



PCNS Passive Components Networking Days

INSTRUCTIONS FOR AUTHORS

ver. 2.0

Upon abstract acceptance, please prepare and send the full **papers and slides** via email to:

secretary@passive-components.eu

Key Dates

2 Apr 21	Abstract deadline
31 Apr 21	Notice of acceptance
9 Jun 21	Paper deadline
16 Jun 21	Preliminary programme
16 Jun 21	Early registration up to
23 July 21	Final programme
7-10 Sep 21	Conference dates

Each submitted abstract is reviewed by the Program Committee. Acceptance of full papers will be based on appropriateness of the topic, quality, novelty, and clarity of exposition. Notification of Acceptance as oral presentation or poster will be provided to authors by **31st April 2021**. After acceptance of contribution, authors will be invited to prepare a final proceedings paper addressing the comments of the reviewers.

Important Notices

Notice to Universities

The Symposium proceeding will be ISBN listed to validate the published papers. The presented papers will be also recommended to impacted magazines for publications in order to solicit active presence of universities. At least one impacted magazine editor is a member of programme committee.

Authors registration

Authors are invited to register on the conference web site before **16th June 2021**. Please note that the organizer will check that for every paper at least one author has registered for the symposium before the paper is included in the programme and proceedings.

Final paper submission

Please follow the author instructions provided in below paragraphs of this document. Authors must deliver their full papers by **9th June 2021** as electronic 'PDF' via email to secretary@passive-components.eu. Authors of accepted papers for Oral or Poster sessions are invited to prepare a final proceedings paper.

Final presentation submission (new for 3rd PCNS)

The 3rd PCNS is organized as a hybrid even. Speakers are requested to present live at the event and their speeches will be live streamed to online attendees. Authors shall deliver their full presentations by **31st August 2021** as electronic 'PDF' via email to secretary@passive-components.eu in order to upload their presentations for online visitors (access to registered online attendees only). **No/minimum changes are required after this submission as a courtesy to virtual attendees.**

There will be no record of speeches, live streaming video will be shared with virtual attendees only.

Publications

Final accepted papers will be published in printed Conference Proceedings as well as EPCI websites upon publication agreement signature. The Proceedings will be available for download for PCNS participants and the hard print proceeding delivered to each participant. The papers and presentations pdf will be published in the e-Symposium section of European Passive Components Institute for public download after PCNS symposium.

Best Paper and Poster awards

A best paper and best poster awards will be open to all authors.

The following instructions are intended to ensure a consistent presentation in the published Proceedings and flash drives. **Manuscripts not received in time to be printed in the Proceedings will be removed from the Program.**

MANUSCRIPT INSTRUCTIONS AND FORMATS

Your manuscript should be submitted as an email attachment (less than 10 Mb) in Microsoft Word (preferred).

Manuscripts Format:

A4 one column. Manuscripts may be submitted on letter format (not preferred), however they will have a different aspect ratio when printed in the Proceedings.

Font Style:

Times New Roman

Paper Title Format:

centred in bold 14pts., 20mm below the top edge of the page (capitalize the first letter of all words of the title except prepositions, etc.).

The Author's name(s):

in 12pts., followed by affiliation, address, and email address in 10pts.; centred 2 lines below the title in capitals and lowercase. The actual organization of the paper is left to the discretion of the Author(s) but all references must be listed at the end of the paper rather than at the bottom of a page.

Text Format:

10pts, single line spacing in one column format, left and right justified. The left and right hand margins should both be 20mm wide.

Major headings:

such as Introduction, should be in bold letters centred in the column.

Sub-headings:

should be in capitals and lower case underlined and flush to the left of the column, one line above the text.

Paragraphs:

The start of each paragraph should not be indented. Leave one line (double spacing) between paragraphs. Fill the column, leaving 28mm between the text and bottom of the page for page numbering.

Page numbers:

must not be added, the Proceedings page number will be added at the editing stage.

Figures:

Any photographs, tables or illustrations must be embodied in your manuscript. All photographs and graphics should be in JPG.

Use of Colours:

The Proceedings will be printed in black and white only, it is best not to use colour, however if colour is used to distinguish features in tables or illustrations the colours must provide different shades of grey and be coded to the legend.

Biographies of the Authors:

are included in the published proceedings and used by the Session Chairman to introduce your paper. Please be sure to enclose a short (100 words or less) biography of all the Authors in a separate file from the manuscript.

SLIDE PREPARATION

Visual aids should be prepared in Microsoft "PowerPoint" ppt. Presenters must provide their presentation in advance as pdf (for sharing with online attendees) and ppt for the presentation at the event (email / file sharing or by flash memory stick at the venue). Presenters are not advised to use their own computers for presenting as this is distracting to the audience and time consuming. Therefore, it is important that you follow the instructions for preparing your slides. Problems mostly arise when the graphics are imported from unique software, therefore all photos and graphics (not prepared in Word) should be in JPG. Maximum contrast should exist between lettering and background of your visual aid. Do not put too much information on a single slide. In the case of charts or graphs ensure that the information they contain can be read at the rear of a large room.

- Your first slide should give the title of your talk, your name and affiliation.
- Your second slide should give an outline and purpose of your presentation.
- Within your allocated time you may use as many slides as you wish but no more than you can properly address.
- Your last slide should summarize the main points of your presentation.

You will need to meet your Session Chairman at least 30 minutes before the start of your assigned Session. During your presentation you are strongly requested to use the podium. Delegates have become critical of presenters who do not use the podium. You will be provided with a wireless "hands-free" microphone and a laser pointer so that you are free to emphasize special features of your presentation. The normal time allotted to each presentation is **20-25 minutes**. Please do not exceed your allocated time – this is discourteous to your fellow presenters. At the end of your presentation your Session Chairman will decide whether to take questions immediately or to delay them until the end of the Session.

In case of questions or further assistance needed please let us know.

Thank you for your active participation and we are looking forward to seeing you at PCNS

on behalf of the PCNS organisation and technical programme committees:



Tomas Zednicek