How to submit an Abstract to OFW11

Step 1: Are you already registered in Easychair?

Access https://easychair.org/conferences/?conf=ofw11. A page as shown in Figure 1 will appear.

Figure 1.

Easychair is a conference management system. By creating an account in Easychair, a user will be able to use the same account in different conferences that make use of this platform, without the need of creating a new account for each conference. If you already have an account in Easychair, just fill in the form with your username and password (refer to figure 1) and move to **Step 5 - Submission.**

If you forgot your username or password, use the option "Forgot your password" to recover this information and move to **Step 5 - Submission**.

If you are a new user, proceed with Step 2.

Step 2: Begin Easychair Registration

If you don't have an Easychair account, choose "Sign up for an account".

A new page will appear (refer to figure 2), which asks you to reproduce a sequence of characters. This is a security measure of the platform. Just enter the sequence of characters in the form and click "continue". If, for some reason, the characters are unreadable, you can ask for a new sequence.

Figure 2.

Step 3: Introducing essential information and confirming the application for a new account

A new page will appear (refer to figure 3). This page asks you to fill in some essential information: first, last name and email.

Figure 3.

Easychair will then confirm the request for a new account by sending a message to the email you have specified.
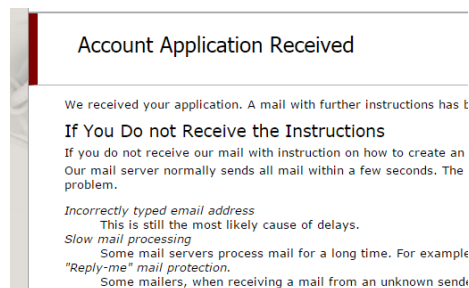

Figure 4.

Open your mailbox and look for a message from Easychair. Click on the link that comes in the body of that message, as figure 5 shows. (If you don't find the message, look in the spam or junk email folders).

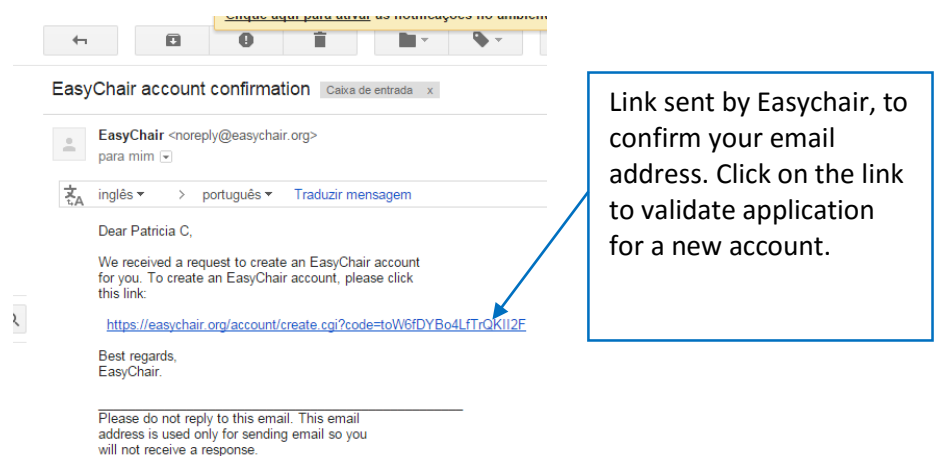Your request for a new account is now validated in the Easychair platform.

Figure 5.

Step 4: Introducing your personal information

Now that your account request is validated, introduce the data required in the form shown in figure 6. Note that (*) means mandatory information, without which you cannot proceed.

Figure 6.

As soon as you click on "create my account", the platform will in fact create your account.

Step 5: Submission

To enter your account you have to log in. You can use the links provided on the OFW11 website or use this link: https://easychair.org/conferences/?conf=ofw11 . You will enter a new page – the Author's page (refer to figure 7).

In order to submit a paper, click on "New submission".

You will enter a page where you have to fill in several items related to your submission. Just follow the instructions given by the platform filling in the information and uploading the document(s) requested, namely

- Title

- Information on authors. One corresponding author has to be defined

- Keywords: three minimum

- Topics (Select all that apply)

- Submission Type: Poster/Oral

- File upload

File Size
Easychair does not allow files larger than 20MB in paper submission. Submissions with larger files will be accepted, but the appended file will not be uploaded. In those cases contact ofw11@openfoamworkshop.org

Notes

In the submission menu on the upper right part of the window (Figure 7) it is possible to
- Withdraw submissions
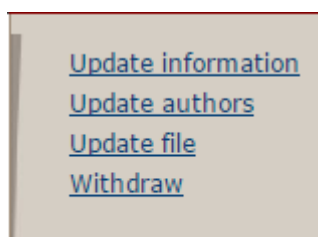- Modify all of the information of a submission at any time before the submission deadline.

Figure 7