



## BASIC INFORMATION

Your abstract has been accepted for poster presentation – congratulations! But what does this mean?

- You need to register for Symposium participation.
- You need to produce a full paper and a poster.

## DEADLINES

- **One author** per paper **must register** for the Symposium. As a **poster presenter** you are eligible for a special reduced participation fee as long as you register by **13 August 2024**. After that date, the fee for “Poster late registration” applies. For fees, visit: <https://mobilityintegration.org/fees/>. As a **student**, you may choose the lower fee applicable in the respective time scheme.
- The **full paper and the signed** and scanned **copyright** form must be submitted by **02 September 2024** via the Online Submission & Registration Platform: <https://coms.app/regridweek2024> → *Left menu » Your Account » Authors’ Corner*

## GUIDELINES FOR PREPARING THE PAPER

### TEMPLATES AND DATA FORMAT

- All templates and required forms are provided
  - a) on the Symposium’s website: <https://mobilityintegrationsymposium.org/submissions/>
  - b) on the Online Submission & Registration Platform: <https://coms.app/regridweek2024>  
*Left menu » Your Account » Authors’ Corner » Submission guidelines & Templates*
- **Word and LaTeX** templates can be downloaded there. These templates are based on the IET paper template in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- Data format: Word (.docx, A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing

### MAXIMUM NUMBER OF PAGES

- In general, the full paper of a speaker should not exceed the maximum number of pages: **8**

### ORTHOGRAPHIC NOTE FROM THE EDITOR

In order to harmonise the different versions for the printed proceedings we kindly ask you to use the following spelling versions:

- When referring to MODELLING/MODELING use the British spelling **MODELLING** (double LL).
- When referring to FARMS/POWER PLANTS use the term **POWER PLANTS** – at least in the paper title

### GRAPHICS

- The manuscript’s graphics should have resolutions of 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for colors.
- Graphics should be inserted into the manuscript file rather than using copy and paste.
- Do not link to a graphic but insert the graphic into the manuscript instead.



## FONTS

- The manuscript must use fonts that allow embedding and subsetting (including the base fonts)
- Failure to embed and subset fonts is the biggest obstacle to prepare a proper printable PDF file
- All Type 1 fonts are embeddable, only some TrueType fonts are embeddable
- Do not embed fonts in a graphic file

## REQUIREMENTS FOR CREATING PDF FILES

- DO NOT use password protection in the PDF file
- All fonts, including the standard (base) fonts, must be embedded and subset in the PDF
- In “Settings -> Job Options -> Compression” of Writer/Distiller set the downsampling resolution to 600 dpi for monochrome, 300 dpi for grayscale, and 300 dpi for color

## GUIDELINES FOR PREPARING THE POSTER

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- You have to produce the poster yourself and bring it to the Symposium in Helsinki.
- Max. dimensions of poster: portrait A0 (height: 1189 mm, width: 841 mm)
- Text and figures should be readable at a distance of 2-3 meters.
- You can hang up your poster at any time during the Symposium.
- Your poster cases have to be stored in the cloak room of the venue.

## FURTHER INFORMATION

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### REGISTRATION

- As a speaker you are eligible for a special reduced participation fee as long as you register by **13 August 2024**.
- To register, access your account in the Online Submission & Registration Platform:  
<https://coms.app/regridweek2024> → *Left menu* » *Your Account* » *Event Registration*
- **One** author per paper **must** register for the Symposium, **only one** author per paper is entitled to the poster fee.
- Please indicate your submission-ID in the registration (see notification email for your **submission-ID**):  
Example: EMOB24-XYZ

### PRELIMINARY WOPRKSHOP AGENDA

- The agenda is published here: <https://mobilityintegration.org/agenda/>  
and on the *Welcome page* of the Online Submission & Registration Platform
- The **agenda** of the Symposium will be **updated regularly** and **changes** can occur until the start of the event, so please make sure to **check it from time to time**.