

GUIDELINES FOR AUTHORS/SPEAKERS



DÜSSELDORF, GERMANY
CCD CONGRESS CENTER DÜSSELDORF
24 – 28 JUNE 2019

For papers and presentations submitted to METEC & 4TH ESTAD 2019

We know that your time schedule is tight, but kindly request you to read and follow the guidelines for authors and speakers below.

These guidelines have been developed by the Steel Institute VDEh to assist authors and speakers in the preparation and submission of their papers and presentations for the METEC & 4TH ESTAD 2019 proceedings. The Steel Institute VDEh requires papers to be submitted electronically with full text, tables and figures. Please read ALL instructions before preparing your paper.

1. Timetable
2. Guidelines for Producing your Paper
3. Formatting Instructions
4. Submission of Manuscript
5. Proofing your Manuscript
6. Oral Presentation
7. General Information

1. Timetable

31 January 2019: Completion and verification of basic data

31 March 2019: Deadline of full paper submission

30 May 2019: Deadline of PPT submission

Templates for Word and PPT are available in the **speaker platform**.

2. Guidelines for Producing your Paper

The following general outline should be used as a guide for organizing your paper:

Language

All contributions must be written in English, and the units used are those of the International Metric System of Units (SI); for example:

Base quantity	Name	Symbol
length	meter	m
volume	cubic meter	m ³
mass	kilogram	kg
time	second	s
electric current	ampere	A
temperature	kelvin/celcius	K/°C
pressure	bar	bar
amount of substance	mole	mol
luminous intensity	candela	cd

Table 1: International Metric System of Units (SI)

Title

The title must be the same as you previously submitted for the final program.

Do not type in capital letters only. If you want to change the title of your presentation and your paper, please inform us by at the latest.



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Author(s) Name(s) and Affiliations(s)

List the author's full name and those of any co-authors. Please follow the example: R. Smith, J. Schmitz, Company/Institution/University 1, Country; P. Miller, S. Winter, Company/Institution/University 2, Country; etc. Do not type in capital letters only.

Only speakers will be offered a reduced conference fee; please use only the speaker platform to register. Co-authors must register as standard conference participant if they want to participate.

Contact data

Please name a contact to whom the reader can direct questions about the paper (Name, Company, Address, Phone, Fax, Email).

Summary

The Summary must state the main object, scope and findings of the work in no more than 300 words.

Key Words

Key Words will be used to help the reader identify the main topics your paper is dealing with. A list of six to eight Key Words are required to accompany the summary.

Introduction

The introduction should give a brief overview of any preconditions, procedures and problems presented in the paper.

Tables and Figures

Each figure and table must have a caption typed directly below it such as **Figure 1 and 2**.

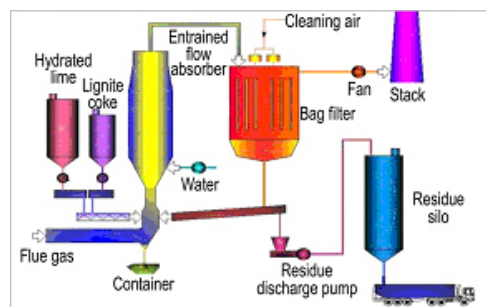


Figure 1: End-of-pipe solution by fabric filter technology at Rogesa

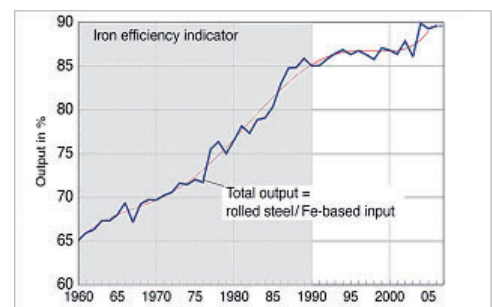


Figure 2: Iron efficiency indicator of the German steel industry

Conclusion

A conclusion should briefly review the most significant information and conclusions of the paper. A well-written conclusion should be no more than one paragraph.

Abbreviations

All abbreviations used in the paper should be explained in a table.

Acknowledgments

An acknowledgment is optional; however, if one is included it should be brief and written in the first person, using "I" or "we".

