

GUIDELINES FOR AUTHORS/SPEAKERS



DÜSSELDORF, GERMANY
CCD CONGRESS CENTER DÜSSELDORF
12 – 16 JUNE 2023

For papers and presentations submitted to METEC & 6TH ESTAD 2023

We know that your time schedule is tight, but kindly request you to read and follow the guidelines for authors and speakers below.

The submissions for the conference proceedings will be made available on a password-protected online platform for all registered participants of the conferences. To allow all speakers to contribute to the proceedings in the most flexible way, both full papers and Power Point slides can be uploaded as PDF files. Please note that submission of a full paper is explicitly desired. However, if this is not possible, it is mandatory to provide the slides as PDF by the deadline mentioned below. Please read ALL instructions before preparing your paper.

1. Timetable
2. Upload for proceedings platform – full paper and ppt slides
3. Guidelines for Producing your Paper
4. Slides for proceedings
5. Oral Presentation
6. General Information

1. Timetable

24 March 2023: Purchasing your speaker ticket

24 March 2023: Finalize your presentation title and co-authors

24 March 2023: Enter and complete your speaker profile and data

15 May 2023: Deadline of full paper submission or slides as PDF

30 May 2023: Deadline of PPT submission

Templates for Word is available on the **speaker platform**.

<https://register.metec-estad2023.com/users/login>

2. Upload for proceedings platform – full paper and ppt slides

Please log-in to your personal area at the speaker platform (Access data were sent by email after registration). Check and complete your submitted data.

Under "upload area" you can choose to upload a full paper or ppt slides – both as PDF files. By uploading a new version of either of them, the old one will be overwritten.

3. Guidelines for Producing your Paper

The following general outline should be used as a guide for organizing your paper:

Title: The title must be the same as submitted. If you want to change it, please inform us by 24 March 2023 at the latest.

Author(s) name(s) and affiliations(s): List the author's full name and those of any co-authors. Also include the address of the company with whom the author and co-authors are affiliated. Only speakers will be offered a reduced conference fee. Co-authors must register as standard conference participants.

Summary: The summary should state the main object and findings of the work (max. 250 words).



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Key Words: A list of 6 to 8 keywords is required to accompany the abstract, so the reader can easily identify the main topics of your paper.

Introduction: The introduction should give a brief overview of procedures, issues and short conclusions presented in the paper.

Text, Tables and Figures: Figures and tables must be placed as close as possible to the text reference and must have a caption typed directly below it.

Conclusion (optional): A conclusion should not be longer than 250 words and briefly review the most significant information of the paper.

Acknowledgments (optional): Acknowledgments should be brief and written in the first person, using "I" or "we".

References (optional): References should be cited as below:

[1] Johnson, M., Argyris, R., and MCGee, T.: Int. J. Machine Tool Res., 25-50 (1996), 30

Language: All contributions must be written in English.

Formatting Instructions:

- Page size: 16 cm x 24 cm (this document)
- Margins: 15 mm from the top, left and right; 20 mm from the bottom (this document)
- Font: Arial
- Font size: 10 pt for the main text, 8 pt for the captions, 11pt for the headlines
- Length: max. 8 pages
- Format: block justified (German: Blocksatz)

Photo resolution: Photo resolution must not be lower than 300 dpi in the final format.

Equations: Equations are set away from the text by a double line above and below.

4. PowerPoint slides for proceedings

Template: Please feel free to use your company's ppt templates for your presentation (format 16:9). However, we kindly request you to include the ESTAD logo on the start slide.

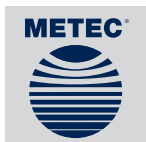
You can download it at the speaker platform.

Format: slide format should be 16:9, saved as .pdf

Upload: It is possible to upload a shortened version of your presentation for the proceedings platform compared to your presentation during the lecture.

5. Oral Presentation

The time allotted for your presentation is 15 minutes, including 5 minutes time for discussion. You can make use of your own powerpoint templates. We ask to include the ESTAD logo on the first slide. You can download the logo from the speaker platform. Please respect the limit of 20 MB for your PPT. Otherwise you might not be able to upload your presentation. In this case, please reduce the size of your pictures and try again. The presentations will be given to the operators, to avoid all-too-common technical problems. You may not use your own computer. Only technical equipment from the organizer may be used.



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6. General Information

We recommend arriving at the conference room 20 minutes before the start of the session; this is normally during a coffee or lunch break.

In the break before the session, make acquaintance with the assistants assigned to the room who will assist you with sound and PowerPoint projection. Please also introduce yourself to the session chairman. It is your responsibility to make yourself known to the chairman. Make sure the chairman knows how to pronounce your name.

The sequence of speakers is fixed as indicated in the program. Be prepared to start on time. Take a seat in the front of the room to ensure a smooth transition from one speaker to the other. You will be introduced by the chairman. He will mention your name, affiliation and country. You have to introduce the topic of your presentation yourself.

Thank you for strictly following these guidelines and helping to make METEC & 6TH ESTAD 2023 a success.

Best regards,

The Steering Committee of the METEC & 6TH ESTAD 2023 represented by the organizer,
the Steel Institute VDEh

Dr.-Ing. Stefanie Brockmann

If you have any questions or require further information please contact:

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