

UK Fluids Conference

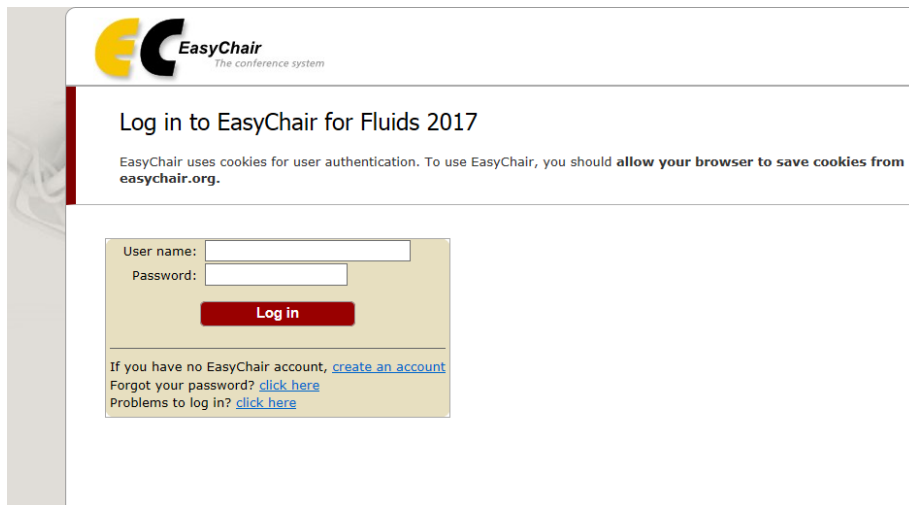
Wednesday 6 - Friday 8 September 2017

Abstract Guidelines

- All abstracts should be submitted via EasyChair at <https://easychair.org/conferences/?conf=fluids2017>. Please see full instructions below.
- Abstracts should include a title, author names, affiliation and be no longer than 200 words.
- Please state your preference for oral or poster presentation, as well as the name of the presenter.

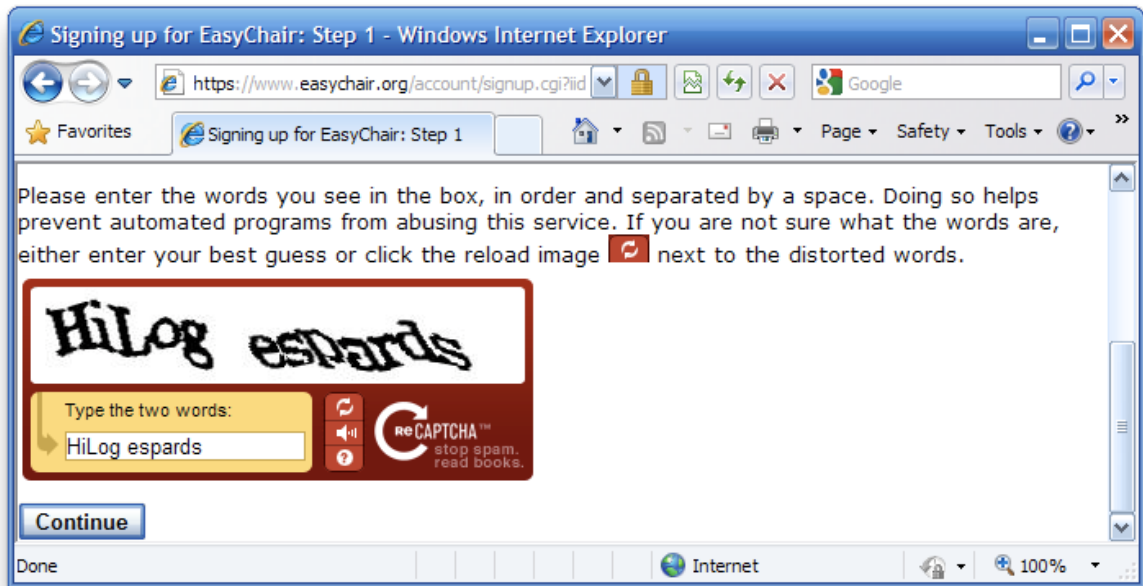
If you have never used EasyChair before:

1. Navigate to the UK Fluids EasyChair system, at <https://easychair.org/conferences/?conf=fluids2017>
2. Click 'Sign up for an account'.



