

Instructions to Upload Final Papers

- Log into the paper management system for the FIV2018 conference (<http://fiv2018.com/ocs/>).
- Go into your Author role by clicking on “Author” or the number of active submissions (“1 Active” in this case), as shown below:

My Conferences

FIV2018

FIV2018 Conference

» [Author](#) 1 Active [\[New Submission\]](#)

» [Reviewer](#) 0 Active

- If your paper has been accepted, and our system is awaiting your final PDF, it will display the status “IN EDITING”, as shown below:

| ID | MM-DD SUBMIT | TRACK | AUTHORS | TITLE | STATUS |
|----|-----------------|--------|--------------------|-------------------------|------------|
| 00 | 02-26 | FSI3.1 | Author 1, Author 2 | MY ACCEPTED PAPER TITLE | IN EDITING |

1 - 1 of 1 Items

Submissions for this conference were closed on 2018-01-02.

- If you click on the “IN EDITING” link, you will be taken to the page where you can review the Director’s decision, as well as view any PDFs uploaded by the reviewers:

Peer Review

Review Version [XX-XX-1-RV.PDF](#) 2018-02-26

Initiated 2018-03-27

Last modified 2018-04-06


Uploaded file Reviewer A [XX-XX-1-RV.PDF](#) 2018-04-04

Director Version None

Author Version None

Director Decision

Decision Accept Submission 2018-04-06

Notify Director Director/Author Email Record  2018-04-06

Director Version None

Author Version None

Upload Author Version No file chosen

- As you can see in the screen capture below, Reviewer A uploaded a file with reviewer comments. You should review this file before finalizing your submission.
- The decision taken by the Director can be seen as well, which is “Accept Submission” in this case. You may review the history of all e-mails received regarding your submission by clicking on the chat bubble symbol. You should review this if for some reason you did not receive an e-mail with your notification of decision and reviewer comments. If you still have not seen your reviews, contact elbouzs@mcmaster.ca.
- Once you feel that you have addressed the reviewer and director comments, you may upload the final version of your paper by clicking “Choose File”, selecting your finalized PDF, and clicking Upload. **YOUR PAPER MUST BE IN PDF FORMAT.** Note: If the size of your PDF exceeds 20 MB, contact Salim El Bouzidi (elbouzs@mcmaster.ca) and attach your final paper to the email.

- At this point no further action should need to be taken. You will be contacted if any issues appear. If your final paper upload is deemed successful, your paper will move from the “Active” list to the “Archive” list with all the finalized papers.
- Also, do not forget to register before May 15, 2018 to take advantage of the reduced registration rate. All papers must be presented by a registered author to be included in the official conference proceedings.