

# 1<sup>st</sup> International Conference on Smart Innovation, Ergonomics and Applied Human Factors (SEAHF)

22nd-24th January 2019, Madrid, Spain

## Instructions for full and short papers authors.

### Submitting camera-ready paper

All papers must be submitted through the online submission facilities provided at Springer OCS and should follow the instructions and templates provided by Springer, which are the templates for the camera-ready submission and can be found under Guidelines and Templates.

After the paper submission has been successfully completed, authors will receive an automatic confirmation e-mail.

Authors must also submit the **copyright form**.

### Camera-ready paper template

All authors submitting the paper final version must use the template provided bellow which is mandatory for uploading the camera-ready papers. **Failure to produce correctly formatted camera-ready submissions may result in the paper's exclusion from the Proceedings.**

Authors must provide both the **source files and the pdf file**.

Use the links below to download your preferred version. Latex version is preferred for manuscript processing.

- download [Latex template](#)
- download [Word template](#)

It is strongly recommended reading the "[Information for Authors of Springer Proceedings](#)".

**Camera-ready paper submission deadline is December 13th (23.59h CET time).** Papers submitted **after the deadline will not be published** on Springer proceedings but in the abstracts book.

Papers will be published on Springer proceedings only if **at least one of the authors registers before December 15th** and attends the Conference. If **payment proof is not received on December 15th (12.00h CET time)**, the paper **will not be published** on Springer proceedings.

### Registration payment

At least one author acting as speaker must register **for each accepted paper**. As example, a speaker presenting two papers must register both papers.

All conference speaker registration types include: access to all conference sessions and keynote lectures + coffee breaks + lunches + conference bag and badge + Book of Abstracts including all papers from the SEAHF conference events.

Non-student attendant registration includes access to all conference sessions and keynote lectures + coffee breaks + lunches + Book of Abstracts including all papers from the SEAHF conference event.

Student attendant registration includes access to all conference sessions, keynote lectures and coffee breaks.

**Authors/attendees registering as students must submit the proof** of their student condition to SEAHF Secretariat by December 13<sup>th</sup>. In the case the **proof is not submitted or it is manipulated the presentation, registration and publishing on proceedings and/or Abstract Book will be cancelled without refund.**

Registration payment can be currently fulfilled by:

- [CREDIT CARD](#), and
- [BANK TRANSFER](#) to the next account:

Account number: ES56 2100 9194 1722 0068 0011

Beneficiary name: UNIVERSIDAD POLITÉCNICA DE MADRID

Bank: CAIXABANK S.A

SWIFT code: CAIXESBBXXX

Office address: C/ Paseo de la Castellana, 51 – Planta 3 - 28046 Madrid

Proof of payment should be submitted to [secretariat@seahf.eu](mailto:secretariat@seahf.eu).

Include in the email your first name, surname and passport number, and affiliation, e-mail, address.

Registration confirmation will be given after checking the payment is correct and corresponds to the author.

To successfully register you should follow the instructions which can be download through the next link [STEP-BY-STEP REGISTRATION GUIDE](#).

### **Presentation instructions**

**Full and short accepted papers** will be presented orally. The total length of oral presentations is **20 minutes for full-papers** and **15 minutes for short papers**, which will be supervised by the session chair. It is expected that the presenter is ready in the room before the session begins. All technical session rooms are equipped with a video projector and a computer running Microsoft Windows with Microsoft PowerPoint and Adobe Acrobat Reader. Speakers should bring it in a USB drive. Using your own laptop or smart device, as long as it is enabled with VGA output connection is possible. The speaker should prepare a set of slides that clearly illustrate the main points of her/his paper, and makes sure the presentation fits well within the assigned time slot, leaving at least 5 minutes for a period of question-answering.

**Authors of accepted full/short papers can ask for presenting their papers as posters format. This should be communicated to the SEAHF Secretariat by December 15th.**

Posters will have a specific session for being presented to a larger audience, between 45 and 60 minutes. Authors must be next to their poster to discuss and answer questions from the attendees. The recommended poster size must not exceed the A0 standard vertical format. Take care about using the appropriate font size for the posters so that participants can read them from a distance of 1.5-2 meters.

Poster statements should be impacting, clear and understandable without the need for further oral explanation. The poster should be placed on assigned board 5-10 minutes before the beginning of the poster session. Authors are required to stand by their posters during the whole poster session. Conference organization will grant the participation certificates to authors during the session.

The poster must be printed beforehand and brought along to the conference by the author. Poster presentation performed on the basis of printed A4 sheets hanged at the poster board is not allowed and certificate will not be granted.

**Any special need should be requested in advance to the conference Secretariat.**