

# Sustainable Energy for All by Design

## Guide for the submission process

### 1. Starting page

Click on STEP ONE OF THE SUBMISSION PROCESS in the Call for Papers page on the Politecnico portal.

LeNSes conference  
Cape Town, South Africa  
28-30 September 2016

## SUSTAINABLE ENERGY FOR ALL BY DESIGN

EKO Home > Sustainable Energy for All by Design Home > Sustainable Energy for All by Design conference > Call for Papers

### Call for Papers

**Topics of Interest**

Participants are invited to submit papers in the areas related to the conference sub-themes outlined below. We expect contributions from a variety of disciplines including design, engineering, economy, policy-making and sociology. The conference is structured around three main themes that include:

- Research on Sustainable Energy for All (RSE4A)**
- Education on Sustainable Energy for All (ESE4A)**
- Practice on Sustainable Energy for All (PSE4A)**

To know more about the Call for Proposal theme go to the LeNSes Conference Website.  
[Start here to submit a paper to this conference.](#)

**STEP ONE OF THE SUBMISSION PROCESS**

**Help**

- Online manual
- Author guide
- Reviewer guide
- Conference Manager guide
- Disclaimer!

**Notifications**

- View
- Settings

**Search**

All [Search]

**Conference Information**

- » Call for Papers (January 12, 2016 - February 20, 2016)
- » Accommodation

### 2. Access to the Politecnico portal

You will be redirected to the Politecnico login page. If the page is in Italian, change to English by clicking on the flag in the upper right of the page.

If you never registered to the portal before, you will first need to create a new person code and password, by clicking on [Register](#).

POLITECNICO DI MILANO

Accedi a SP EKO

Accedi a SP EKO

Codice Persona

Password

Resto connesso  Mantiene attiva la sessione per l'intera giornata

Accedi

Se vuoi cambiare la password, o se è scaduta, utilizza il [Cambio password](#)

Se hai dimenticato la password oppure il codice persona, utilizza il [Recupero Credenziali](#)

Nuovo utente? [Registri](#)

Accedi a SP EKO

UK

aunicalogin v. 9.26.3 / 9.26.3 Area Servizi ICT 27/01/2016

### 3. Registration to the Politecnico Portal

Fill in all the details required and then click next. You will be asked to choose a password and then you will receive via e-mail the Code Person to access to the Politecnico Portal.

**POLITECNICO DI MILANO**  
aunicaaccount2

Politecnico di Milano registration step 1/4

**The registration is only for users that never registered to Politecnico**

**Identification Data**

Surname	<input type="text"/>	<b>Compulsory data</b> Enter the same surname (Family name) as on the official document
Name	<input type="text"/>	<b>Compulsory data</b> Enter the same name as on the identity document
Sex	<input type="radio"/> M <input type="radio"/> F	<b>Compulsory data</b> Enter sex
Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd/mm/yyyy	<b>Compulsory data</b> Enter date of birth in the format dd mm yyyy as on the official document
Country of birth	<input type="text"/>	<b>Compulsory data</b> Enter the country of birth as on the identity document
Province of birth	<input type="text"/>	<b>Compulsory data if Italy has been selected</b> Only for Italian towns/cities: select the province from the list
Place of birth	<input type="text"/>	<b>Compulsory data</b> Select the town/city of birth from list. Only for Italian municipalities: in the case of homonymous select the municipality existent at the moment of birth. For example, if you were born in 1983 in Bellagio choose: BELLAGGIO (abolished 03/feb/2014)
Place of birth not listed	<input type="text"/>	Add the town/city if it is not in the proposed list, write it as is on the identity document.
Citizenship	<input type="text"/>	<b>Compulsory data</b> Enter here citizenship (if you possess more than one on of which is Italian, enter here the Italian one, and the other under "Other citizenship") as on the official document
Other citizenship	<input type="text"/>	Optional data Enter here any other citizenship as on the official document
Tax code	<input type="text"/>	<b>Compulsory data for Italian citizens or residents</b> Enter only official the fiscal code (codice fiscale) given from Italian "Agenzia delle Entrate"

**Personal email**

Personal e-mail address (for password recovery)	<input type="text"/>	<b>Compulsory data</b> E-mail address where you wish to receive confirmation of registration
-------------------------------------------------	----------------------	-------------------------------------------------------------------------------------------------

Cancel | Next

### 4. User Home

Once you login with your Person Code and password you should be redirected to the User Home. Here authors can see the status of their submissions.

Click on [New Submission](#) to start uploading your contribution (abstract and full paper).

**BETA** POLITECNICO DI MILANO  
METID

CONFERENCE HOME ABOUT SEARCH ANNOUNCEMENTS

LeNSes conference  
Cape Town, South Africa  
28-30 September 2016

**SUSTAINABLE ENERGY FOR ALL BY DESIGN**

EKO Home > Sustainable Energy for All by Design conference Home > User Home

**User Home**

*Sustainable Energy for All by Design*

Sustainable Energy for All by Design conference

» Author 0 Active **[New Submission]**

**My Account**

- » My Profile
- » Change My Password
- » Log Out

**Help** ?

- Online manual
- Author guide
- Reviewer guide
- Conference Manager guide
- Disclaimer!

**Notifications** !

- View
- Settings

**Search**

All ▾

Search

**Conference Information**

- » Call for Papers (January 12, 2016 – February 20, 2016)
- » Accommodation

## 5. Starting the submission

Follow the procedures on the submission page.

EKO Home > User Home Home > Author > Submissions > New Submission

### Step 1. Starting the Submission

**1. START** 2. ENTER METADATA 3. UPLOAD SUPPLEMENTARY FILES 4. CONFIRMATION

Encountering difficulties? Contact Silvia Emili for assistance.

#### Conference Track

Select the appropriate track for this submission (see Track Policies).

Track\*

#### Session Type

Session Type  **Extended abstracts submission**

Extended abstracts should be up to 1500 words and should be structured as following: 1. ...

**Help** ?

- Online manual
- Author guide
- Reviewer guide
- Conference Manager guide
- Disclaimer!

**Notifications** !

- View
- Settings

**Search**

All

**Conference Information**

- » Call for Papers (January 12, 2016 – February 20, 2016)
- » Accommodation

For any problem or question about your submission, please contact [lenses@polimi.it](mailto:lenses@polimi.it)