References

References should be cited in the following manner:

- [1] Johnson, M.; Argyris, R.; MCGee, T.: Iron ores and coke supplies for the German steel industry; Int. J. Machine Tool Res., 25-50 (2009), P. 30
- [2] Goodfellows, H. D.; Pozzi, M.: Coke reactivity in steelmaking; MPT, 2006, No. 6, P. 24-30



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Appendix

An appendix is optional; however, if one is included it should be related to one topic and each topic should form a separate appendix.

3. Formatting Instructions

- Once you receive your user name and password please log-in to your personal area. Please check and complete your submitted data. Submit your paper as a Word and PDF file (with complete incorporated pictures). Please make sure that you have the copyright of all pictures. The organizer is not liable for any claims.
- Please type manuscripts using DIN A4 (21x29,7 cm) paper following the instructions below. A Word template accompanies these guidelines.
- The margins are 20 mm on the top, 15 mm on the left and the right, and 24 mm for the bottom.
- The font to be used is Arial and the font size is 10 pt, line spacing is 1.
- Captions below tables and figures should be typed in 10 pt italic.
- The font for the title is 13 pt bold, line spacing is 1,5.
- The font for headlines (e.g. Conclusion, Introduction, etc.) is 12 pt bold, line spacing is 1.
- The maximum space available is 10 pages.
- The paper will be published in electronic form; so please ensure good quality for the pictures, tables and diagrams. All graphics can be in color.
- Please type left-aligned; the text must be arranged in two columns.
- The limit for your Word and PDF file is 20 MB.

Due to the enormous number of papers, we are not able to proofread either the papers or the presentations. Please make sure that spelling and grammar are correct and that you followed the Guidelines for Authors/Speakers properly.

If the paper is not in the right format, we will not accept it. Papers submitted in the wrong format or after the deadline might not be published and the presentations deleted from the program.

Equations

Equations are set away from the text by a double space above and below the equation.

Copyright

Copyright of all material published in the METEC & 4TH ESTAD 2019 Proceedings passes over to the Steel Institute VDEh.

4. Submission of Manuscript

All papers must be submitted online. Please log in to the speaker platform and complete the required data before **31 January 2019**.

The deadline for full paper submissions is **31 March 2019**.

5. Proofing your Manuscript

You will be emailed your manuscript, in complete layout, by 18 April 2019 at the latest. If for some reason you do not receive your manuscript by this date please get in contact with us immediately.

Please print your manuscript out and check that everything is correct.

Should the wrong layout or other problems be caused due to treatment by TEMA, please inform us immediately, by 30 April 2019, at the latest.



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6. Oral Presentation

The time allotted for your presentation is 20 minutes, including 5 minutes time for discussion. You can download your PowerPoint presentation template in the speaker platform. Please use this template for your presentation and use the speaker platform to submit your presentation. Please respect the limit of 20 MB for your PPT. Otherwise you might not be able to upload your presentation. In this case, please reduce the size of your pictures and try again. If you want to include videos in your presentation, please inform us at: news@metec-estad.com. The presentations will be given to the operators, to avoid all-too-common technical problems. You may not use your own computer. Only technical equipment from the organizer may be used.

We recommend that you ensure a high contrast between the background color and the colors of the text in your PowerPoint presentation to ensure easy reading, even from a distance. The font size should not be smaller than 16 pt.

7. General Information

We recommend arriving at the conference room 20 minutes before the start of the session; this is normally during a coffee or lunch break.

In the break before the session, make acquaintance with the assistants assigned to the room who will assist you with sound and PowerPoint projection. Please also introduce yourself to the session chairman. It is your responsibility to make yourself known to the chairman. Make sure the chairman knows how to pronounce your name.

The sequence of speakers is fixed as indicated in the program. Be prepared to start on time. Take a seat in the front of the room to ensure a smooth transition from one speaker to the other. You will be introduced by the chairman. He will mention your name, affiliation and country. You have to introduce the topic of your presentation yourself.

Thank you for strictly following these guidelines and helping to make METEC & 4TH ESTAD 2019 a success.

Best regards,

The Steering Committee of the METEC & 4TH ESTAD 2019 represented by the organizer, the Steel Institute VDEh

Dr.-Ing. Hans Bodo Längen

If you have any questions or require further information please contact:

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