



DEADLINES – NO EXTENSION POSSIBLE

- The full paper and the signed and scanned copyright form must be submitted by **08 September 2022** via the Online Submission & Registration Platform:
<https://conference-service.com/regridweek2022> → *Left menu* » *Your Account* » *Authors' Corner*
- **One author** per paper **must register** for the Symposium. As a **speaker** you are eligible for a special reduced participation fee as long as you register by **08 September 2022**. After that date, the fee for "Speaker late registration" applies. For fees, visit: <https://mobilityintegrationsymposium.org/fees/>
- Your presentation slide deck (.pptx) must be submitted between **09 September and 5 October 2022** via the Online Submission & Registration Platform.

GUIDELINES FOR PREPARING THE PAPER

TEMPLATES AND DATA FORMAT

- All templates and required forms are provided on the Online Submission & Registration Platform:
<https://conference-service.com/regridweek2022>
Left menu » *Your Account* » *Authors' Corner* » *Submission guidelines & Templates*
- **Word and LaTeX** templates can be downloaded there. These templates are based on the IET paper template in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- Data format: Word (.docx, A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing

MAXIMUM NUMBER OF PAGES

- The full paper of a speaker must not exceed the maximum number of pages: **8**

ORTHOGRAPHIC NOTE FROM THE EDITOR

In order to harmonise the different versions for the printed proceedings we kindly ask you to use the following spelling versions:

- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title

GRAPHICS

- The manuscript's graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors
- Graphics should be inserted into the manuscript file rather than using copy and paste
- Do not link to a graphic but insert the graphic into the manuscript instead

FONTS

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts)
- Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file
- All Type 1 fonts are embeddable, only some TrueType fonts are embeddable
- Do not embed fonts in a graphic file



REQUIREMENTS FOR CREATING PDF FILES

- DO NOT use password protection in the PDF file
- All fonts, including the standard (base) fonts, must be embedded and subset in the PDF
- In “Settings -> Job Options -> Compression” of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color

GUIDELINES FOR PREPARING THE PRESENTATION

- You can use your own company layout for the Powerpoint presentation
- For your presentation please use an **aspect ratio of 16:9**
- Upload your presentation **after 8 September** to the Online Submission & Registration Platform:
<https://conference-service.com/regridweek2022> via the *Presentation upload* button here:
Left menu » Your Account » Authors' Corner » Submission/s

FURTHER INFORMATION

REGISTRATION

- As a speaker you are eligible for a special reduced participation fee as long as you register by **8 September 2022**.
- To register, access your account in the Online Submission & Registration Platform:
<https://conference-service.com/regridweek2022> → *Left menu » Your Account » Event Registration*
- **One** author per paper **must** register for the Symposium, **only one** author per paper is entitled to the speaker ticket.
- Please indicate your submission-ID in the registration (see notification email for your **submission-ID**) – Example: EMOB22-123

PRELIMINARY SYMPOSIUM AGENDA

- The agenda is published here:
<https://mobilityintegrationsymposium.org/agenda> and on the *Welcome page* of the Online Submission & Registration Platform
- The Symposium **agenda** will be **updated regularly** and **changes** can occur until the start of the Symposium, so please make sure to **check it from time to time**.

INTRODUCE YOURSELF TO THE SESSION CHAIR – SUBMIT SHORT CV

- Please introduce yourself to the chair of your session so that he/she can use these lines to introduce you to the session participants. Remember to keep it short.
- The Online Submission & Registration Platform <https://conference-service.com/regridweek2022> provides a form for some lines of your CV: *Left menu » Your Account » Authors' Corner » Submit Speaker CV*.



SHOW YOUR FELLOW PARTICIPANTS WHO YOU ARE – UPLOAD YOUR PHOTO FOR THE SYMPOSIUM WEBSITE

- The Online Submission & Registration Platform <https://conference-service.com/regridweek2022> provides an upload button for your photo for the publication on the Symposium website:
Left menu » Your Account » Authors' Corner » Upload Speaker Photo.
- Please upload the following picture format:
 - photo (head shot) as .jpg, .png or any of the popular photo file formats, preferably in the size of 250 x 250 px.