

ICONHIC2022: Paper Management System

HOW TO USE THE EVENTORA PLATFORM FOR PAPER SUBMISSIONS

1

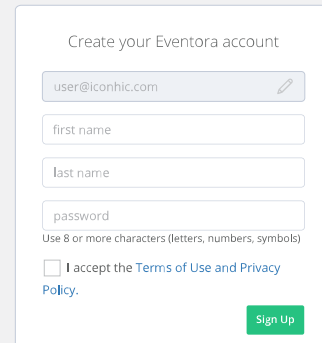
Submit your Manuscript

1.1. Visit the Authors tab of the ICONHIC2022 website and enter the submission portal by clicking the '[SUBMIT FULL MANUSCRIPT](#)' button under the 'MANUSCRIPT SUBMISSION' Section.

1.2a. [Create an Eventora Account](#)

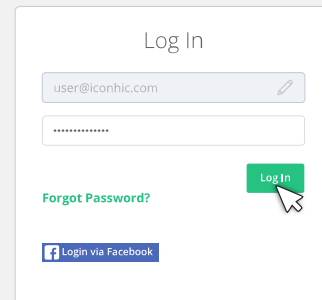
(applicable for first-time users).

Type your contact email and select and verify a password for your account. Take note of the passport to be able to log in to your account at any later time.



The screenshot shows a registration form titled "Create your Eventora account". It includes input fields for "user@iconhic.com" (with a copy icon), "first name", "last name", and "password". Below the password field is a note: "Use 8 or more characters (letters, numbers, symbols)". There is a checkbox for "I accept the Terms of Use and Privacy Policy." and a green "Sign Up" button.

1.2b. If you already have an account, log in to the submission platform by typing your credentials.



The screenshot shows a login form titled "Log In". It includes input fields for "user@iconhic.com" (with a copy icon) and a password field (masked with dots). There is a green "Log In" button with a mouse cursor pointing at it. Below the password field is a link for "Forgot Password?". At the bottom, there is a blue button for "Login via Facebook".

1.3. Complete the submission form and upload a word and pdf file for your submission. Please make sure to indicate the Paper ID of the submission.

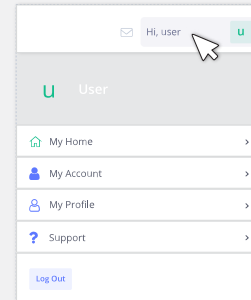
2

Enter/Edit your Eventora account

To see or edit your submission at any later time, you will first need to access your Eventora account.

2.1. Login to your Eventora account by visiting <https://www.eventora.com/en/SignIn>

2.2. It is possible to personalize your Profile or change your account settings, by clicking on the 'My Profile' tab under the account icon.



3

Enter the Authors' Dashboard

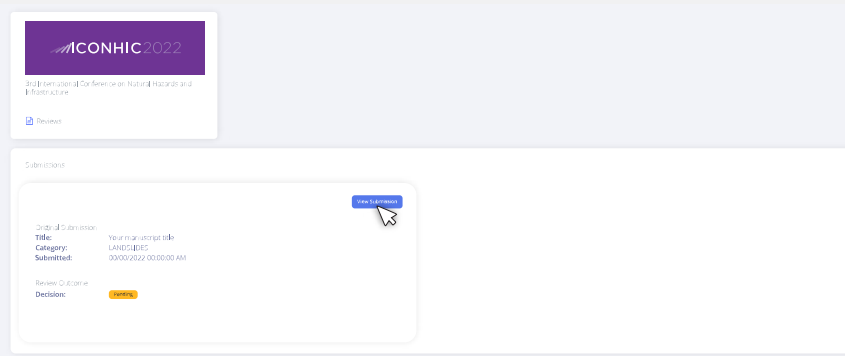
The Authors' Dashboard contains all the important information for your submission. You may visit the Dashboard, any time after the submission of the manuscript to check the status of the review process, see the Review Decision and the Reviewers' comments. The "revised" and the "publication-ready" versions of your submission will also be submitted Via the authors' dashboard.

3.1 Click the **ICONHIC** icon on the homepage, which will redirect you to the Authors' Dashboard.



3.2 By entering the Dashboard, you will see an overview of your submissions at ICONHIC2022. Different submissions (having different IDs) appear in different rows. At the top of each row, appears a summary of your submission details (Paper title, Paper Category; Submission Date).

3.3 Click on the 'View Submission' button to see your submission details and access the files.





Important Note: Once a new paper is submitted, the status of the Review outcome automatically turns to 'Pending.' **You cannot edit your submission when a Review Decision is pending.**

In case you wish to modify your manuscript, please contact us at secretary@iconhic.com

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View the Review Outcome

4.1 You will be notified by email, once the review of your paper is completed. To view the Review Decision, either follow the link in the email or log in to your Eventora account (see step 2).

4.2 The Review Decision and the detailed review comments will appear under the 'Review Outcome' Section. Please go through the comments to revise your manuscript accordingly.

