



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.

The image shows a screenshot of the EasyChair login page for the OFW11 conference. At the top left is the EasyChair logo, which consists of a yellow 'E' and a black 'C' with the text 'EasyChair' and 'The conference system' below it. Below the logo, the text reads 'Log in to EasyChair for OFW11'. Underneath that, a small disclaimer states: 'EasyChair uses cookies for user authentication. To use EasyChair, you sh easychair.org.' The main part of the page is a light beige box containing a login form. The form has two input fields: 'User name:' and 'Password:'. Below these fields is a red button with the text 'Log In'. At the bottom of the form box, there are three lines of text: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.

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.

Create an EasyChair Account: Step 1

To use EasyChair, one should first create an account. The p

1. You should type the text that you see in the image be
2. If you type the text correctly, you will be asked to fill
3. After you filled out the form, EasyChair will send you

Enter the text you see in the box. Doing so helps us to prevent
read the text, click the reload image  next to the text.



The screenshot shows a CAPTCHA interface. At the top, there is a rectangular image containing the text "Aldrin Tr" in a green, slightly blurred font. Below this image is a text input field with the placeholder text "Type the text". To the right of the input field is a "reCAPTCHA" logo. Below the input field is a "Continue" button. A blue arrow points from the "reCAPTCHA" logo to a text box on the right.

Click here to request a
new sequence of
characters.

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.

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 correctly.**

First name [†] (*):	<input type="text"/>
Last name (*):	<input type="text"/>
Email address (*):	<input type="text"/>
Retype email address (*):	<input type="text"/>

Continue

[†] Note: leave first name blank if you do not have one. If you are not sure how to divide your name, [read the Help article about names.](#)
You may also be interested about [our policy for using personal information.](#)

Figure 3.

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

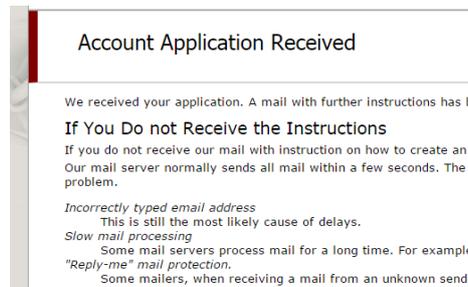


Figure 4.

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.

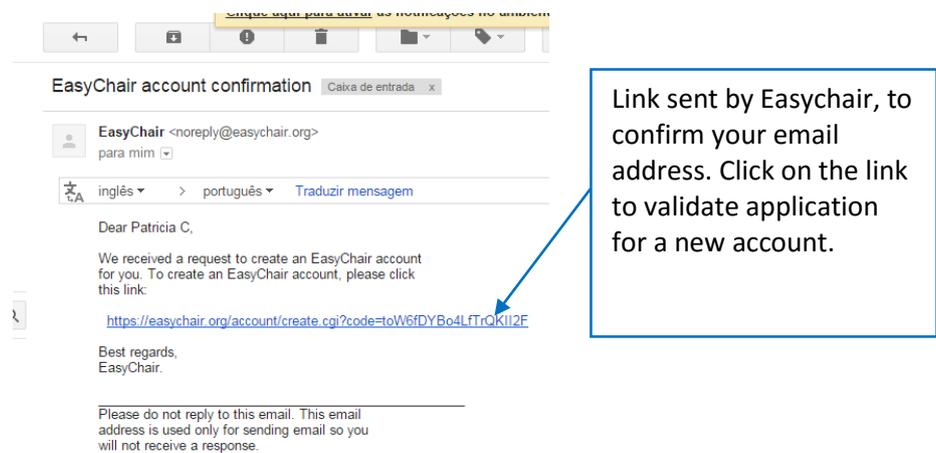


Figure 5.

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.

Create an EasyChair Account: Last Step

Hello Patricia C! To complete the creation of your account please fill out the following form. You should create the account within 20 minutes, otherwise you will have to fill out this form from scratch.

User names are case-insensitive

User name:

First name*:

Last name (*):

Company/organization (*):

Web site:

Phone (*):

Address, line 1 (*):

Address, line 2:

City (*):

Post code (*):

State (US only) (*):

Country (*):

Password (*):

Retype the password (*):

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