The screenshot shows the EasyChair login interface. At the top left is the EasyChair logo with the tagline 'The conference system'. The main heading is 'Log in to EasyChair for Fluids 2017'. Below this is a cookie consent notice: 'EasyChair uses cookies for user authentication. To use EasyChair, you should allow your browser to save cookies from easychair.org.' The login form contains two input fields: 'User name:' and 'Password:'. A red 'Log in' button is positioned below the password field. At the bottom of the form, there are three links: 'If you have no EasyChair account, [create an account](#)', 'Forgot your password? [click here](#)', and 'Problems to log in? [click here](#)'.

3. Fill in the captcha – then click ‘Continue’.

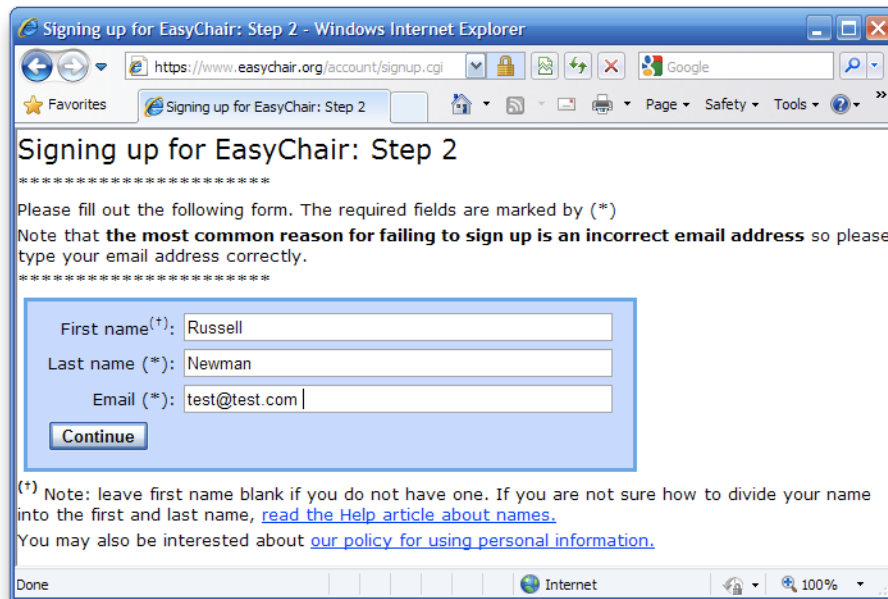


4. Fill out your name and email address. Click ‘Continue’.

A screenshot of a Windows Internet Explorer browser window titled "Signing Up for EasyChair: Last Step". The address bar shows the URL "https://www.easychair.org/account/create.cgi?code=80o6p5v74ql8BIFrOho". The page content includes a registration form with the following fields: "User name (*)", "First name(*)" (with "Russell" entered), "Last name (*)" (with "Newman" entered), "Company/organisation (*)", "Homepage", "Phone (*)", "Address, line 1 (*)", "Address, line 2", "City (*)", "Post code (*)", "State (US only) (*)" (with a dropdown menu), "Country (*)" (with a dropdown menu), "Password (*)", and "Retype the password (*)". A "Create my account" button is located at the bottom of the form. Below the form, there is a note: "(*) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, read the Help article about names. You may also be interested about our policy for using personal information." The browser status bar shows "Internet" and "100%".

5. You will be sent a confirmation email containing a link to continue your registration. Click the link.

6. Complete your registration by providing all the required information, and picking a username and password. Then click 'Create my account'.



The screenshot shows a web browser window titled "Signing up for EasyChair: Step 2 - Windows Internet Explorer". The address bar shows the URL "https://www.easychair.org/account/signup.cgi". The page content includes the following text:

Signing up for EasyChair: Step 2

Please fill out the following form. The required fields are marked by (*)

Note that **the most common reason for failing to sign up is an incorrect email address** so please type your email address correctly.