4.3 A red note 'Pending entry update' appears next to the Decision to remind you that you are expected to submit a revised version of your manuscript. The note will disappear once a new submission is made.

5

Revise your Manuscript (applicable to papers for which revisions have been requested by the reviewers)

5.1 Click the 'Edit Submission' button to submit the revised manuscript. For your convenience, the form's required fields have been automatically copied from your original submission.

The screenshot shows a web form titled 'Submissions'. At the top right, there are two buttons: 'Edit Submission' (in green) and 'View Submission' (in blue). A mouse cursor is pointing at the 'Edit Submission' button. Below the buttons, the form contains the following information:

- Original Submission:**
 - Title: Your manuscript title
 - Category: LANDSLIDES
 - Submitted: 00/00/2022 00:00:00 AM
- Review Outcome:**
 - Decision: **Minor Revisions** (highlighted in orange)
- Comment:**

Please Use the Above Button to Update Your Submission

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5.2 If necessary, update the title and list of authors of the manuscript. You may also choose to modify your submission from a '*full paper*' to an '*extended abstract*'.

5.3 Upload the revised manuscript in .docx and .pdf format making sure that none of them exceeds **20 MB** in size.

5.4 If the submission of the revised manuscript is successful, the 'Pending entry note' will automatically disappear.

The screenshot shows a web form titled 'Submissions'. At the top left, there is a logo for 'ICONHIC 2022' and the text '3rd International Conference on Natural Hazards and Infrastructure'. Below the logo, there is a 'Reviews' button. The main form area contains the following information:

- Original Submission:**
 - Title: Your manuscript title
 - Category: LANDSLIDES
 - Submitted: 00/00/2022 00:00:00 AM
- Review Outcome:**
 - Decision: **Minor Revisions** (highlighted in orange)
- Comment:**

Please Use the Above Button to Update Your Submission

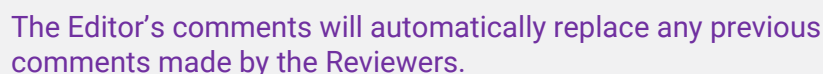
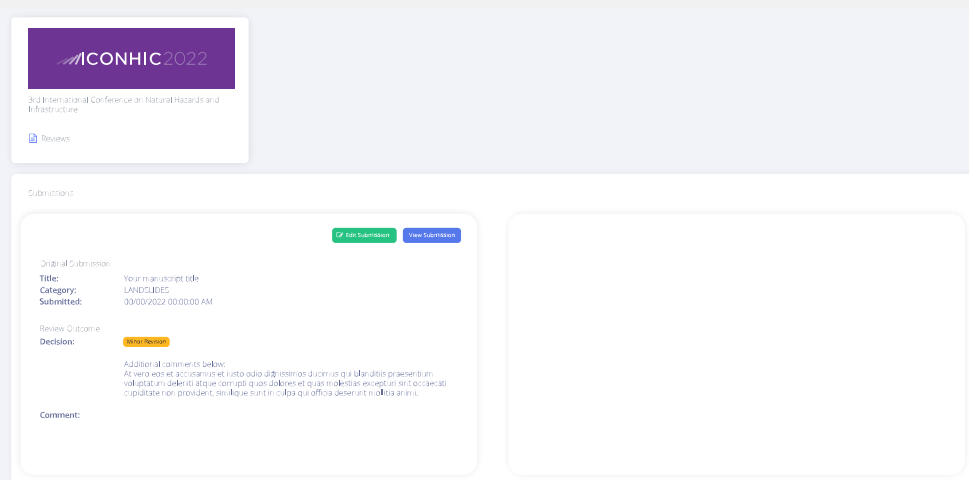
At vero eae accipiant ut et justo odio digniorem ducimus qui laboribus praesentibus voluptatum debetis atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et expedit distico. Nam libero tempore, cum soluta nobis est eligendi optio, conque nihil in pedis quo minus id quod maxime placeat forene possunt, omnis voluptate assumenda est, omnis dolor repellendus. Temporibus autem quibusdam et aut officiis debitis aut rerum necessitatibus saepe eveniet ut et voluptates repudiandae sint et molestiae non recusandae. Itaque earum rerum hic tenetur a sapiente delectus, ut aut nesciunt voluptatum maiores illum consequatur aut perferendis doloribus asperiores repellat.



You will not receive a notification email when submitting the revised manuscript.

Receive Final comments (only applicable to papers for which a second revision is required)

6.1 You will be notified by email, once the review of your revised paper has been completed. To view the Review Decision, either follow the link in the email or log in to your Eventora account (see step 2). The Editor's comments on the revised manuscript (if any) will appear in the left column under the 'Review Outcome' Section.



6.1a (if applicable) Submit your second revision (addressing comments) by clicking the 'Edit Submission' button (following the same procedure described in step 5).

