

**European International Conference on Transforming Urban Systems 2019
(EICTUS-2019),**

26-28/06/2018,

Université de Strasbourg, France

Guidelines for Authors

General Guidelines

- Submitted papers will be reviewed by reviewers of scientific committee and be scheduled for either oral or poster presentation during the conferences if the topic is relevant and the quality of the data justifies scheduling.
- Irrelevant or poor-quality abstracts may be rejected or returned to author for further improvement with recommendation of resubmission.
- Reviewed and accepted papers will receive notification information via email, and will be requested to register before the Registration deadline.
- EICTUS-2019 will not accept any paper which, at the time of submission, is under review, is accepted for publication, or has already been published in another conference or a journal.
- The submitted abstract and extended manuscript must contain original work carried out by the authors and it should be submitted in present form with consent of all contributing authors.
- Before to submit your abstract, please be sure that this work/abstract/manuscript is neither published nor under consideration for publication nor under review process in any other conference, journal, proceedings or presentation.
- To avoid any kind of plagiarism, it is highly encouraged to cite proper references wherever it is necessary and permissions should be taken in case the material is copied or reproduced in part or full from other sources and is used in this study.
- By submitting the abstract in EICTUS-2019, you authorise the organizing and scientific committee to review, publish, distribute and reproduce the text in its present form in conference proceedings, flyers, booklets, journals with copy right to author.
- You have to abide by the publishing policy of the organizers such as (copy right, open access, interest, registration charges, cancellation of abstract from conference programme and reprints etc).
- In case of medical research involving human subjects, research ethics and patient's informed consent prior to any test, clinical trials, health flow chart, privacy, confidentiality and post-trial provisions according to World Medical Association Declaration of Helsinki.
- The conference official language is English. So please submit your abstract and presentation in English language
- After the conference, the authors who wish to publish their extended manuscripts in European Journal of Urban Environment or European Journal of Climate Change published by European Academy of Applied and Social Sciences (www.euraass.com) can submit their full length articles directly on website of the journal before 30.08.2019.

General Information for Presenters

- All the participants are requested to send their presentation in PowerPoint (2003, 2007, 2010 or 2013) via email on or **before 20.05.2019**. It will help us to manage all the sessions accordingly.
- The participants who are unable to send their presentation in PowerPoint **on or before 20.05.2019**, we kindly ask all of them to come to the Speaker Preview Room and sign in to submit a copy of their presentation. This will serve as an indication to the relevant session Chairs and/or moderators whether or not you are in the building. Speakers are requested to bring their PowerPoint presentations to the speaker preview room **at least 3 hours before their session starts** or one day in advance if the session starts early in the morning.
- To avoid breaks between speakers, no laptop presentations are foreseen in session rooms. Please note that all session halls will have PowerPoint facilities only.
- Your session Chair has been encouraged to contact you prior to the meeting to request a copy of your presentation and a short bio to introduce you.
- You are requested to be presented 10 minutes before your presentation in the session room where your presentation is scheduled according to the conference program.
- All presentations should be in English followed by questions in English.
- The length of time allotted for each presentation depends on the overall length of the session and the number of speakers in the session.
- Please consider your timing carefully, as each session has a time limit assigned.
- Structure your presentation according to your given time so that you present the main points and allow sufficient time for questions and discussions.

General Guidelines for power point slides

- Please note that we accept only PowerPoint presentations.
- Slide/Overhead/VCR projectors will NOT be available.
- To ensure your presentation runs smoothly, please submit your presentation at the Speakers Preview Room at least 3 hours prior to your presentation.
- An IT technician will be available to assist you and to load the PPT presentations prior to the start of the sessions.
- Make sure slides are legible.
- Use an appropriate font size to be visible upto last desk of the conference room.
- All the text presenting in the conference should be in English.
- All presentations are held in Microsoft PowerPoint on a PC running Windows.
- Your presentation should be prepared in PowerPoint 2003, 2007, 2010 or 2013.
- If you are using software other than Microsoft PowerPoint on a PC running Windows (e.g. OpenOffice, PowerPoint for MAC, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs before you travel to participate in conference.
- Presentations in Acrobat PDF format or WORD format will not be accepted.
- Computer projection will be available. Neither slide (35mm) projections nor personal laptops (MAC and PC) can be used in the conference session rooms. A single computerised system will manage all projections and will send the presentations to the assigned session rooms automatically. This tried and tested method guarantees

easier management, high quality projection and a quicker, smoother running of the presentations.

- In the Speaker Preview Room, a technician helps the speaker to transfer his or her presentation into the central congress network. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied.
- Desktop computers / Laptop will be available at the Speaker Preview Room for any last minute changes and to review presentations. No more changes can be made inside the session room where the session will take place.
- In each session room, a technical assistant starts each presentation at the right time using the computer connected to the central conference network. When the presentation is launched, the speaker has control and can navigate with a remote device.

Guidelines for preparing Scientific Posters

- The poster should show the full title of your submitted abstract.
- The text should be brief and well organised, presenting only enough data to support your conclusions
- The text should make clear the significance of your research
- The text should include your hypothesis, methods, results, and conclusions.

Poster design

- Format of the posters is portrait.
- The size of each poster is maximum 95 cm width and 200 cm
- The title should be approximately 7cm (3in) high, with authors' names and affiliations in somewhat smaller print.
- All text should be legible from a distance of approximately 1.50m (5ft).
- Type size should be at least 24 point, in bold style. The typeface chosen should be a simple and clear one (e.g., Helvetica or Arial).
- Colour should be used sparingly, to provide contrast.
- The main parts of the poster can be highlighted with warm colours, and the less important parts can be done in cool colours.
- Some suggestions for colour combinations are as follows: Green on white, red on white, black on white, blue on white, white on blue, and white on black.
- Illustrations should be simple and eye-catching, with unnecessary detail left out.
- Photos should be enlarged enough to show relevant details.
- It is optional to include QR codes on the poster.

Display of poster

- Your poster board number will be indicated in conference programme.
- Your poster session will be indicated in the conference programme
- Since double-sided tape will be used to affix your poster, it is advisable to avoid to print posters on cloth, otherwise they will fall off the boards
- Materials to fix the poster to the poster boards will be made available onsite at the conference reception hall.