



## DEADLINES – NO EXTENSION POSSIBLE

- The full paper and the signed and scanned copyright form must be submitted by **31 August 2017** via the online submission platform: <https://www.conference-service.com/berlin2017/welcome.cgi>
- As a **speaker** you are eligible for a special reduced registration fee as long as you register by **14 September 2017** here: <http://mobilityintegrationsymposium.org/registration/>
- Your presentation (.ppt /.pptx) must be submitted between **01 September and 15 October 2017** via the submission platform.

**IMPORTANT:** If you have not submitted your paper AND registered for the symposium within the above defined deadlines we will remove your contribution from the symposium program

## GUIDELINES FOR PREPARING THE PAPER

### TEMPLATES AND DATA FORMAT

- Word and LaTeX templates are provided on the symposium website and the Online Submission Platform. The templates are based on the IEEE PES paper template but in the paper **format of DIN A4**. Please use these templates as basis for your paper.
- All templates and required forms are provided under the headline **Downloads** here: <http://mobilityintegrationsymposium.org/submissions/>
- Data format: Word (.doc /.docx A4) or PDF (600 dpi, open/without security restrictions) / images need to be of sufficient quality for printing.

### MAXIMUM NUMBER OF PAGES

- The full paper of a speaker must not exceed the maximum number of pages: **8**

### ORTHOGRAPHIC NOTE OF 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 subsetted 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
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## GUIDELINES FOR PREPARING THE PRESENTATION

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- You can use your own company layout for the Powerpoint presentation
- Please optimize your presentation for a screen resolution of 1024x768px
- Name your presentation as follows: *Presentation\_submission-ID\_speaker\_name.ppt(x)*  
Example: *Presentation\_EMob17-123\_Thomas\_Ackermann.ppt(x)*

## FURTHER INFORMATION

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### REGISTRATION

- As a speaker you are eligible for a special reduced registration fee as long as you register by **14 September 2017** here:  
<http://mobilityintegrationsymposium.org/registration/>
- **One** author per paper needs to register for the symposium, **only one** author per paper is entitled to the reduced fee.
- Please indicate your submission ID in the registration (see notification email for your **Submission-ID**) - Example: EMob17-123
- In case you already registered, please contact the registration office BTZ (Swantje Westphal: westphal@bremen-tourism.de), so that they can change your registration type to 'speaker'

### PRELIMINARY SYMPOSIUM PROGRAM

- The program will be published here:  
<http://mobilityintegrationsymposium.org/program/>
- A schedule/overview of the whole Berlin Workshop Week (symposium, solar & wind workshops) can be found here:  
<http://mobilityintegrationsymposium.org/overview/>
- The symposium program will be updated regularly and slight changes can occur until the start of the symposium, so please make sure to check it from time to time before making your travel and accommodation reservations for Berlin.