First name^(*):

Last name (*):

Email (*):

(*) Note: leave first name blank if you do not have one. If you are not sure how to divide your name into the first and last name, [read the Help article about names.](#)

You may also be interested about [our policy for using personal information.](#)

Done

Once you have an EasyChair Account:

1. Navigate to the UK Fluids EasyChair system, at <https://easychair.org/conferences/?conf=fluids2017>
2. Sign in using your new or existing username and password.
3. Click 'New Submission'.

Fluids 2017 (chair)

Submissions | Reviews | Status | PC | Events | Email | Administration | Fluids 2017 | Support | News | EasyChair

New Submission for Fluids 2017

Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

Author Information

For each of the authors please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the authors. It will not appear in public Web pages of this conference. The email address can be omitted for authors who are not corresponding. These authors will also have no access to the submission page.
- **Web page** can be used on the conference Web pages, for example, for making the program. It should be a Web page of the author, not the Web page of her or his organization.
- Each author marked as a **corresponding author** will receive email messages from the system about this submission. There must be at least one corresponding author.

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name¹ (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name¹ (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

4. Fill out the forms to provide citation information, such as author names, a title, abstract and keywords.

If any of your co-authors have already signed up to EasyChair, you should click 'Add an Associate' to search for them, as opposed to adding their information manually.

5. Enter your abstract details and key words

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.



A form with a light beige background. On the left, there are two labels: 'Title (*)' and 'Abstract (*)'. To the right of 'Title (*)' is a single-line text input field. Below it, to the right of 'Abstract (*)', is a large multi-line text area with a vertical scrollbar on the right side.

Keywords

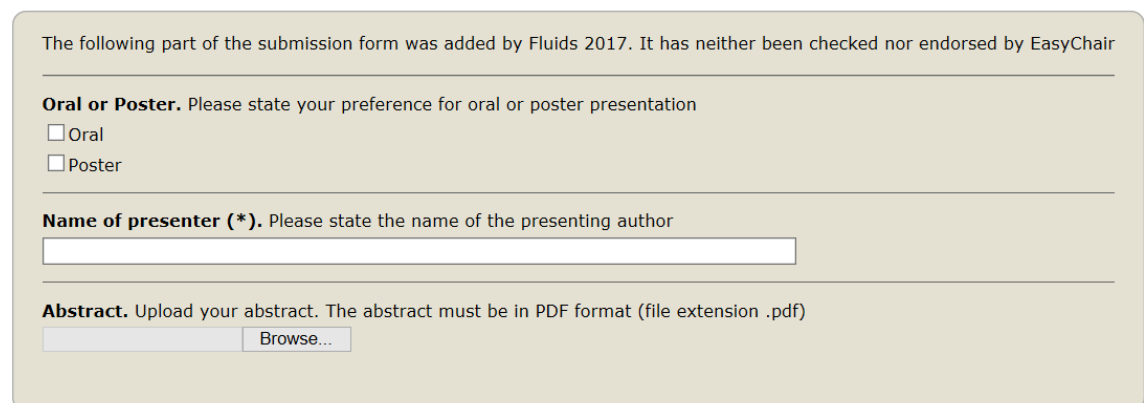
Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.



A form with a light beige background. On the left, there is a label 'Keywords (*)'. To the right is a multi-line text area with a vertical scrollbar on the right side.

6. Complete the 'Other Information' fields and upload your PDF abstract

Other Information and Uploads



The following part of the submission form was added by Fluids 2017. It has neither been checked nor endorsed by EasyChair

Oral or Poster. Please state your preference for oral or poster presentation

Oral

Poster

Name of presenter (*). Please state the name of the presenting author

Abstract. Upload your abstract. The abstract must be in PDF format (file extension .pdf)

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**

7. When you are happy with your submission, click 'Submit' to save all the information in EasyChair.

8. Once you have submitted, you will be taken to the information page for your abstract. You may update various information about your abstract here, or submit a whole new version.

If your abstract is accepted for an oral presentation you will have the opportunity to update your abstract. This is a straightforward process, you will need to login to the conference, select the submission you wish to edit. In the upper right hand corner select 'update submission information' and then 'add/update file'. You can now select a new file to upload to replace the existing version.