24th International Congress of Theoretical and Applied Mechanics

24e Congrès international de mécanique théorique et appliquée

ICTAM 2016 MONTRÉAL

Palais des congrès, Montréal, Canada

Palais des congrès, Montréal, Canada

August 21 – 26, 2016

21 – 26 août 2016

Guidelines for Submission of Papers

Papers can be submitted via the online Paper Submission Portal ONLY. No paper submissions will be accepted via mail or fax.

Submission Period: **September 8, 2015 to January 15, 2016**.

DEADLINES
Paper Submission deadline: **January 15, 2016**
Notification of Acceptance: **April 15, 2016**
Early Bird and Author registration deadline: **May 6, 2016**

Language of Submission: All papers must be submitted in English with accurate grammar and spelling suitable for publication.

Paper Submission Limit: Only one (1) paper submission per submitter, with a maximum length of 2 pages using the template provided. This must include an abstract summary description of 150 words. **Submitters to "Education in Mechanics" are allowed to submit 1 additional paper in another session or Mini-Symposium.**

All submitters will be asked to pre-select the Mini-Symposium or Thematic Session most closely related to the content of their paper.

Presenting Author: The same presenting author (Oral or Short Talk with Poster Presentation) cannot be assigned to more than one (1) paper as presenter but can be included as co-author on more than one submission. Submission of a paper constitutes a commitment by the submitter/presenter to present if accepted. **Submitters to "Education in Mechanics" are allowed to submit 1 additional paper in another session or Mini-Symposium**.

Co-Author(s): You will be given an opportunity to include co-authors on your submission and confirm that they are aware of being included in this submission.

Draft Status: If you select "Save and Exit" on any page in the online form, your paper will be saved in Draft Status. You will then be able to review/update it and submit it at a later time (but only before the deadline of January 15, 2016). **Note*: Papers that are in draft status after the deadline will not be reviewed and therefore not eligible for selection as an oral or short talk with poster presentation.

Changes and corrections: Once submitted, it is possible to make corrections to the paper content or information (such as Presenter details, topic, etc.) until the deadline. In order to correct your paper you must access your submission via the website using your username and password and edit your submission prior to the deadline. *Note that changes to your paper will NOT be possible after the deadline of January 15, 2016. In the case of errors discovered after the deadline, you may indicate the correction during the presentation at the Congress. However, changes will not be included in the publications.

Withdrawal: If you want to withdraw a paper already submitted, please notify us as quickly as possible at ICTAM2016papers [at] legendconferences.com stating the title and submission ID number of the paper to be withdrawn. *Note that withdrawal is still possible after the submission deadline.

Accepted Papers: An email message will be sent to the Paper Submitter by mid-April 2016 with a report on the status of the paper (accepted or declined). The Congress Program Committee will determine the format, day and time of presentation. The presenter will be required to register to the Congress by **May 6, 2016** to confirm their acceptance and be included in the Conference Program and Book of Papers. Accepted authors who do not register by the deadline will not be included in the Conference Program or Book of Papers and will be removed from the Accepted Papers Listing.

Submitters should be very careful to write an informative and interesting paper, as this will be used by the International Papers Committee to determine whether the submission will be accepted for presentation at ICTAM2016. Therefore, the submitter should strive to ensure that the abstract part of the paper properly summarizes the content of the submission, describes why the work is important and shows how the work contains significant advances relevant to the subject of Theoretical and Applied Mechanics. The remainder of the 2-page paper should be written with these points in mind.

Help menus are available throughout the online submission using
Required fields are indicated by a **red asterisk***
Young Researchers' Travel Support: Applications for travel support can be submitted through the Paper Submission process. If you do not have all the documents required at the time that you submit your Paper, you can "Save/Exit" your submission and return to edit at a later date. Please note that all applications for travel support must be received by January 15, 2016.
To encourage graduate students, postdoctoral fellows and early career researchers born in 1981 or later to participate in this Congress, the organizers have established a travel support program in which a limited amount of partial travel support will be made available to qualified candidates to attend the Congress. Travel support offered will be up to a maximum of $1,000.00 CAD. Registration fees will not be waived.
Please note that applicants are fully responsible for getting to the Congress themselves, and all successful applicants will receive payment upon personal presentation at the Congress in Montreal.

