

# 14<sup>th</sup> fib PhD Symposium

## Rome 2022

September 5<sup>th</sup> to 7<sup>th</sup> 2022

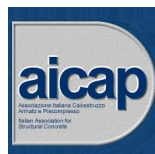
Rome, Italy



## Instruction for Authors:

### Submission of full paper and review process

Organized in collaboration  
with:



**TOR VERGATA**  
UNIVERSITÀ DEGLI STUDI DI ROMA



- **§1:** Download the template to prepare your **full paper** from the Symposium website: <https://www.cte-eventi.com/call-for-abstract-fib-symposium-rome-2022/>.

Account, click New Abstract/Paper, fill-in all the requested information and proceed with the Abstract Submission.

The Paper should present scientific thoughts and findings developed by the Author in the framework of his/her PhD Thesis.

Register > Event Homepage > Event Information >

### HOW TO SUBMIT ABSTRACT

Abstract Template is available here on the side.

Abstract / Papers should be written in English.

Please Register and then proceed with the Abstract Submission.

### TEMPLATE FILES FOR SUBMISSION

Abstract Template

Full paper Template

- **§2:** Login to “Member area” typing your e-mail address, password and security code (<https://www.cte-eventi.com/dashboard-phd-symposium/>).

cte eventi SYMPOSIUM 2021

Your account was successfully activated.

Please sign in for your conference participation

Sign In Forgot Password Reset

g1dt x g 1 dt

Login

Remember Me

Don't have an account? Create an Account



- §3: The Dashboard will show all your Abstract submissions and related information.

A screenshot of the "User data" dashboard for the "SYMPOSIUM 2022". The page has a navigation bar with "Dashboard" and "New Abstract/Paper" on the left, and "My Profile" and "Logout" on the right. Below the navigation bar is a "My Abstracts" section. It includes a "Show 10 entries" dropdown and a "Search:" input field. A table lists abstract submissions with columns: ID, Title, Review, Stage, Status, Submit Date, Payment, and Action. One entry is visible with ID 247, a redacted title, "No reviews as yet", "Draft" stage, "Pending" status, "12/01/2022 9:53 am" submit date, "3" payment, and "Not available" status. The "Action" column contains "Edit" and "Delete" links. At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous", "1", and "Next" navigation buttons.

| ID  | Title      | Review             | Stage | Status  | Submit Date        | Payment         | Action      |
|-----|------------|--------------------|-------|---------|--------------------|-----------------|-------------|
| 247 | [Redacted] | No reviews as yet. | Draft | Pending | 12/01/2022 9:53 am | 3 Not available | Edit Delete |

- §4: In case your Abstract was **accepted** for the Symposium, you will receive the following e-mail: *"fib PhD Symposium - Rome 2022 - Your abstract was accepted"*. After this stage, your Dashboard will show:

- Stage: Draft

- Status: Accepted

From now on, you will be no longer allowed to modify your abstract and you can just view your submission.

A screenshot of the "User data" dashboard for the "SYMPOSIUM 2022", similar to the previous one. The "My Abstracts" table now shows the abstract with ID 247 in a "Draft" stage and "Accepted" status. The "Action" column now contains a "View" link instead of "Edit" and "Delete". A dashed blue box highlights the "Draft", "Accepted", "12/01/2022 9:53 am", "3", and "Not available" cells in the table row.

| ID  | Title      | Review             | Stage | Status   | Submit Date        | Payment         | Action |
|-----|------------|--------------------|-------|----------|--------------------|-----------------|--------|
| 247 | [Redacted] | No reviews as yet. | Draft | Accepted | 12/01/2022 9:53 am | 3 Not available | View   |



- **§5:** From the **1<sup>st</sup> April 2022 up to 30<sup>th</sup> April 2022** you will be allowed to upload your **full paper** version. At this stage, your Dashboard will show:

- Stage: Paper
- Status: Pending

From now on, you will be able to edit your accepted submission.

