

SomnoSafe 2016



BRUSSELS, BELGIUM
22 & 23 February 2016

International Symposium on Somnolence, Vigilance, and Safety

GENERAL INSTRUCTIONS FOR SUBMITTING AUTHORS

Introduction

The present document gives general instructions for (prospective) authors of the above conference to prepare and submit their "conference abstracts", or "abstracts" for short. Additional information is found on the "Conference" webpage of the symposium website www.somnosafe.com.

This webpage and the present document will be updated as necessary. In particular, you should consult this webpage regularly to keep abreast of possible changes in the various dates.

Scope

Your abstract must address one of the topics listed in the Call for abstracts (CFA), which is available on the above webpage, and which refers to the "Scope & overview" webpage of www.somnosafe.com.

Language

Your abstract must be written in English.

Length

The main text of your abstract (i.e. excluding title, list of co-authors and affiliations, and keywords) must have a length of at most 400 words, and the whole abstract must fit on one (1) page, i.e. on one face of one sheet of paper (A4 or US Letter).

The abstract can contain keywords (see below), figures, tables, and references, but the above length constraints must be met. The maximum length of 400 words includes the main text including captions, if any, but it does not include the keywords, if any.

It is suggested that the actual length of (the main text of) your abstract be close to the 400 word limit so that reviewers have sufficient information to evaluate your abstract.

Formatting of abstracts

You can write your abstract using either LaTeX, OpenDocument, or Microsoft Word. Rather than

providing the detailed specifications for the abstract layout, we provide a template for each of these formatting systems. These templates (and related files) are found in the corresponding Author Kits on the above webpage. The templates are:

- SomnoAlert-Latex-Template.tex
- SomnoAlert-OpenDocument-Template.odt
- SomnoAlert-Word-Template.doc.

The Author Kits also give the PDF files that were produced from each of these templates. This shows you how the final abstract should look.

We highly recommend that you start from your preferred template and that you progressively transform it into your own abstract. This is a good way to ensure that your abstract is correctly formatted.

Please, do not modify any of the settings in the templates!

The margins are automatically set. Everything must be contained in a 178mm x 229mm area. Note that the left and top margins can slightly differ depending upon whether you print your document with the A4 setting or with the US Letter setting.

To achieve the best viewing experience for the conference proceedings, you must use a Times New Roman font, no smaller than 9-point type, for the keywords and the main text of your abstract.

Optionnally, you can enter up to 10 keywords (or index terms) separated by commas, before the main text, as indicated in the templates. These keywords are not counted in the word limit.

Figures and tables must appear within the designated margins.

Your abstract (and your submission) cannot contain any audio or video content.

It is important that you do not paginate your abstract.

Once you have formatted your abstract, you must generate the corresponding PDF file and compare it with the PDF file provided in the Author Kit you have used. If you have followed the instructions correctly, your PDF file will look like the one provided in this kit.

You are then ready to submit your abstract.

Submission of abstracts

Your abstract must be submitted by the deadline indicated on the above webpage.

You must submit your abstract via the OpenConf submission system located at

auto24.montefiore.ulg.ac.be.

Please, be aware that the submission system may not yet be ready when you read these instructions.

We start with a high-level view of the submission process. You must first fill out a submission

form with key information about this submission/abstract. Upon completion of this step, you will receive a “submission ID” by email. Using this ID, you can then upload the PDF file of your abstract. These steps are described in more detail below.

As an author, you must initially click on “Make Submission” on the homepage of the submission system. This leads you to a submission form that you must fill out. The form is self-explanatory. However, you should deal with the “Abstract” and “Optional Comments” fields in the following way:

For the “Abstract” field, simply copy and paste the main text of your abstract as it exists in your PDF file. Specifically, do not provide a different text.

At the top of the “Optional Comments” field, write one of the following preferences: “Oral presentation preferred”, “Poster presentation preferred”, or “No preference for type of presentation (i.e. oral or poster)”. If you do not provide any information here, we will assume that you have no preference. In all cases, the final determination of the type of presentation will be made by the organizers.

To complete this initial registration step, you must click on “Make Submission” at the bottom of the form.

You will then receive an email containing your “submission ID”. With this submission ID and the password you did set in the submission form, you can access the other submission tools by clicking on “Edit Submission”, “Upload File”, and “View File”.

In particular, you must click on “Upload file” to submit the PDF file of your abstract.

Review of abstracts

Your abstract will be evaluated by reviewers and you will be notified of the decision by the date indicated on the above webpage.

Submission of camera-ready abstracts (following acceptance)

If your abstract is accepted, you will need to implement, if applicable, the modifications possibly requested by the reviewers, and to submit the final, camera-ready abstract by the deadline indicated on the website. You will upload the PDF file of the camera-ready abstract in the same way as for the initial file.

You may also need to sign a Copyright Agreement form.

You may also be given additional instructions by email.

Oral presentation vs. poster presentations

At the time of submission, you should indicate (in the “Optional Comments” of the above submission form) whether you have a preference for an oral presentation or for a poster presentation. However, as already indicated, the organizers will make the final determination of whether an abstract will be presented orally or as a poster.

In both cases (oral and poster), the steps for formatting and submitting the abstracts are the same.

Preparation of presentations (oral or poster)

We will send you the appropriate instructions by email.

Registration requirements

At least one of the co-authors of your abstract must register and pay the registration fee by the deadline indicated on the above webpage for submitting camera-ready abstracts. The day that we receive your payment on will serve as the reference.

Failure to adhere to this rule will result in the automatic withdrawal of your abstract from the conference program and/or the conference proceedings, this even if your abstract was initially accepted for presentation and publication.

No-show policy

We keep a list of the authors of abstracts that are accepted, but not presented (orally or as posters) during the conference.

Important points

- The main text of your abstract must have at most 400 words and must fit on one page.
- Use the provided templates.
- Do not paginate your abstract.
- Register appropriately by the deadline.
- In case your abstract is accepted, make sure it is presented.

Questions?

For any other question, please see the "Contacts" webpage of www.somnosafe.com.