Guidelines for submission of an abstract to innoLAE 2020

- Please submit abstracts for both oral and poster presentations using the online submission page.
- A condition of submission is that, if accepted, the paper will be presented at the conference by one of the authors.
- All abstracts will be reviewed by the programme committee who will select papers within conference scope to create a balanced programme based on degree of innovation, manufacturing advance and commercial opportunity.

Abstract format

1. Abstracts **MUST** follow the template available on the conference website. This is a Microsoft Word file designed to ensure that your abstract is prepared in the right way for inclusion in the conference programme.
2. The abstract text should be written in English and the main text should be no longer than 500 words.
3. Each abstract - including title, authors, and any figures, captions, references and acknowledgements - must fit within one page, using the following format:
   a. Page size :   A4 portrait
   b. Margins: top 2.5 cm, other 1.75 cm
   c. Title: Arial bold 16 pt. The title should be in sentence case (i.e only the first word is capitalised other than proper nouns) with no full stop
   d. Authors: 10 pt Arial, with affiliation indicated by superscript numeral, if more than one
   e. Affiliation   10 pt Arial italic
   f. Main text: 10 pt Arial, justified
   g. Line spacing: 1.2 lines
   h. Paragraph spacing   6 pt spacing after each paragraph
   i. Figures (optional):   Centred, with a caption (Arial 10 pt italic)
   j. References (optional): If required, references are indicated in the text by [1], [2] etc with a table at end of document
   k. Reference table: Arial 10 pt, single line spacing
4. After the abstract text, please include

Process for submitting an abstract

1. Answer the questions in the abstract form. Mandatory questions are indicated by an asterisk.
2. The form requests:
   i.   Your contact details, and of the presenting author if not you,
   ii. abstract title
   iii. oral or poster presentation preference
   iv. topic of the presentation
   v.   a short biography of the presenting author (no more than 150 words).
3. Upload your abstract and biography file by clicking on "Select file" button, browsing to the correct directory on your PC and selecting the file. The file must be in doc or docx format and be no larger than **2 Mbytes**. Please name your file: "*Presenting author*_innoLAE2020_abstract.docx"
4. Upload a photograph of the presenter (in jpg, png, gif or bmp format). This photo will be used on the conference website and the programme. Please name your file "*Presenting author*_innoLAE2020_photo.jpg" (or .png etc)
5. In the same way, please upload a copy of your company or institution logo which we can use on the conference website and provide a web address we can link to.
6. If the file upload fails check the file format and size are correct. If there is still an issue please email the files to info@largeareaelectronics.org
7. Check that your file uploads were successful and then complete your submission by clicking the "Submit" button, which will then display an acknowledgement message.

Acknowledgement of receipt

Successfully submitted abstracts will be acknowledged by email, if you do not receive an acknowledgement within 24 hours, please contact info@largeareaelectronics.org

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Contact info@largeareaelectronics.org if you wish to amend or withdraw your abstract.