

## Instructions for uploading the full paper

All paper submissions must be written as per the [template](#) provided on the [Energise 2020](#) website and submitted electronically through the Conftool.

Please DO NOT email the papers directly to the team.






### Important Dates

Submission of full paper	September 30, 2019
Notification of Paper Acceptance	November 08, 2019
Final paper submission (after revision)	November 22, 2019
Notification of final acceptance	December 06, 2019


1. For submitting the paper, authors should visit the web page <https://www.conftool.net/energiseindia/index.php?page=index>
2. Authors are requested to log into the Energise2020-conftool account by entering the username-password which they used previously for submitting abstracts.

Submitting authors will see the page below, once they are logged in

**You can select from the following options:**

-  **Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.  
*You have submitted 2 contributions.*
-  **Show User Account Details**  
Here you can access the personal data of your user account.
-  **Edit User Account Details**  
Here you can update your personal user data.
-  **Logout**  
Please sign out when you are finished to prevent unauthorised access to your account.
-  **Logout and Return to the Main Website**  
Sign out and return to the website "Energise 2020".

3. Go to “*Your Submissions*”, here authors will get an overview of their submissions.

 **Your Submissions**  
Here you can submit new contributions and manage your submitted contributions.

**You have submitted one or more contributions, which you see listed here:**

Submission ID	Submission Type / Conference Track	Actions
100	Track - Buildings And Communities	<ul style="list-style-type: none"> <li>▶ Show Abstract</li> <li>▶ Contribution Details</li> <li>▶ Review Results</li> </ul>
<p><b>This abstract has been accepted for a full paper submission.</b> We encourage you to address the reviewers' comments and suggestions in your full paper. Your full paper will be reviewed through a double blind-review process and the decision on presenting at the Conclave will be based upon its outcome.</p>		
1100	Full Paper Track - Buildings And Communities	<ul style="list-style-type: none"> <li>▶ Show Abstract</li> <li>▶ Contribution Details</li> <li>▶ Edit Contribution Details</li> <li>▶ Upload Contribution</li> </ul>
	1st file <b>No upload yet.</b>	
	2nd file <b>No upload yet.</b>	

Note: For full paper submission, authors accepted abstract ID# will be changed to a new ID# with a prefix “1”. E.g. 100 → 1100. For full paper submission, Track-xxx will be changed to Full Paper Track-xxx. E.g. Track-Buildings And Communities → Full Paper Track-Buildings and Communities.

4. Go to “*Submission Type / Conference Track: Full Paper Track XXX*” and click **Upload Contribution** . Submitting authors will see a similar page as below,

Overview > Your Submissions > Upload File(s) ↓

### Upload File(s)

Please select the file(s) you wish to upload for your submitted contribution.

**Contribution Details**

*Submission Type / Conference Track:* Full Paper Track - Buildings And Communities 1100

Organisation(s):

Submitted by:

*Topics:* Thermal comfort, Building Energy Performance, Climate responsive design  
*Keywords:* external window shading, passive cooling, 4Es, thermal comfort

**Submitted File(s)**

1st file **No upload yet.**  
2nd file **No upload yet.**

5. In this section, authors can upload their documents. As mentioned in the template guideline document, authors are requested to submit two files, one as a PDF and other as a word document.

**Submitted File(s)**

1st file **No upload yet.**  
2nd file **No upload yet.**

**Upload file(s) to server**

<b>Deadline for file uploads</b>	30th Sep 2019, 11:59:59pm IST
<b>Time left</b>	41 days 13 hours
<b>Conference Track / Submission Type</b>	Full Paper Track - Buildings And Communities
	<b>The maximum file size allowed is 10 megabytes.</b>
	This limit refers to the sum of all files uploaded at one time. You may also upload file by file if your single files are big.
<b>1st file: pdf</b>	
<b>Please note</b>	Please upload your full paper as anonymized PDF document here.
<b>File Types</b>	The following file extensions are allowed: <b>pdf</b>
<b>Select filename</b>	<a href="#">Choose a file...</a> No file selected.
	<b>No upload yet.</b>
<b>2nd file: doc, docx</b>	
<b>Please note</b>	Please upload your full paper as anonymized Word document here.
<b>File Types</b>	The following file extensions are allowed: <b>doc, docx</b>
<b>Second filename</b>	<a href="#">Choose a file...</a> No file selected.
	<b>No upload yet.</b>

[Upload File\(s\)](#)

6. Please click on **Choose a file...** and select files to be uploaded. Once the selection has been done, their file name will appear next to the icon.

