



Summary of Proposal Submission Guidelines

Please follow the submission guidelines closely:

- Proposals must not have been previously published.
- Proposals should be clear, concise and written in English. The English must be well written and should be checked by someone well versed in English writing.
- Proposals can only be submitted online via the conference website http://www.ecocity2011.com/appel-de-communications/default_e.asp
- The proposal should not exceed the word limit (500 words for workshop proposals and 250 words for all other proposal)
- Only submissions completed prior to the posted deadline will be considered.
- Duplicate proposals are not allowed. Submitted proposals that contain similar or duplicate information from the same authors and institution will be disqualified.
- Always check the final proposal with the system's preview function before submission, and edit or replace as necessary. It is the author's responsibility to submit a correct proposal. Any errors in spelling, grammar or scientific fact will be reproduced as typed by the author.
- Session proposals must present a complete overview with variety of perspectives and detailed session outline
- Choose a preferred presentation type with the system's submission function and acknowledge that there are no guarantees it will become an oral presentation in the final program.
- An author must choose one category for each proposal and has the option to select a second category
- The submission of an proposal carries with it the obligation that it will be presented at the meeting by the presenting author.
- To withdraw an proposal, the contact author or speaker must send an email request along with the proposal reference number to ecocity2011@abstractserver.com

Proposal Preparation

You must create an account in the system to submit proposals. After an proposal has been created, modifications can be made until the proposal submission deadline (January 31, 2011). No modifications can be made once the proposal has been submitted.

Proposal category: The proposal category is the general heading under which your proposal will be reviewed and later published if accepted. You must choose one proposal category which best describes the subject of your proposal.

Proposal title: The proposal title must indicate the nature of the investigation with no abbreviations or author/ institution names

Proposal body proposals: The proposal body must not exceed the word limit. Do not include any personal author information in the proposal body. Proof read your proposal carefully before final submission.

Session Proposals: The session proposal must include detailed description of the session along with the session outline.

Authors: All authors must be entered in the appropriate fields within the system's author function.

If you have any questions regarding your proposal submission, please contact Ecocity 2011 proposal team at ecocity2011@abstractserver.com