

## Guidelines for Poster Presenters

### 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 **needs to register** for the Symposium. As a **poster presenter** you are eligible for a special reduced participation fee as long as you register by **18 August 2025**. After that date, the fee for “Poster late registration” applies. For fees, visit: <https://mobilityintegrationsymposium.org/tickets/>. As a **student**, you are entitled either to the “Student” (if under 26) or the “Academics” discount. 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 **15 September 2025** via the online conference platform: <https://coms.app/regridweek2025/> → *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 conference platform:  
<https://coms.app/regridweek2025/>  
*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 publication.

#### MAXIMUM NUMBER OF PAGES

- In general, the full paper of a **poster presenter** should not exceed the maximum number of pages: **6**

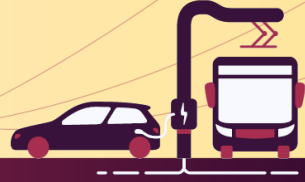
#### ORTHOGRAPHIC NOTE FROM THE EDITOR

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 publishable 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 Berlin.
- 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 **poster presenter** you are eligible for a special reduced participation fee as long as you register by **18 August 2025**.
- To register, access your account in the online conference platform:  
<https://coms.app/regridweek2025/> → *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 presenters' fee**.
- Please indicate your submission-id in the corresponding text box of the registration form (see notification email for your **submission-id**) – example: **EMOB25-123**.

### PRELIMINARY WORKSHOP AGENDA

- The agenda is published here: <https://mobilityintegration.org/agenda/> and on the *Welcome page* of the online conference 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**.