**iPres 2022 Proposal Template Instructions**

This is the DOC/DOT template for Panel, Poster, Workshop, Tutorial and Hack-a-thon proposals for iPres 2022. It is derived from the template used at iPres 2019 and loosely based on the [IEEE template](https://www.ieee.org/conferences/publishing/templates.html). If you prefer writing your paper on a collaborative platform, refer to our Google Docs template which can be found on the iPres 2022 website.

Open the .dotx file to use this template in Word / LibreOffice / OpenOffice.

1. This document uses the **Open Sans** font family.
	1. When you’re on Windows, this font should be included in this template document.
	2. On UNIX systems you have to make sure the system has this font installed. You can [download the TTF here](https://www.fontsquirrel.com/fonts/open-sans).
2. Remove this preamble text and replace the body text with the text of your proposal before submitting.
3. Make sure to use the **Styles Pane** (List: styles in current document) or the **Styles Gallery** to format your document elements (titles, author info, headers, references)
4. The author info is organized in a table.
	1. If your submission has less than three authors, remove the unnecessary columns to space out the authors’ info evenly over the page.
	2. If your submission has more than three authors, duplicate the three rows below the existing one to add extra information
	3. In the case where there are 4 authors, remove one column to end up with 4 x 3 cells).
5. Make sure to ‘Capitalize Each Word’ in your Headings, following the conventions in the template.
6. The final submission should be made in Word – do not export to any other format.
7. Before submitting: Make sure to fill out the Document Properties (*File* > *Properties or File > Info*)

Main Title (use style: iPRES Title)

Subtitle (use style: iPRES Subtitle)

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| --- | --- | --- |
| **First Author** | **Second Author** | **Third Author** |
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|  |  |  |

**Abstract – for preparing papers for the iPRES conference proceedings, adapted from the IEEE 2-Column format for conference proceedings. You can use this document for the instructions and as a template into which you can type your own text over the given text or select the preset styles (shown in parentheses). Please provide an abstract for your proposal that summarises the setup and use the body text for further information** **This proposal should not exceed two pages.**

**Keywords – Do indicate up to 5 keywords, separated by commas**

**Conference Topics – Select up to 2 conference topics from the CfC, separated by semicolons.**

# Introduction (Heading 1)

Your goal is to simulate the appearance of papers published in IEEE conference proceedings [1], with changes to style of the author-institution-email sections, as shown here.

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. This measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire proceedings, and not as an independent document. Please do not revise any of the current designations.

## Preparing Your Paper (Heading 2)

*1) Paper Size:* This template has been tailored for output on the A4 paper size.

*2) Type Sizes and Typefaces:* Follow the font type sizes in Table I. The font type sizes are given in MS Word font size points. Open Sans is the preferred font.

*3) Paper Margins:* Set top = 0.75” (19.05mm), bottom = 1” (25.4mm), side = 15,9mm. Each column measures 8,59 cm wide, with a 0,63 cm gap in between.

 *4) Paper Styles:* Left- and right-justify the columns. On the last page of your paper, adjust the lengths of the columns so that they are equal. Use automatic hyphenation and check spelling and grammar.

## Preparing Your Paper for Indexing

Use American English for your proposal. Do clarify references and predecessors by indicating literature in the IEEE citation style.

# Helpful Hints

## Figures and Tables

Try to refrain from using figures or tables in your proposal. If you do need them to clarify the purpose of your proposal, try to position figures and tables at the tops and bottoms of columns. Large figures and tables may span across both columns. Centre figure captions below the figures; center table captions above the table. Avoid placing figures and tables before their first mention in the text. Use the abbreviation “Fig. #,” even at the beginning of a sentence.

# REFERENCES

1. Manuscript Templates for Conference Proceedings, IEEE. http://www.ieee.org/conferences\_events/conferences/publishing/templates.html