

## Guidelines for submission of an abstract to innoLAE 2019

- Please submit abstracts for both oral and poster presentations using the [online submission form](#).
- 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

### **Process for submitting an abstract**

1. Complete the submission form at [http://www-large-area-electronics.eng.cam.ac.uk/innoLAE2019\\_abstract](http://www-large-area-electronics.eng.cam.ac.uk/innoLAE2019_abstract)
2. Mandatory questions are indicated by an asterisk.
3. The form requests:
  - i. contact details of the presenting author,
  - ii. list of the co-authors,
  - iii. abstract title
  - iv. oral or poster presentation preference
  - v. topic of the presentation
  - vi. Upload your abstract file by clicking on "Select files" button, browsing to the correct directory on your PC and selecting the file. Only one file may be uploaded. If you wish to replace your file, click delete next to the file name and repeat the upload process. The file must be in doc or docx format and be no larger than 2 Mbytes.
  - vii. A short biography of the presenting author (no more than 150 words)
  - viii. Upload a photograph of the presenter (in jpg, png, gif or bmp format) as you did for the text file upload. This photo will be used on the conference website and the programme.
4. Complete your abstract 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](mailto:info@largeareaelectronics.org)

### **Withdrawing or amending your abstract**

Contact [info@largeareaelectronics.org](mailto:info@largeareaelectronics.org) if you wish to amend or withdraw your abstract.