IUTAM Bureau Awards: Three prizes, each consisting of US$500, a certificate, and a plaque, will be awarded by the IUTAM Bureau for outstanding presentations by younger scientists (born in 1981 or later). One will be awarded for the best paper in Fluid Mechanics, one for the best paper in Solid Mechanics and one for the best short talk with poster (in either Fluid or Solid Mechanics). The winners will be announced at the Closing Ceremony of the Congress. Presenting Authors wishing to be considered for this award should indicate their interest while submitting their Paper online.
Note to Authors: Accepted papers will be available online and distributed at the Congress. Submission of a paper constitutes the commitment of at least one author to register for the Congress and present their work. Expenses associated with the preparation and submission of the paper is the responsibility of the author/presenter.

Applications for Travel Support and IUTAM Bureau Prizes must be submitted through the paper submission process.

In order to be part of the ICTAM 2016 Program, the author/presenter must register by **May 6, 2016** and must submit payment at that time.

The full speaker/presenter agreement can be viewed here, and during the online submission process you will be asked to accept in order to complete the Paper Submission process.

PROCESS

Below is a brief description of the online submission process to allow you advance information prior to submitting your online submission.

Step-by-Step Sections of the online submission form are:
- ➢ Create Profile
- ➢ Step 1: Agreement
- ➢ Step 2: Presentation Details (which includes selecting your Topic and Subtopic selection)
- ➢ Step 3: Presenter Information – Presenting Author
- ➢ Step 4: Author(s) Information
- ➢ Step 5: Paper Submission (which includes Title, Keywords, Abstract Part of Paper and 2-Page Paper using Template provided)
- ➢ Review
- ➢ Additional Options (which includes Young Researchers' Travel Support, IUTAM Bureau Awards)
- ➢ Confirmation (Once on this page your submission is considered complete)

Create Profile

Username and Password: To access the online submission system on our secure server you will be required to provide a username (email address) and a password along with your contact information.
You will have access to the online submission system, to review and adjust your paper up to the deadlines identified above accordingly.

Contact Information: Please make sure to enter your data in proper case. You will be required to provide full contact information including address, phone number, etc.

Step 1 – Agreement

Conflict of Interest: The Congress Program Committee requests all presenters to disclose potential conflict of interest. Oral paper presenters are requested to disclose potential conflicts of interest regarding their presentation in the first slide. Poster presenters are requested to disclose potential conflicts of interest regarding poster presentation at the bottom of their poster. This will allow the audience to take potential conflicts of interest into account when assessing the objectivity of the presentation.

A potential conflict of interest may arise from various relationships, past or present, such as employment, consultancy, investments and stock ownership, funding for research, family relationship, etc.

Presenting Author Agreement: By submitting a paper to the ICTAM 2016 Congress, you agree to respect the guidelines and instructions stated in the speaker agreement (e.g. Registration, presentation schedule and format. etc.)

Step 2: Presentation Details

Presentation Type: Please choose if you want your paper to be considered for an "**Oral Presentation or Short Talk with Poster Presentation**" OR a " **Short Talk with Poster Presentation only** ":

- **Oral Presentation or Short Talk with Poster Presentation**: Select this option if you wish to submit a paper for an Oral or a Poster presentation. This will assist the program committee during the review process to identify those paper submissions that wish to be considered for either option. You will be notified mid April 2014.

- **Short Talk with Poster Presentation only**: Choose this option if you wish your paper to be presented as a short talk with poster presentation only. Your paper will not be selected for any oral presentation. You will be notified mid April 2014.

Topics and Subtopics: You are asked to select the corresponding topic to your paper submission within the proposed list. Should you select "Other - xxx", the Program chair may decide to assign your submission to defined subtopic. For a full list if topics and subtopics, you may visit the Congress website:
http://www.ictam2016.org/side_program/scientific_program/aboutsciprog_e.shtml.

The Topic options available to Paper Submitters include:
- Mini-Symposia – Subtheme options can be reviewed on the Congress website at:
http://www.ictam2016.org/side_program/scientific_program/topics/minisymposia_e.shtml
- Thematic Sessions – Subtheme options can be reviewed on the Congress website at:
http://www.ictam2016.org/side_program/scientific_program/topics/thematic_e.shtml

Step 3: Presenting Author Information

The same presenting author cannot be assigned to more than one (1) paper as presenter but can be included as author on more than one submission. Submission of a paper constitutes a commitment by the submitter/presenter to present if accepted.