**You will not receive an e-mail advice for this change of stage and status.**

**User data**

# SYMPOSIUM 2022

Dashboard + New Abstract/Paper My Profile Logout

### My Abstracts

Show 10 entries Search:

| ID  | Title | Review             | Stage | Status  | Submit Date        | Payment         | Action      |
|-----|-------|--------------------|-------|---------|--------------------|-----------------|-------------|
| 247 |       | No reviews as yet. | Paper | Pending | 12/01/2022 9:53 am | 3 Not available | Edit Delete |

Showing 1 to 1 of 1 entries Previous 1 Next



- §6: To submit your full paper you need to **edit** the current submission.  
**Please, do not start New Abstract/Paper Submission**

User data

# SYMPOSIUM 2022

Dashboard + New Abstract/Paper My Profile Logout

### My Abstracts

Show 10 entries Search:

| ID  | Title      | Review             | Stage | Status  | Submit Date           | Payment            | Action         |
|-----|------------|--------------------|-------|---------|-----------------------|--------------------|----------------|
| 247 | [REDACTED] | No reviews as yet. | Paper | Pending | 12/01/2022<br>9:53 am | 3<br>Not available | Edit<br>Delete |

Showing 1 to 1 of 1 entries Previous 1 Next

- §7: Upload the **.docx** and **.pdf** files with your full paper according to the required template (see §1) and submit.

### Edit Abstract/Paper

Submit

Abstract/Paper Full Title

[REDACTED]

#### Manage Attachments

Draft

AnnexE\_ConsentPublishCongressesSymposia.docx [0.02MB]

[REDACTED].pdf [0.03MB]

[REDACTED].docx [0.01MB]

Paper

|                                    |            |   |
|------------------------------------|------------|---|
| [REDACTED] Manuscript_Example.docx | Sfoalia... | ↻ |
| [REDACTED] Manuscript_Example.pdf  | Sfoalia... | ↻ |
| [REDACTED]                         | Sfoalia... | ↻ |
| [REDACTED]                         | Sfoalia... | ↻ |



- **§8:** As soon as possible, you will receive the following e-mail :  
“fib PhD Symposium - Rome 2022 - Dear Author, we are happy to inform you that your paper is now under review. You will receive a notification of the results of the review process, and will be able to access the review on your Dashboard.”

It means that your full paper has been submitted for peer-review to members of the scientific committee of the Symposium and you can not modify your submission anymore. In details, **2 Reviewers** will provide comments about your submission.

After this stage, your Dashboard will show:

- Stage: Paper
- Status: Under Review

Now, you have to wait that the **both Reviewers** provide their comments and observations.

User data

# SYMPOSIUM 2022

Dashboard + New Abstract/Paper My Profile Logout

### My Abstracts

Show 10 entries Search:

| ID  | Title      | Review             | Stage | Status       | Submit Date        | Payment         | Action |
|-----|------------|--------------------|-------|--------------|--------------------|-----------------|--------|
| 247 | [Redacted] | No reviews as yet. | Paper | Under Review | 12/01/2022 9:53 am | 5 Not available | View   |

Showing 1 to 1 of 1 entries Previous 1 Next

- **§9:** When one Reviewer will send its report, you will receive the following advice by e-mail:

“fib PhD Symposium - Rome 2022 - Hello Author, we are happy to inform you that a reviewer submitted comments for your full paper.”

**Please, wait that both reviewers have sent their reports (i.e., you need to receive 2 separate e-mail) before to proceed with the uploading of the revised version of your full paper.**





**§10:** Once both Reviewers have sent their reports, your Dashboard will show:

- Stage: Final
- Status: Pending

From now on, you will be able to see the reports of both Reviewers and start with the revision of your full paper accordingly.

