

Guidelines and Template for Papers and Presentations submitted to the 11th TOOLING 2019 Conference & Exhibition

As we know that your time schedule is tight, in order to avoid further corrections, we kindly request you to read and follow the guidelines for authors below.

Please note that papers which do not follow those guidelines cannot be published.

1. Guidelines regarding your Paper

Please log-in to your personal area at the TOOLING2019 speaker platform (Access data were sent by email after registration). Check and complete your submitted data. Please follow the instructions on how to submit your paper as a Word file (with complete incorporated pictures) as well as high resolution PDF.

1.1. Structure

The paper must respect the following structure:

- **Title:** The title must be the same as submitted. If you want to change it, please inform us by November 30, 2018 at the latest.
- **Author(s) name(s) and affiliations(s):** List the author's full name and those of any co-authors. Also include the address of the company with whom the author and co-authors are affiliated.
Only speakers will be offered a reduced conference fee. Co-authors must register as standard conference participants.
- **Summary:** The summary should state the main object and findings of the work (max. 250 words).
- **Key Words:** A list of 6 to 8 key words is required to accompany the abstract, so the reader can easily identify the main topics of your paper.

- **Text, Tables and Figures:** Figures and tables must be placed as close as possible to the text reference and must have a caption typed directly below it.
- **Conclusion:** A conclusion should not be longer than 250 words and briefly review the most significant information of the paper.
- **Acknowledgments (optional):** Acknowledgments should be brief and written in the first person, using “I” or “we”.
- **References:** References should be cited as below:

[1] Johnson, M., Argyris, R., and MCGee, T.: Int. J. Machine Tool Res., 25-50 (1996), 30

1.2. Writing and Formatting

- **Language:** All contributions must be written in English.
- **Formatting Instructions**
 - Page size: 16 cm x 24 cm (this document)
 - Margins: 15 mm from the top, left and right; 20 mm from the bottom (this document)
 - Font: Arial
 - Font size: 10 pt for the main text, 8 pt for the captions, 11pt for the headlines
 - Length: max. 8 pages
 - Colour: Please make sure all diagrams, figures, tables and photos are legible when printed in black & white as well as when printed in colour
 - Format: block justified (German: Blocksatz)
- **Photo resolution:** Photo resolution must not be lower than 300 dpi in the final format.
- **Equations:** Equations are set away from the text by a double line above and below.

1.3. Submission

Authors are required to submit their full paper by December 14, 2018. All papers must be submitted online. Your abstract is already online; changes can be made before February 25, 2019.

2. Guidelines regarding your Presentation

2.1. PowerPoint Presentation

- **Duration:** 25 minutes including 5 minutes for discussion and transition.
- **Format: 16:9** - Power Point Slide Show: *.ppt, *.pptx, *.pps or *.ppsx. Enclosed you find a template. Please use this template for your presentation.
- **Contrast:** High contrast between the background colour and the colours of the text is required to ensure an easy reading.
- **Font size:** Not smaller than 16 pt.

2.2. General Information

We kindly ask you to arrive at the conference room at least **15 minutes before the session starts** (coffee or lunch break) and make acquaintance with the assistants assigned to the room who will assist you with sound and PowerPoint projection. The sequence of speakers is fixed as indicated in the program.

Please 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.

3. Proof-reading

All papers will be reviewed by the Program Committee as part of the review process. However due to the amount of lectures, we are not able to proof-read neither the papers nor the presentations. Please check spelling and grammar.

4. Deadlines

The deadline for submission of **paper** is **December 14, 2018**.

The deadline for submission of PowerPoint **presentation** is **April 15, 2019**

5. Copyright

TEMA is allowed to publish your delivered material in the Proceedings of the TOOLING2019 and is also allowed to use the material for press work and social media in all necessary materials, reports, newspaper and platforms.

Thank you for your cooperation!

By following these guidelines, you will help us to make the TOOLING2019 a great success.

Should you need any further information, please do not hesitate to contact:

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