INCOSE EMEA WSEC 2023
Paperless Presentation Abstract Preparation Guidelines

# Purpose

This document is intended to help authors who want to submit an abstract for a paperless presentation for the INCOSE Europe, Middle East, and Africa (EMEA) Sector joint Workshop and Systems Engineering Conference (WSEC) 2023. To access the documents referenced below, go to the [*Downloads*](https://www.incose.org/emeawsec2023/downloads)section of the INCOSE EMEA WSEC 2023 website: [*https://www.incose.org/emeawsec2023/downloads*](https://www.incose.org/emeawsec2023/downloads).

Before completing the abstract, review the “A.4 Presentation Evaluation Criteria”, also available on the INCOSE EMEA WSEC 2023 website [*Downloads*](https://www.incose.org/emeawsec2023/downloads)section.

# IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for the INCOSE EMEA WSEC 2023. INCOSE does not share information with third parties.

A double-blind peer review process will be used for abstract submissions; the author’s identity will be concealed from the reviewer and the reviewer’s identity will be concealed from the author. To facilitate the double-blind review process, the submission of an abstract must be anonymized according to the guidelines provided in these instructions so that it does not contain any reference to the author’s name or organizational affiliation. The goal of this approach is to remove potential bias from the review process to ensure that presentations accepted for the INCOSE EMEA WSEC 2023 are selected based on their merit.

The submitted abstracts MUST be a final version.

All attendees, including presenters, must register and pay for at least the one day they are attending the INCOSE EMEA WSEC 2023.

# Submission Process

To submit an abstract for a paperless presentation:

1. Follow the guidelines below to complete the abstract and save it as a PDF file. To facilitate the double-blind review process, make sure the abstract you initially submit for review has been “anonymized” as described in these instructions.
2. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it ***does not*** have to be completed and is provided as a convenience to enable you to collect all the necessary information before emailing the submission for review. The worksheet itself will not be submitted, so you can fill out some or all the information in the provided tables and copy and paste it into your email for submission.
3. Submit your abstract by *clicking here.*
4. Provide the following information in your email in submitting your abstract:
* Title:
* Abstract:
* Keywords:
* Country:
* Topics & Domains:
* Primary Sector:

**Note**: Review the Submission Worksheet below for important instructions regarding these fields.

1. After the submission is complete, a confirmation email will be sent. You should receive the email within two days; if you do not receive an email, contact the INCOSE EMEA WSEC 2023 organizing committee (*emea-events@incose.net*) for confirmation.
2. If your presentation is accepted:
	1. Download the Microsoft PowerPoint template from the INCOSE EMEA WSEC 2023 website and complete your presentation slides.
	2. All feedback and suggestions from reviewers must be considered, and relevant author information must be added to the presentation. Send the final version of the presentation with your submission to *emea-events@incose.net*. Make sure that all the information in your presentation is up to date for the final submission and provide the following information in your submission email:
* Title:
* Authors, Organization, Country:
* Speaker:
* Abstract:
* Keywords:
* Topics & Domains:
* Primary Sector:
	1. You must provide a zip file containing a signed IP release form from each author. Attach the zip file with your submission to the email.

After updating your submission, you should receive a confirmation email within two days. If you have any difficulties, contact the Technical Program Chair (*emea-events@incose.net*) for assistance.

# Submission Worksheet

**Note**: This worksheet includes important instructions regarding the information required for your submission, but it ***does not*** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission by email. The worksheet itself will not be submitted, so you can fill out some or all the information in the provided tables and copy and paste it into the submission email.

## Author Information

Add or delete columns as necessary for fewer or more authors.

| **Contact Details** | **Author 1** | **Author 2** | **Author 3** |
| --- | --- | --- | --- |
| **First Name**(as it should appear in the workshop & conference program and advertising) |  |  |  |
| **Last Name**(as it should appear in the workshop & conference program and advertising) |  |  |  |
| **Email**Note: This email addresswill be used as the primary means of communication with each author. |  |  |  |
| **Country**Note: This information will be used to assess geographical representation in the Technical Program. |  |  |  |
| **Organization**(complete business, school, or organization name as it should appear in the workshop & conference program and advertising) |  |  |  |
| **Corresponding Author**Indicate whether each author should be included in the correspondence regarding the submission and workshop & conference. If there are multiple authors, select at least 2 corresponding authors. |  |  |  |
| **Speaker**Identify the speaker who will present the presentation at the workshop & conference. |  |  |  |

## Submission Information

|  |  |
| --- | --- |
| **Title**Copy and paste the title from your presentation. See additional title guidelines below. |  |
| **Abstract**See the additional abstract guidelines below. |  |
| **Keywords**Enter at least 3 keywords or phrases describing your submission that could be used for searching. |  |
| **Topics & Domains**Select no more than 3 topics and 3 domains. Only select topics and domains relevant to your submission, as this information will help workshop & conference organizers optimize the placement of the session. For options, refer to the “Submission Review Categories” document available from the INCOSE EMEA WSEC 2023 website. |  |
| **Primary Sector**Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the main author of the presentation. |  |

# Instructions for Preparing the Abstract

## Language

Only abstracts written in English will be accepted for review.

