General Instructions for EXTENDED ABSTRACTS and ONLINE PROCEEDINGS PAPERS for the 15th IAEE European Conference

(Note: Extended Abstracts & Online Proceedings will be available for download on the conference website.)

ONLINE EXTENDED ABSTRACTS

Overview:

Extended Abstracts will be available online at the Vienna conference website and in the IAEE master conference online database of proceedings for all delegates and members to view free of charge. Your name and speech title will not appear in the online program until you have submitted your 2-page Extended Abstract by following the instructions below. Both your Extended Abstract and speaker registration fees are due into IAEE Vienna Conference Headquarters no later than ***Friday, June 30, 2017***. If both your Extended Abstract and registration fee are not received by this date your name/speech title will be removed from our Vienna conference program planning process. The following process is the same for presentations as well as for posters!

Follow these instructions to submit your Extended Abstract:

1) Open up the "Extended Abstract Template" file (this template is located at https://eeg.tuwien.ac.at/conference/iaee2017//files/ExtendedAbstractTemplate.doc) and enter in the following information:
    a. Title of your Paper (This should be ***exactly the same*** as previously provided when uploading your Abstract through AAEE's online Abstract submission form). Use 14 point font (Times New Roman) capitalized, bold and italicized.
    b. Name and Affiliations/Organization, phone & email of lead author and co-author(s). Use 10 point font (Times New Roman).
    c. At least a paragraph each on your paper 1) Overview, 2) Methodology, 3) Results, and 4) Conclusions. A 5th section has been included for References should you wish to list these. For the main contents of the Overview, Methodology, Results, Conclusions, References use 10 point font (Times New Roman).
    d. The maximum page limit for Extended Abstracts is two (2) pages. ***Longer Abstracts will not be processed*** and will be returned to lead authors to shorten.
    e. You may embed into your MS Word template tables, graphics, pictures, equations, etc.
    f. Rename the "Extended Abstract Template.doc" file to your "Lead Authors Name.doc"

2) When you have completed your Extended Abstract please visit https://www.aaee.at/iaee2017//dashboard to upload your Abstract. The Extended Abstract replaces previous uploaded abstracts!

3) A sample Extended Abstract may be found by visiting http://www.iaee.org/iaee2017/AbstractSample.doc

ONLINE PROCEEDINGS PAPERS

The conference will produce an Online Proceedings Database. A Book of Extended Abstracts will not be published. Speakers are asked to complete their papers for inclusion in our Online Proceedings Database which will be fully searchable in open access format. Online Proceedings Papers are due into Vienna Conference Headquarters no later than ***Friday, June 30, 2017.***

Follow these instructions to submit your Online Proceedings Paper:

1) Though the conference has no page limit, we encourage you to submit a paper between 15 - 20 pages in length (including all text, diagrams, footnotes, references, tables, etc.) for inclusion in the conference online proceedings.
2) The size of your printed page may be A4 or 8.5" x 11".
3) Leave at least 0.75 inches for your margins at top, left & right – 1 inch margin for bottom. Use a 10 or 11 point font for your type. In general the type of font is up to you; keep in mind a "readable" type face is desirable (e.g., Arial, Verdona or Times New Roman).
4) Embed all text/graphics/charts/tables/pictures, etc., in your final single electronic file. DO NOT send more than one file containing pieces and/or parts of your paper to be linked together for the online proceedings. ***Papers will not be published online should fragmented files be received.***
    a. On the first page of your paper include the following information in this order:
        i. Title of paper. (This should be ***exactly the same*** as previously provided when uploading your Abstract through IAEE's online Abstract submission form).
        ii. Author(s) & organizational affiliation
        iii. Complete contact details for the lead author: Name, Title, Organization (no abbreviations), Address, Phone/Fax/Email
    b. Prepare your paper and proofread **TWICE**. A high-quality manuscript free of typographical mistakes and errors with good sentence structure is up to you.

5) When you have completed your Online Proceedings Paper please visit https://www.aaee.at/iaee2017//dashboard to upload your Paper in the Fullpaper section.
6) You must submit your Online Proceedings Paper in **PDF file** format – no MS Word Proceedings Papers will be accepted. We suggest that after you have generated your PDF file that you re-read the entire paper to ensure that all tables/graphics/formulas/equations/footnotes, etc. have remained in place and have not been dropped or removed when creating the PDF file.
7) A sample Online Proceedings Paper may be found by visiting http://www.iaee.org/iaee2017/OnlineProceedingsSample.pdf

PRESENTATIONS

Follow these instructions to submit your PowerPoint presentation:
1) We encourage you to upload your Power Point presentation using the author portal at https://www.aaee.at/iaee2017//dashboard . Please provide your presentation in either PDF (preferred) or PowerPoint format. You may submit your PowerPoint presentation at any time leading up to the conference. In addition bring your presentation on an USB - Stick directly to the conference!

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SPECIAL NOTES:

The day and time of your presentation will be forwarded to you later. You do not have the ability to change the date/time of your presentation.

The abstract paper title you previously sent to Vienna IAEE Conference Headquarters is what will be published on our website and printed in the conference program announcement. You are ***STRONGLY*** urged not to change your paper title as this may be confusing to conference delegates. The title of your paper will be listed in several different locations (e.g., program announcements, proceedings, marketing materials, etc.).

AT LEAST ONE author must register for the conference at the conference participant registration fee and attend the meeting to present the paper. This registration fee must be received by **Friday, June 30, 2017**, along with your Extended Abstract. Please register for the conference online by visiting https://www.aaee.at/iaee2017//dashboard
Please note that your Extended Abstract WILL NOT appear online at our website and your name/speech title will not appear in the conference program until you have paid your speaker registration fees.
Conference registration fees can be found at https://www.aaee.at/iaee2017//registration_information

The organizers reserve the right to edit the submitted documents at their discretion.

!!! Authors who submit multiple abstracts must note that if more than one of their papers is accepted one of the co-authors must register to present the paper. NO AUTHOR may present more than one paper at the conference. !!!

SUMMARY ACTION ITEMS:

1) No later than **Friday, June 30, 2017** complete and submit your **Extended Abstract** by following the above instructions.
2) No later than **Friday, June 30, 2017** register for conference by visiting https://www.aaee.at/iaee2017//dashboard
3) No later than **Friday, June 30, 2017** complete and submit your Online Proceedings Paper by following above instructions.
4) Make your **hotel reservations** as soon as possible. Visit https://www.aaee.at/iaee2017//accommodation for further informations. Space is limited and likely to sell out quick.

QUESTIONS MAY BE DIRECTED TO:

iaee2017@tuwien.ac.at