



INSTRUCTIONS FOR THE CONFERENCE PROCEEDINGS

The full paper and the complementary files to be published in the Conference Proceedings must be submitted online or delivered onsite to the Paper Delivery desk together with the **Copyright Transfer Agreement Form** duly filled and signed by one of the authors registered for the Conference.

The full paper is the most essential part of your contribution to the Conference Proceedings.

Title, authors and keywords must coincide in all the files delivered, in order to avoid incongruities.

Paper file preparation for the Conference Proceedings

- The full paper must be written in English and the layout should be exactly the same as the template in the 'Instructions for preparation of papers' provided on the EUBCE website. Papers with layout settings different from the template will not be accepted.
- The full paper must be submitted in Microsoft Word format (.doc) AND Adobe Acrobat format (.pdf).
- The files must be renamed with the session code followed by "_paper" (e.g. for session 1AO.4.1 the name of paper files will be "1AO.4.1_paper").
- If you are using special fonts, make sure that the checkbox "do not send fonts to distiller" is unchecked in the "Adobe PDF settings" page.
- Pdf files must NOT have any password nor security restrictions

Poster/Slides of Presentation for the Conference Proceedings

- The poster pdf file should have the same layout as the printed version displayed on the panel for the Poster Presentation.
- File formats different from pdf (e.g. jpg, tif, doc, ppt etc) that cannot be converted will not be accepted.
- The poster file must be renamed with your session code followed by "_poster" (e.g. for session 2CV.3.1 the name of poster file will be "2CV.3.1_poster").
- If you are using special fonts make sure that the checkbox "do not send fonts to distiller" is unchecked in the "Adobe PDF settings" page.
- Pdf files must NOT have any password nor security restrictions.
- Slides of presentation that should be published in the Conference Proceedings with your authorization will be collected directly from the Presenters' Desk and converted in PDF by the editor.

Online Submission for the Conference Proceedings

The online submission tool in the user area of the EUBCE website will be open from **1st April 2019 to 24th May 2019**.

Both paper (Microsoft Word AND Adobe Acrobat PDF) and poster (Adobe Acrobat PDF) files can be uploaded online; if only the poster is uploaded, please remember to indicate the chosen keywords in the poster file or in a separate file uploaded with it.

To complete your submission online correctly, it is mandatory to upload the relative Copyright Transfer Agreement form duly filled and signed.

Authors are kindly asked to upload at the same time all the requested files.

Onsite Delivery for the Conference Proceedings

The Paper Delivery desk will be open from **26th May 2019 to 30th May 2019** before the closing session. The opening hours are available on the conference website.

The full paper and/or the poster files can be delivered on a USB portable device or on a CD ROM labeled with your session code.

We look forward to your contribution and to meeting you in Lisbon.

On behalf of Dr. Nicolae Scarlat, Technical Programme Chairman, and with best regards from all members of the 27th EUBCE Executive Committee.

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