<b>Submitted File(s)</b>	
1st file <b>No upload yet.</b>	
2nd file <b>No upload yet.</b>	
<b>Upload file(s) to server</b>	
<b>Deadline for file uploads</b>	30th Sep 2019, 11:59:59pm IST
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	<b>The maximum file size allowed is 10 megabytes.</b>
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<b>1st file: pdf</b>	
<b>Please note</b>	Please upload your full paper as anonymized PDF document here.
<b>File Types</b>	The following file extensions are allowed: <b>pdf</b>
<b>Select filename</b>	<b>Choose a file...</b> Test Document.pdf
	<b>No upload yet.</b>
<b>2nd file: doc, docx</b>	
<b>Please note</b>	Please upload your full paper as anonymized Word document here.
<b>File Types</b>	The following file extensions are allowed: <b>doc, docx</b>
<b>Second filename</b>	<b>Choose a file...</b> Test Document.docx
	<b>No upload yet.</b>
<b>Upload File(s)</b>	

6. After selecting the file, click **Upload File(s)** and the following screen will be visible ,

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	also upload
<b>Please note</b>	Please upload your full paper as anonymized PDF document here.
<b>File Types</b>	The following file extensions are allowed: <b>pdf</b>
<b>select filename</b>	<b>Choose a file...</b> Test Document.pdf
	<b>No upload yet.</b>
<b>Please note</b>	Please upload your full paper as anonymized Word document here.
<b>File Types</b>	The following file extensions are allowed: <b>doc, docx</b>
<b>cond filename</b>	<b>Choose a file...</b> Test Document.docx
	<b>No upload yet.</b>

**Please wait...**

The upload may take several minutes.

7. Once the file is uploaded, submitting authors will get a confirmation. Authors can also see the names of files that have been uploaded in the “Full Paper track”.

Overview > Your Submissions ?

**1st file: File Upload Succeeded**  
Your file was uploaded successfully. You have the option of uploading revised versions of your contribution to the server up until the end of the submission deadline.

**2nd file: File Upload Succeeded**  
Your file was uploaded successfully. You have the option of uploading revised versions of your contribution to the server up until the end of the submission deadline.

**Your Submissions**

Here you can submit new contributions and manage your submitted contributions.

**You have submitted one or more contributions, which you see listed here:**

<b>100</b>	<p><small>Submission Type / Conference Track: <b>Track - Buildings And Communities</b></small></p> <div style="border: 2px solid black; height: 20px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>▶ Show Abstract</li> <li>▶ Contribution Details</li> <li>▶ Review Results</li> </ul>
<p><b>This abstract has been accepted for a full paper submission.</b> We encourage you to address the reviewers' comments and suggestions in your full paper. Your full paper will be reviewed through a double blind-review process and the decision on presenting at the Conclave will be based upon its outcome.</p>		
<b>1100</b>	<p><small>Submission Type / Conference Track: <b>Full Paper Track - Buildings And Communities</b></small></p> <div style="border: 2px solid black; height: 20px; width: 100%;"></div>	<ul style="list-style-type: none"> <li>▶ Show Abstract</li> <li>▶ Contribution Details</li> <li>▶ Edit Contribution Details</li> <li>▶ Upload Contribution</li> </ul>
<p><small>1st file  Test Document.pdf (20th Aug 2019, 11:02:04am IST)</small></p> <p><small>2nd file  Test Document.docx (20th Aug 2019, 11:02:04am IST)</small></p>		

Note: Authors can edit and upload their submissions until the paper submission deadline i.e. 30<sup>th</sup> September 2019.

Please note, only those authors who were named in the abstract, can upload/edit files for paper submissions.

We request all authors to please adhere to the deadline and submit papers before **11:59 PM IST 30<sup>th</sup> September.**

If you have any questions about Energise 2020, please feel free to contact us at [Srishti@aeee.in](mailto:Srishti@aeee.in) or [Varun@aeee.in](mailto:Varun@aeee.in)

Thank you,

Team Energise 2020