



INSTRUCTIONS FOR AUTHORS – CIE SYMPOSIUM IN HONG KONG 2020

1. Preparation of your Paper for the Proceedings

Use only the template which can be downloaded [here](#). The proceedings will be published only electronically and can include coloured figures. Please note that you have to sign and submit the [Copyright Agreement](#) together with your paper. Without Copyright Agreement your paper cannot be published in the proceedings.

2. Submission of Papers

Papers should be submitted as DOC and PDF files to ciecb@cie.co.at. Please note that the paper shall not have more than 10 pages, that the files should not be protected, and that the size of the DOC and PDF files should not exceed **15 MB in total**. In case the files exceed this size, please contact us at ciecb@cie.co.at for further guidance. The deadline for electronic submission of papers is **June 22, 2020, 23:59 CEST**.

By submitting your paper you agree on its publication in the proceedings.

3. Presentation of Oral Papers

The time allocated to a presentation is 15 minutes. There will be a discussion on all presentations within a session after the last presentation in that session (allocated time 5 minutes per talk, which will be held at the end of the session). For that reason authors are expected to be present during the whole session.

Authors are requested to prepare their presentation in PowerPoint (either ppt or pptx), including the talk number (OPxx) at the start of the file name, and bring it on a memory stick to the relevant meeting room between 08:30 and 08:45 on the morning of presentation to load on to the computer.

Please read the [Guidelines for Oral Presentation](#) carefully!

4. Presented Posters

Authors who have been assigned a “Presented Poster” may give a summary of their paper in a 5-minutes presentation in front of the audience within a presented poster session. After the session the authors present their poster within the poster session in the dedicated poster room. Authors are requested to prepare their presentation in PowerPoint (either ppt or pptx), including the talk number (PPxx) at the start of the file name, and bring it on a memory stick to the relevant meeting room between 08:30 and 08:45 on the morning of presentation to load on to the computer.

For your short oral presentation please read the [Guidelines for Oral Presentation](#) carefully!

For your poster presentation Guidelines for Poster Presentation will be provided in due course. Please check the symposium webpage for further information regularly.

5. Presentation of Posters

There will be ample space and time provided during the conference to present and discuss the posters.

Official poster session times: **Tuesday, July 28, 2020, 15:50-17:00**
Wednesday, July 29, 2020, 14:00-15:15

For your poster presentation Guidelines for Poster Presentation will be provided in due course. Please check the symposium webpage for further information regularly.

6. Key Dates

Early registration deadline: **April 30, 2020, 23:59 CEST**
Paper Submission Deadline: **June 22, 2020, 23:59 CEST**