

NOTES FOR THE AUTHORS OF PAPER ACCEPTED FOR POSTER PRESENTATION

1. FOR ATTENDANCE AT THE CONFERENCE

We kindly ask you to confirm your intention to prepare a full technical paper and give a poster presentation by **5th January 2018**, by filling in the PRESENTATION ACCEPTANCE FORM, which requires you to:

- ❖ Provide an abstract for the conference Book of Abstracts
- ❖ Submit your manuscript for inclusion in the conference proceedings which will be supplied electronically on a flash drive to all attendees
- ❖ Register to attend the conference and present your paper

Please note, the Organizing Committee cannot undertake to pay any of the author's costs for travel, registration, accommodation or subsistence. Speakers are recommended to register for the Early Bird discounted registration fee. The Early Bird registration fee deadline is **1st May 2018**.

Presenters are requested to register until the Early Bird deadline, otherwise they will not be included in the final conference program and proceedings.

To ensure your accommodation at the conference venue (Red Rock Hotel, Las Vegas) we suggest you to visit our website

(<http://www.ppxix.com/en/Conference/Accomodation>) and make your booking with the given instructions. The room block will fill up quickly.

2. YOUR CONFERENCE PAPER (MANUSCRIPT)

- ❖ Your conference paper manuscript is to be included in the published conference proceedings on a flash drive.
- ❖ The flash drive will be given to all delegates when they register for the conference.
- ❖ Your manuscript must not exceed 10 pages of combined text and figures.
- ❖ If you include photographs, please have these scanned or inserted electronically into the document.
- ❖ All papers must be written in English.
- ❖ The written paper must not be overtly commercial in tone, and please avoid the use of company and product or trade names. The Organizing Committee reserves the right to reject papers that do not comply with this or include representative titles

and technical merit (See on the website). Session moderators will review all papers and presentations for compliance.

- ❖ Papers must be in the format of a PDF file or a Word document. Papers should be saved both on a disk (as backup and to bring with you) and also emailed to ppxix@evacon.hu until **30th July 2018** the latest (Final Paper Submission Deadline).
- ❖ Please read and use the **AUTHOR GUIDELINES CONFERENCE PAPER PREPARATION** for preparing your Paper.
- ❖ Final Paper Submission deadline is **30th July 2018**. Papers received after this date cannot be guaranteed inclusion on the flash drive.

3. 5-MINUTE POSTER PRESENTATION

Those poster presenters who get the opportunity to give a 5-minute oral presentation during the main program must obey these rules:

- ❖ The presentations should not be longer than 5 minutes.
- ❖ During the oral presentation maximum 2 PowerPoint slides can be used.
- ❖ The official language of the conference is English. All presentations must be in English. All presenters must be fluent in English.
- ❖ Please prepare your presentation on the **5 MIN POSTER OFFICIAL POWER POINT SCHEME** of the conference (*it will be available on the conference website*).
- ❖ Please avoid to be commercial. Company/product logos are allowed **only** on the beginning slide.
- ❖ Please send us your Final PowerPoint presentation by **30th July 2018**, so that we can prepare it for the actual session and, for safety, please bring the presentation with you as well on a Flash Drive or CD.
- ❖ Please ensure you provide your 100-150-word **biography** until **5th January 2018**. when you send in your presentation. The biography should be a single-spaced Microsoft Word document in English only. This may be used by the session Chairman to introduce you and the speaker.
- ❖ 5-minute poster presenters **also have to prepare a printed poster** for display.



4. POSTER PRESENTATION DISPLAY

Those poster presenters who do not give a 5-minute poster presentation must prepare a printed poster to be displayed at the conference level. Please read and use the **AUTHOR GUIDELINES FOR POSTER DISPLAY** for preparing your poster. Measure of poster boards will be published on the website.

Please direct queries to: Evacon Ltd.
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