Identify the Presenting Author:

- If you are the Presenting Author, edit your role to "Presenting Author" in the table.
- If you are not the Presenting Author, edit your role to "Submitting Author" in the table, and add the Presenting Author by using the "Add Presenting Author" button.

You can only assign one (1) Presenting Author to your paper submission. If you have added a presenting author, please ensure the role of the first profile is set to "Submitting Author". You will be asked to complete the required information which includes:
- Prefix (Mr., Mrs., Dr. etc.)
- First Name, Last Name
- Email Address
- Organization Name, Department/Faculty
- Position/Title
- Address. City, Province, Country, Postal/Zip Code
- Phone Number
- Gender
- Role - Select "Presenting Author" from the drop-down menu

*Note: Do not use this option to indicate authors or co-authors, which must be indicated in the next step. You can only assign **one (1) Presenting Author** to your paper submission. If you have added a presenting author, please ensure the role of the first profile created is set to "Submitting Author".

Step 4: Author(s) Information - for publishing purposes

The following information will be used for publication in the Book of Papers, the Online Agenda, the Program Book, the Mobile App, the proceedings, etc.

Co-Author(s) Format Instructions: You can insert up to 10 co-authors in the individual fields. This will provide you with a total of 10 authors of which 9 are co-authors and 1 Presenting Author. If you need to add additional co-authors, please contact us at ictam2016papers [at] legendconferences.com with your request.

Part 1 - Total Number of Author(s): You will be presented with the option of identifying the number of Authors included in your submission up to ten (10) co-authors from a dropdown menu.

Part 2 - Affiliation(s): You will list all affiliation(s) including department, city and country for ALL author(s) including your Presenting and Submitting Author.

> Example:
> #1: The University of Western Ontario, Department of Mechanical and Materials Engineering, London, Canada
> #2: Institut Néel, Paris, France
>
> > If more than 1 co-author or presenting author are from the same affiliation, **it is not required to repeat the affiliation again**

Part 3 – Author(s):
You will be presented with the option of identifying the number of Authors included in your submission. You may list up to ten (10) co-authors.in the individual fields in Sentence Case. This will provide you with the opportunity to list your co-authors. At a minimum you MUST repeat the presenting author and submitting author (if a co-author) in the order of preference, for publishing purposes.

> Example:
> *Co-Author 1:*
> First Name: James
> Last Name: Dawson
> **Affiliation Number:** 1
>
> *Co-Author 2:*
> First Name: Jean
> Last Name: Lhuillier
> **Affiliation Number:** 1,2

From Part 2 – Affiliation(s): You will use the assigned Affiliation Number field "Affiliation 1, Affiliation 2, etc. that corresponds to the author to complete the field in Part 3 – Affiliation Number. If 1 co-author is connected to more than 1 affiliation, please indicate both affiliations.   #s (i.e. 1, 2)

Note: The format requested is for publishing purposes, with a sample of the co-author results published as follows:

Sample 1 *(underlined author is presenting author)*
James Dawson[1], Jean Lhuillier[1, 2], Takeo Tanishi[1], Erica Gomez[2], Silvio Retore[2], Chermaine Watson[2], Yuong Li[3], Pietr Simunov[3]
[1]Department of Crystallography, McGill University, Montréal, Canada,[2] Institut néel, Paris, France,[3]Research Division, Institute of Biology

Sample 2 (underlined author is presenting author)

James Dawson[1], Jean Lhuillier[1, 2], <u>Takeo Tanishi</u>[1], Erica Gomez[2], Silvio Retore[2], Chermaine Watson[2], Yuong Li[3], Pietr Simunov[3],

[1]*Department of Crystallography, McGill University, Montréal, Canada,* [2] *Institut Néel, Paris, France,* [3]*Research Division, Institute of Biology*

Author acknowledgement: You will be asked to confirm that ALL Author(s) listed are aware of being included in the submission.

Step 5: Paper Submission

Part I – Submission of Abstract part of Paper

Paper Title: Maximum 80 characters, including spaces and punctuation, typed in sentence-case letters, except for abbreviations and study names. Please be careful that your title might be shortened if you copy and paste it into the field.

