



## Abstract Submission Guidelines

### General:

- All abstracts must be submitted electronically by filling in the Abstract Submission Form below. Abstracts sent via email will not be processed or acknowledged.
- Abstract accepted formats are either Word Document (.docx) or LaTeX (.tex) files.
  1. **Latex Document (Preferred).** Download the zip file supplied, which contains the latex template, the bibliography bib file and supporting files. Non-Latin script language capability is offered using the Overleaf template included, which can be compiled online (only requirement is an Overleaf account obtained for free). This option supports the author's name in various languages. Once compiled, the Overleaf tex file, along with the bibliography and a pdf file can be downloaded (follow detailed instructions within the template.tex). In both cases when submitting, please include the .tex document, the bibliography .bib file and a .pdf version in a single .zip file and upload that file only.
  2. **Word Document.** Download the template found here. Please save your document in “.docx” format to avoid cross compatibility issues. When submitting, please include both the .docx document as well as a .pdf version in a single .zip file and upload that file only.
- Please name your files in this way “REGION\_FIRSTNAME\_LASTNAME.docx” or “REGION\_FIRSTNAME\_LASTNAME.tex”. REGION is one of **EA** (Europe, Middle East, and Africa), **AS** (Asia and Pacific), and **AM** (Americas). When submitting, please include both the .docx or .tex document as well as a .pdf version in a single .zip file and upload that file only. The correct naming of the file is again “REGION\_FIRSTNAME\_LASTNAME.zip” (e.g. AS\_Jane\_Lopez.zip )
- By submitting the Abstract Form, you agree that your talk, if selected, will be recorded and streamed via an online platform.

## Formatting Information:

### Abstract text:

1. Please type your abstract in English. The abstract should include text, mathematical symbols, and inline equations only, with no figures, tables, or equation blocks.
2. Please make sure that the abstract text does not exceed the pre-drawn text box, which translates to a limit of around 2,500 characters or 375 words.
3. Please do not change the box size nor the font (Times New Roman, size 11, line spacing 1.75).
4. Please do not include any figures.

### Presentation/Poster title:

1. Titles are generally capitalized except for words such as a, an, and, as, at, but, by, for, in, nor, of, on, or, the, to and up, which are usually not capitalized unless they are the first or last word of the title.
2. Do not put math or special symbols in the title except for chemical compositions.

### Authors names and affiliations:

1. Authors' names should be given in Latin script (English) with the given name followed by the family/patronymic/surname in capitals.
2. You can add non-Latin scripts of your name in parenthesis as shown in the template. For LaTeX files this is supported only with the Overleaf online template.
3. The presenter should be noted with underline, preferably with an email address where conference attendees can contact you.
4. Please do not distinguish between different departments at the same institution. Full addresses are also not necessary.

### References:

1. The number of references is limited to 8. If the references exceed the box dimension, do not worry, we are going to fix this later.
2. References should generally follow IEEE style (<http://ieeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>) but additionally, please omit article titles and limit the author list to one name et al. if there are three or more authors.
3. Please use plain text and do not use the reference system built in Word as you might encounter in cross compatibility issues.