

## **Process flow for submission and review of Abstracts and Papers for various events of ICID on the dedicated portal**

<https://wif.icidevents.org>

### **GUIDELINES**

**1. Note:** for any operation, you will have to first register on the website and provide a unique ID and password for further operations.

**([wif.icidevents.org](https://wif.icidevents.org)->Login->Register)**

Various acknowledgements for your operations will be confirmed by a mail from papers@wif.icidevents.org. Mark the email ID as “Not Spam” so that you keep on receiving notifications in your in-box.

- While we are making all efforts to make the site problem free, if you encounter any error, please take a screen shot indicating the error and mail the screen shot to icid@icid.org for resolution of the problem. To take a screen shot in Windows PC, press control and prtsc keys simultaneously and paste the picture in a word document through clip board.

### **2. Authors**

- Login on the dedicated portal <https://wif.icidevents.org> with your updated profile details Login ID and password. **(Log In-> Log In)**
- Submit your Abstract **(Abstract -> Submit New)** You will receive a notification mail on successful submission.
- Prepare your abstract off line using any word processing software and copy-paste the abstract text into the designated box on the web form. Do not include author names in the abstract text but fill them up using the sub form for authors in the page.
- Panel of Approved Reviewers will review the Abstract and offer their comments/ suggestions, if any for improvement. Abstract will be Selected / rejected based on the recommendations of the Reviewer. For checking the status, use the utility **(Abstract -> Approval Status)**
- Selected Abstract will be called for submission of full length paper by notification email.
- Author can withdraw the abstract, if they wish so. **(Abstracts -> Withdraw)**
- Author to submit Full length Paper against the Approved Abstract on the Portal within the stipulated date. **(Papers ->Submit New)**
- The uploaded paper should be in approved format. Else your paper will not proceed to the review process. Please take care to provide your paper in the approved format only.
- The abstract and authors are copied from the abstract submitted for your convenience. You must check that the abstract text in the box is as per the latest paper file being uploaded by you. Also, the names of the authors will also be carried over from the

approved abstract. Make any changes if needed. You need not enter the authors again on this page.

- Panel of Approved Reviewers will review the Full length paper and offer their comments/ suggestions, if any for improvement.
- Full length paper will be commented/ selected / rejected based on the recommendations of the Reviewer. **(Papers → Approval Status)**
- Reviewers are able to download your paper file and can provide comments in-line in the document file. You should download the commented paper file using the utility download commented paper file link on **Papers->Modify Paper** page.
- Modify your paper off-line. Please ensure that the changes made in abstract are reflected in the abstract text box on the page while submission.
- Author can modify their paper, if needed based on comments of Reviewers. **(Papers → Modify Paper)**
- Author can withdraw the paper, if they so wish. **(Papers → Withdraw)**
- Once you have submitted the modified paper, await the mail confirming the acceptance.
- While all efforts are made to intimate the status of abstract/ paper to Author, however, they are also advised to keep an eye on the portal for updates about their paper or general instructions, if any. (portal <https://wif.icidevents.org>)

### **3. Reviewers for abstracts**

- Once you have registered as at 1 above, let us know so that we will change your status to the Reviewer.
- When called upon by email, Reviewers to submit their willingness as Reviewer for a particular Question / Session in the prescribed format.
- Login on the dedicated portal <https://wif.icidevents.org> with your updated profile details Login ID and password. **(Log In-> Log In)**
- Reviewers to review selected/assigned Abstract. **(Reviewer Corner → Review Abstracts)**. You will see a list of abstracts awaiting your review. Select one by one and provide your review. If you would like to read abstract off-line, press view offline button to view the abstract in a separate browser tab. Reviewers to provide comments to be shared / Not shared to the Authors and Rank the paper as per your choice.
- To know the latest status of abstracts /papers assigned to a reviewer. visit **(Reviewer Corner → Abstracts processed)**

### **4. Reviewers for Papers**

- You will receive the paper(s) being submitted for the abstracts that have been approved by you earlier.
- If you have any constraints, please let us know for enabling us to make alternative arrangements.
- Login on the dedicated portal <https://wif.icidevents.org> with your updated profile details Login ID and password. **(Log In-> Log In)**

- Reviewers to review selected/assigned Abstract. (**Reviewer Corner → Review Paper**). You will see a list of papers awaiting your review. Select one by one and provide your review. You will need to download the paper file for reviewing the document. The comments and suggestions can be provided in the text box provided on the web page or alternatively, they can be mentioned in the paper file using a red font for attention of the author. In case you provide comments in the file, do mention the fact in the comments. After commenting in the paper file, upload the commented file for author to take action. Reviewers to provide comments to be shared+/ Not shared to the Authors and Rank the paper as desired.
- To know the latest status of abstracts /papers assigned to a reviewer. visit (**Reviewer Corner → Papers processed**)

## **5. General**

- Out of submitted Papers, as per the ranking given by the reviewers, depending upon available time in the session top FIVE to SIX Papers will be selected for Oral Presentation during the particular Session and remaining papers will be invited for POSTER Presentation.
- The portal will provide various status updates about the paper and related aspects through an email originating from papers.wif.icidevents.org. Make sure that the emails from this address are not diverted to your junk/ spam mail folder.