



All Authors are requested to read the following guidelines and strictly comply with them when preparing their papers.

Please bear in mind the Programme Committee reserves the right to reject papers that are considered too commercial, received after the deadline or written in a format not complying with these guidelines.

Papers must

- Be submitted **by 30th December 2016**
- Be written **in English**, using a simple terminology, avoiding slang and a too technical jargon
- Be **no more than 14 pages** including tables, graphs, appendices etc.
- Replace trade names with generic descriptions. Remember you are writing a technical paper, avoid any material of commercial nature.
- Have a file size of **max 5 MB**

FORMAT

In order to save time and make sure the format is consistent, **please write or paste your work on the template available online. Remember to save it named after your paper reference number.**

- **DO NOT REMOVE the compulsory copyright paragraph under the title.**
- Use single space within the text and double space between paragraphs and headings.
- Do not add titles (Dr., Eng., etc) nor contact details of authors.
- Do not use columns.
- Margins shall be properly even spaced.
- Check that text and images are properly placed.

Font

Use Arial pitch 11 for the text, pitch 12 bold capital letters for headings (**ABSTRACT, CONCLUSIONS**, etc...). Pitch 14 bold must be used for **PAPER TITLE** only.

Page number

Please number all pages at the bottom centre (as done in this document).



GUIDELINES ON PAPER FORMAT

Upload your work at www.omc2017.it (in the Authors dedicated area of the conference menu) **before 30th December next. Please note this new deadline.** Manuscripts must be uploaded in due time for inclusion in the conference proceedings.

DO NOT SEND YOUR POWERPOINT PRESENTATION. You will deliver it on a pendrive at the Authors' help desk at the conference center.

Keywords and CV

Remember to specify 4-5 keywords for your paper, they will be used for the search engine in the Conference Proceedings.

A brief CV of the speaker not exceeding 100 words must also be uploaded in order for the session chairpersons to introduce him/her.

The CV shall contain the following information:

- 1) **PERSONAL DETAILS:** First name, Family name, Company affiliation
- 2) **NATIONALITY**
- 3) **PLACE AND DATE OF BIRTH**
- 4) **EDUCATION:** Summary or most significant qualifications
- 5) **PROFESSIONAL EXPERIENCE:** Specify three most recent work experiences
- 6) **CONTACT INFORMATION:** mobile phone, email, accommodation in Ravenna

Back up Papers

The authors of alternate papers are invited to carefully read the additional guidelines provided. They will have the chance to make a 10 minute presentation followed by Q&A (max. 5 slides) in a dedicated area.

Best Paper Awards

We are pleased to anticipate that during the closing day lunch on Friday 31st March the Programme Committee will reward the best paper for technical content and best paper by a young talent.

Authors selected to run for one of the prizes will be notified during the event therefore remember to provide the Conference Secretariat with a mobile phone where you can be reached at any time.

See you in Ravenna on 29th-31st March