

# Paper Submission on ACEPT 2017 Submission Portal

1) On your **User Home** Page, Click on “**New Submission**” to submit a new paper

The screenshot displays the user interface of the ACEPT 2017 Submission Portal. At the top, a banner features the ACEPT 2017 logo (Asian Conference on Energy, Power and Transportation Electrification) and the SIEW logo (Singapore International Energy Week). The banner text includes the dates "24-26 OCTOBER 2017", the location "Marina Bay Sands | Singapore", and a prominent orange bar with the text "SAVE THE DATE!".

Below the banner, the breadcrumb navigation shows "Home > ACEPT 2017 > User Home". The main heading is "User Home". A horizontal dotted line separates the header from the content area.

The content area includes a section for "ACEPT 2017" with a table showing submission statistics:

Author	Active	New Submission
> Author	0 Active	[New Submission]

Below the table is a "My Account" section with links for "Edit My Profile", "Change My Password", and "Log Out".

On the right side of the page, there are two buttons: "ACEPT 2017 HOME" and "USER HOME". Below these buttons, the user is identified as "USER" and "testuser", with a message "You are logged in as...". A list of links is provided for "My Profile" and "Log Out".

2) Select the appropriate **Track** for your paper, complete the **Submission Checklist** and **Continue**.

24-26 OCTOBER 2017 | Marina Bay Sands | Singapore

SAVE THE DATE!

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

## Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Secretariat](#), [ACCEPT 2017](#) for assistance.

### Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track\*

### Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

Papers presented at ACCEPT 2017 must be original material and not have been presented at previous conferences or previously published.

Paper Submission to Follow Full Paper template:

[Word format – A4, US Letter](#). Please **convert the Word File to PDF** before submitting the paper.

Please include details of the primary contact and presenter.

ACCEPT 2017 HOME

USER HOME

USER

You are logged in as...

**testuser**

- [My Profile](#)
- [Log Out](#)

3) **Choose** file from your local drive, then click **upload** and **Continue**.

**ACCEPT**  
Asian Conference on Energy, Power  
and Transportation Electrification **2017**

**SIEW**  
SINGAPORE INTERNATIONAL ENERGY WEEK

24-26 OCTOBER 2017 | Marina Bay Sands | Singapore

**SAVE THE DATE!**

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

## Step 2. Uploading the Submission

1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Secretariat, ACCEPT 2017](#) for assistance.

### Submission File

No submission file uploaded.

Upload submission file

Choose File No file chosen

UPLOAD

SAVE AND CONTINUE

CANCEL

[ACCEPT 2017 HOME](#)

[USER HOME](#)

USER

You are logged in as...

**testuser**

- [My Profile](#)
- [Log Out](#)

## 4) Fill up Submission's Metadata, Title of your Paper and Continue

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

### Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

#### Authors

First name\*

Test

Middle name

Last name\*

User

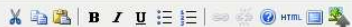
Email\*

test@email.com

URL

Affiliation

Test Affiliation



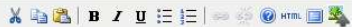
(Your institution, e.g. "Simon Fraser University")

Country

Singapore

Bio statement

(E.g., department and rank)



ADD AUTHOR

ACCEPT 2017 HOME

USER HOME

USER

You are logged in as...

**testuser**

- [My Profile](#)
- [Log Out](#)

## 5) Submit **Supplementary Files** (Optional)

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

### Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
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*No supplementary files have been added to this submission.*

Upload supplementary file

Choose File No file chosen

UPLOAD

SAVE AND CONTINUE

CANCEL

## 5) Complete Submission by clicking 'Finish Submission'.

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > [New Submission](#)

### Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to ACCEPT 2017 click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with ACCEPT 2017.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
<i>No files have been attached to this submission.</i>				

**FINISH SUBMISSION**

CANCEL

**Your paper has been successfully submitted! It is now in review.**