## Abstract Submission Format

The abstract should be included in the submission email body as part of the information required for submission.

## Page Layout

n/a

## Abstract Length

The abstract should be concise and well-structured. The length of the final abstract should not exceed 17 sentences and 200 words.

## Presentation Title

Write an interesting title that raise interest and encourage further reading. This could be done by listing no more than 10 keywords and writing a couple of sentences using them to describe your work. Focusing on these sentences, you construct a sentence that captures the essence of your work and condense it to express the essentials of your presentation.

## Author and Other Information to be Anonymized

**Initial Abstract Submission (before review):**

To support the double-blind review process, the abstract must be “anonymized” for initial submission by removing all identification details as follows:

* Do not include any author information in the submission email.
* Remove all references to funding sources and participating organizations.
* Do not include acknowledgements.
* Do not include biographies of authors.

**Final Presentation Submission (updated after review):**

After reviewing the initial abstract submission, the author must prepare the presentation to address all reviewer proposals and comments using the Microsoft PowerPoint template from the INCOSE EMEA WSEC 2023 website. The final presentation should also contain relevant author details, such as name, organization, and contact details. Use the following guidelines:

* In the presentation title slide, the author’s name, organization (business or academic affiliation), and complete mailing address are presented using mixed case formatting.
* The authors’ telephone numbers and email addresses may be included.

**Note**: Email addresses should use the Arial Narrow font and should be formatted as hyperlinks (for example, *author.person@gmail.com*). Access Microsoft PowerPoint Help for instructions for creating hyperlinks.

* Once completed, the final presentation needs to be submitted.

## Copyright Statement

Initial presentation submission (before review):

* Do not include a copyright statement.

Submission of the final presentation (after review and acceptance):

* Include a copyright statement.

## Abstract

The abstract is not included in the final presentation.

The abstract must address the following:

1. ***Introduction:*** Write no more than 4 sentences stating the context and the question or problem that you address in your presentation. Start with a sentence that grabs the reader's attention, followed by how your presentation adds to the systems engineering knowledge base. You end with the hypotheses or propositions that are dealing with in the presentation. This is in essence state the what and the why of your presentation.
2. ***Methodology:*** In no more than 5 sentences, describe the methodology that you used. You should describe it with just enough detail to validate the importance of your contribution. This is stating the how.
3. ***Results:*** In a short summary of no more than 5 sentences, state the results using the methodology. Include who, where, when. State exclusions and why.
4. ***Conclusion:*** In no more than 3 sentences, state the conclusion based on the results and the limitations of the methodology used.

## Headings and Body Text

Use the styles in the Microsoft PowerPoint template from the INCOSE EMEA WSEC website.

## Tables and Figures

Graphics should be no larger than necessary for legibility. Ensure that all graphics are embedded in the presentation (not linked). Ensure acceptable screen display quality.

The table labels should appear above the table. Figure labels should appear below the figure.

## References

Citations and references must comply with the Swinburne Harvard reference style. A descriptive guide with examples is available in the [*Downloads*](https://www.incose.org/emeawsec2023/downloads) section of the INCOSE EMEA WSEC 2023 website. Additional information is available at: [*http://www.swinburne.edu.au/library/referencing/harvard-style-guide*](http://www.swinburne.edu.au/library/referencing/harvard-style-guide/).

Multiple entries by the same author should be arranged chronologically with three dashes (———) in place of the author’s name for subsequent entries.

Italicize the title of a book or the name of a journal.

Website addresses in references should be enclosed in angle brackets < > and **should not** be formatted as hyperlinks.

**Note**: Include full reference information for the final presentation submission.

## Biography

Initial abstract submission (before review):

* Do not include any biography of authors.

Final presentation submission (after review and acceptance):

* A short biography (50 to 100 words) for each author may be included at the end of the presentation.
* A headshot color photograph may be included.