing you to reenter the site with a new password.

To reset the password, please click on the custom link or copy and paste it in your browser. When you visit that page, you will be asked to enter the new password.



recover

Email *:

Password*:
 (8 to 12 letters and numbers)

Retype password*:

 Type the characters you see in the picture

* - Required field