Keywords: You must provide a minimum of one keyword to be used for inclusion in the Book of Papers and for search engine use. You have the option of including up to 2 additional keywords. A keyword is an index entry that identifies your paper content relevant to the subject matter.

Abstract Part of Paper Summary Description: Your paper must not exceed 150 words (1000 characters max.), including spaces and punctuation. All papers must be submitted in English with accurate grammar and spelling suitable for publication. If in doubt, please arrange for the review of your paper prior to submission. The paper is to be submitted in sentence-case (i.e. The little brown fox.), except for abbreviations and study names. It is the submitter's responsibility to ensure that this short summary you have inserted in the Abstract Part of Paper Description Field is **the same** as the summary provided in your 2-Page Paper.

Note: If you copy/paste into this field be careful to review your text to ensure it has been accepted completely including any special characters. If you are using special characters (i.e. ∑ ≰ ÷Ω ® etc.), click on the link "**Insert Special Character**?" under the Title, Keyword and Abstract Part of Paper fields to view additional instructions. Once your character map is located on your computer, you just need to double click on the character and to insert into the entry field. No charts, tables, figures or graphics are to be included with your summary description.

Part II – Upload 2-Page Paper

2 Page Paper Document Upload: You will be asked to upload your 2 page Paper Submission. First download the template in either as a word or LaTeX file template. Follow the instructions on the template. When you have completed your 2 page document, PDF and upload the file using the Upload field.
Format accepted: PDF only.

Paper Template can be found here under "Quick Links" on the right side of the webpage:
http://www.ictam2016.org/side_call_for_abstracts/guidelines_for_paper_submission_e.shtml

Next Step: Review
Please review your paper prior to submitting it. The content you see on the review page will be used for publication purposes on the Live agenda, the Program Guide, the Mobile App, and the Book of Papers, etc.

You will be able to modify your submission from this point by either using the navigation bar at the top, or selecting "Modify your Submission" button that will take you back to Step 1 of 5. Use the Proceed/Submit button at the bottom of each to navigate forward through each step to locate the step that you require changes to.

Next Step: Additional Options

Young Researchers' Travel Support: You may indicate your interest in receiving travel support. Full guideline details are available at this link:

http://www.ictam2016.org/side_program/scientific_program/travel_e.shtml

You will be required to upload 4 documents for this application process including:

- Government issued identification proving age. Travel Support can only be granted to those born in 1981 or later.
- A letter of interest indicating why the candidate should be considered for a travel award (one page maximum)
- A confirmation note from the supervisor, the appropriate Department Head or Dean, indicating that the applicant is enrolled in a graduate program of the institution, is a postdoctoral fellow, or is employed as a junior faculty member in the field of Theoretical or Applied Mechanics is acceptable as the confirmation of the status of the applicant, (one paragraph maximum)
- A list of other sources of funding available to the candidate to cover the remaining costs of Congress participation

IUTAM Bureau Awards: You may indicate your interest in receiving travel support. Full guidelines are available at this link:

http://www.ictam2016.org/side_program/scientific_program/awards_e.shtml

You will be required to upload 1 document for this application process:

- Government issued identification proving age. IUTAM Bureau Prizes can only be granted to those born in 1981 or later.

VERY IMPORTANT: All documents associated with these applications must be submitted by **15 January 2016 deadline** to be considered. If you do not have your documents ready at this stage of the submission process you may select "Save/Exit" and return later to update your submission with the required documents. It is important that your application documents are uploaded by the 15 January 2016 deadline otherwise your paper will NOT be considered complete and not eligible for review and consideration for the program or for travel support/IUTAM BUREAU Awards consideration.

If you would prefer to complete your paper submission and return later to your completed submission to apply for the Travel Support or Award, you may do so before January 15, 2016.

You have 3 options at this point:
1. **"Save/Exit"** and return later to finalize and submit your completed submission along with required documents for Young Researchers' Travel Support or IUTAM Bureau Prize applications (before January 15, 2016) **OR**
2. **"Proceed/Submit"** to submit your completed submission **AND**
3. **"Modify your Submission"** Return later (before January 15, 2016) to update/edit your paper submission and apply for the Young Researchers' Travel Support or IUTAM Bureau prize and submit the required application documents.