Upload your Final Manuscript for Inclusion in the Proceedings (applicable to ALL papers)

7.1. You will be notified by email, once the paper has been accepted, prompting you to visit the platform and submit the final manuscript. An ‘**Upload**’ button should appear in the right column of the table. Use the button to upload to the final publishable version of your manuscript (in either .docx or .pdf format).

ICONHIC 2022
3rd International Conference on Natural Hazards and Infrastructure
Reviews

Submissions

Original Submission

Title: Your manuscript title
Category: LANDSLIDES
Submitted: 00/00/2022 00:00:00 AM

Review Outcome
Decision: Accepted

Comment:

Final Category: LANDSLIDES
Presentation Type: Total record

[View Submission](#)

7.2. The details of the final submission will appear in the right column of the table (i.e., Title, date of final submission, Final Category). The final decision will remain **'pending'** until the submission is processed by the Editorial team. As long as the status remains 'pending' you may update the final submission by clicking the 'Upload new version' button.

Final Paper 70272

Title: Revised title
Submitted: 00/00/2022 00:00:00 AM
Final Decision: Pending
Final Category: LANDSLIDES

[Download](#) [Upload New Version](#)

7.3 You will be notified by email once the manuscript has been processed. At the same time, the Final Decision status will turn to 'ACCEPTED'. You must have completed the registration of the corresponding author for the paper to be finally accepted.

ICONHIC 2022
3rd International Conference on Natural Hazards and Infrastructure
Reviews

Submissions

Original Submission

Title: Your manuscript title
Category: LANDSLIDES
Submitted: 00/00/2022 00:00:00 AM

Review Outcome
Decision: Accepted

Comment:

Final Category: LANDSLIDES
Presentation Type: Oral

[Edit Submission](#) [View Submission](#)

Final Paper 70272

Title: Revised title
Submitted: 00/00/2022 00:00:00 AM
Final Decision: Accepted
Final Category: LANDSLIDES

[Download](#)



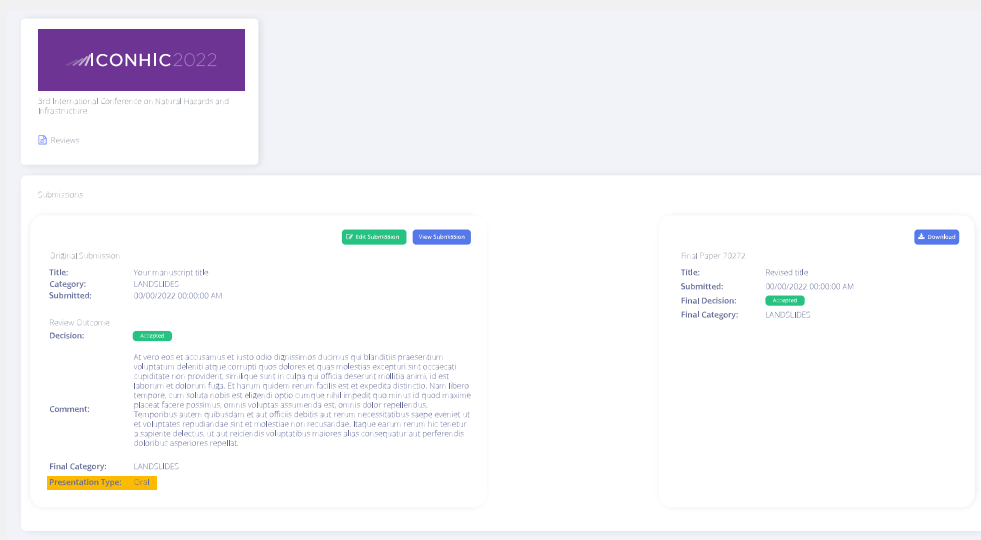
You will not be able to modify your final submission once the manuscript status has turned to **ACCEPTED**.

8

Information on the Presentation Mode

Full papers or extended abstracts are presented orally (10 min and 2 mins for questions) or as e-posters.

8.1. The presentation mode (Oral or Poster) will first appear on the Authors' Dashboard (left column, next to the field' Presentation Type') once that has been decided.



The screenshot shows the 'Authors' Dashboard' for the '3rd International Conference on Natural Hazards and Infrastructure' (ICONHIC 2022). It displays submission details for a paper titled 'Your manuscript title' in the 'LANDSLIDES' category, submitted on 03/05/2022 at 00:00:00 AM. The 'Review Outcome' is 'Accepted'. The 'Final Category' is 'LANDSLIDES' and the 'Presentation Type' is 'Oral'. A 'Download' button is visible for the 'Final Paper 73072'.

8.2. The corresponding author will also be notified by email once the presentation mode has been decided for all papers. The exact date and time of the presentation will be announced once the Conference schedule is finalized (not earlier than the first week of June).



In case you prefer an e-poster presentation over an oral presentation, please send us your request by email at secretary@iconhic.com.

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Request Help

9.1 If you have any further questions, please get in touch with us at secretary@iconhic.com.