**Please, carefully address all the remarks of both the Reviewers.**

**User data**

Dashboard + New Abstract/Paper My Profile Logout

My Abstracts

Show 10 entries Search:

| ID  | Title      | Review                       | Stage | Status  | Submit Date          | Payment         | Action         |
|-----|------------|------------------------------|-------|---------|----------------------|-----------------|----------------|
| 247 | [REDACTED] | 1. Paper example. (Document) | Final | Pending | 2/01/2022<br>9:53 am | 5 Not available | Edit<br>Delete |

**§11:** To update your full paper with the revised version you need to edit the current submission.

**Please, do not start New Abstract/Paper Submission**

**User data**

Dashboard + New Abstract/Paper My Profile Logout

My Abstracts

Show 10 entries Search:

| ID  | Title      | Review                       | Stage | Status  | Submit Date           | Payment         | Action         |
|-----|------------|------------------------------|-------|---------|-----------------------|-----------------|----------------|
| 247 | [REDACTED] | 1. Paper example. (Document) | Final | Pending | 12/01/2022<br>9:53 am | 5 Not available | Edit<br>Delete |



- **§12:** Upload the *.docx* and *.pdf* files with your ***FINAL version*** (i.e., revised according to Reviewers reports) of the full paper in the related section and submit.

Please, before to submit, check that the “**Copyright Agreement**” form is properly uploaded. If you do not have a copy of the “**Copyright Agreement**”, please contact the Secretariat: [info@fibphdsymp2022.it](mailto:info@fibphdsymp2022.it)

**Edit Abstract/Paper**

**Abstract/Paper Full Title**

[Redacted]

**Event Information**

fib PhD Symposium - Rome 2022

**Topic**

Structural analysis and design

**Manage Attachments**

**Draft**

**AnnexE\_ConsentPublishCongressesSymposia.docx** [0.02MB]

[Redacted].pdf [0.03MB]

[Redacted].docx [0.01MB]

**Paper**

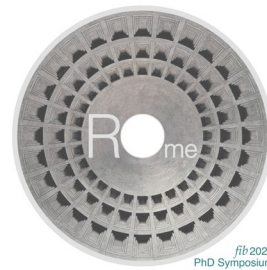
[Redacted].docx [0.01MB]

[Redacted].pdf [0.03MB]

**Final**

|              |                          |   |
|--------------|--------------------------|---|
| Sfogliala... | [Redacted].FINAL.pdf     | ↻ |
| Sfogliala... | [Redacted].FINAL.docx    | ↻ |
| Sfogliala... | Nessun file selezionato. | ↻ |





- **§13:** As soon as possible, you will receive the following e-mail : *“fib PhD Symposium - Rome 2022 - Final accepted/rejected - Dear Author, We are happy/sorry to inform you that Your paper was accepted/rejected.”*

After this stage, your Dashboard will show:

- Stage: Final
- Status: Accepted or Rejected.

In case your full paper is **“Accepted”** for the Symposium, your dashboard will show as in the picture below. Remember that from now on you will be no longer able to edit or modify your submission.

In case the status of your submission is again **“Under review”**, a second run review is needed and you have to follow the same procedure of **§8, §9, §10, §11** and **§12**.

## User data

[Dashboard](#)

[+ New Abstract/Paper](#)

[My Profile](#)

[Logout](#)

### My Abstracts

Show  entries

Search:

| ID  | Title      | Review                       | Stage | Status   | Submit Date           | Payment         | Action               |
|-----|------------|------------------------------|-------|----------|-----------------------|-----------------|----------------------|
| 247 | [REDACTED] | 1. Paper example. (Document) | Final | Accepted | 12/01/2022<br>9:53 am | 7 Not available | <a href="#">View</a> |

# 14<sup>th</sup> fib PhD Symposium

## Rome 2022

September 5<sup>th</sup> to 7<sup>th</sup> 2022

Rome, Italy

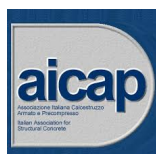


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Italy  
Young Members

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Organized in collaboration  
with:



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