ABOUT YOUR SUBMISSION

Draft Status: If you do not click on the "Proceed/Submit" button (Additional Options Page), your paper will be saved in Draft Status. You will then be able to review it and submit it at a later time (but only before the deadline). Do not forget to click on the "Proceed/Submit" button to validate your paper submission. You will receive an automatic confirmation by email. If you do not receive this confirmation for one or more of your papers (if applicable), please contact the paper manager by email at ictam2016papers@legendconferences.com.

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Changes and corrections: Once submitted, it is possible to update your paper. In order to correct your paper you must login into your account and make sure to make your modifications before the **January 15, 2106** deadline. In the case of errors in your paper discovered after the deadline, you may indicate the correction during the presentation at the Congress. However, changes will not be included in the publications.

Withdrawal: If you want to withdraw a paper already submitted after the submission deadline, please notify us as quickly as possible at ictam2016papers@legendconferences.com stating the title and number of the paper to be withdrawn. Note that, withdrawal is still possible after the submission deadline.

PAPER EVALUATION PROCESS AND REVIEW CRITERION

Submitting Authors/Presenting Authors are responsible for reading and noting the information contained in the following pages to ensure that they understand the submission and presentation requirements.

Presentation Review and Selection Process
The community of Theoretical and Applied Mechanics from around the world is encouraged to submit presentations that address the proposed topics. Because the number of presentations accepted for the 24th International Congress of Theoretical and Applied Mechanics is limited, and the number of submissions is expected to be high, the presentations chosen are held to the highest standards. The selection process is guided by the International Program Committee, comprised of Theoretical and Applied Mechanics experts, including subject matter experts who review and score each submission.

Please be sure to read the information in the Selection Criteria for submission. You are required to be aware of the paper requirements and, if selected, adhere to the deadlines shown. Failure to adhere to the deadlines may result in your invitation being withdrawn.

The online review process will take place before the end of March 2016. Experts in the fields of the chosen topic will review all papers. The ICTAM 2016 Congress International Program Committee will make the final selection in April 2016.

The paper will be reviewed by topic-dedicated reviewers. Once the reviews are completed, paper acceptances for oral presentations or short talk with poster presentations will follow. We only accept one oral paper per presenter. The process for reviewing will take a minimum of four to six weeks after the submission period ends.

Notification of Selection
Communication will be sent to the Paper Submitter Mid-April 2016 with a report on the status of the paper (accepted or declined). Papers not selected for oral presentation will be considered for short talk with poster presentation. (Presentation times are subject to change). The Congress International Program Committee will determine the format, day and time of presentation. The presenter or poster presenter will be required to register to the Congress by **May 6, 2016** to confirm their acceptance and be included in the Congress Program and Book of Papers. Failure to register to the Congress by this deadline will indicate non-acceptance to the offer for an oral or short talk with poster presentation.

Submission of a paper constitutes a commitment by the author(s) to present if accepted. Failure to present and register for the Congress, if not justified, may jeopardize future acceptance of papers.

VISAS / TRAVEL

It is the responsibility of the registrant to ensure that they have the required documents to enter into Canada. **It may take several months to obtain these documents** so please allow yourself sufficient time. For more details, please visit our Visa & Entry Formalities page or obtain your Letter of Invitation directly. Note that Canada has introduced a new entry requirement, known as an Electronic Travel Authorization (eTA), for visa-exempt foreign nationals who fly to Canada. This regulation becomes **mandatory March 15, 2016.** Exceptions include U.S. citizens and travellers with a valid visa. Read about the changes and how they may affect you. Click here

Please ensure that you submit your application taking into account the Citizenship and Immigration Canada (CIC)'s processing times, see: http://www.cic.gc.ca/english/information/times/temp/visitors.asp. Based on the processing times, you should commence your visa application earlier than mid-April 2016.

Publication of papers

By certifying that you have read these Submission rules, you also confirm having received the prior approval from the co-authors to provide their data to the ICTAM 2016 committees. You have personal data, which is, according to the Privacy Act 1980-81-82-83, c. 111, Sch. II "1". The information you supply on this application is required to process it and it will be held in the ICTAM 2016 committee customer data files. It may be used for marketing and communication purposes by the ICTAM 2016 committees and its contractors only. You have the absolute right to access, amend and oppose any use of this personal data by writing to the ICTAM 2016 at ictam2016papers@legendconferences.com.

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