

Extended Abstract Instructions

Use this list as a final check before submitting your materials to your Moderator

Extended Abstract Preparation Schedule

Deadline for submitting your extended abstract:
Thursday 4 February 2021.

If needed, your moderator might contact you within two weeks after submission. Then your extended abstract will be included in the proceedings of the conference early March 2021.

Submitting Your Extended Abstract

Submit your extended abstract to your moderator and Leanne (Leanne@expertevents.com.au) in Word and **PDF** formats.

Use the “Export” function of Word to create the PDF version.

Please use the following subject line in your email:

Subject: [Energy Evaluation] Extended abstract: Author First Name, Author Last Name

Proofreading

Please proofread your paper carefully!
 The Energy Evaluation conference team will not check for, or correct, editing errors when preparing the proceedings.

Paper Length: 2-page limit.

Document Organization

Example of structure to organize your extended abstract:

- ☐ Title
- ☐ Author(s) and Affiliation(s)
- ☐ Short paragraph introducing the topic
- ☐ Main Body:
 - ☐ Introduction / background
 - ☐ Methodology
 - ☐ Results
 - ☐ Conclusion & discussions

Authors’ check list

Use this check list to verify that everything is ready before submitting your extended abstract for the conference proceedings, by **Thursday 4 February 2021**.

1) Check that the editing of your extended abstract is in line with the template provided.	
2) The filename is as follows: [EEE2021_ExtendedAbstract_LastNameOfFirstAuthor]. <i>For example: [EEE2021_ExtendedAbstract_Taylor.docx]</i>	
3) You have made a final and careful reading of your extended abstract to chase any typos, editing problems, etc.	
4) You have checked that all the web-links mentioned in your extended abstract are still valid.	
5) You have exported your Word file as a pdf file , directly using the “Export” function of Word. <i>This is important to ensure that your extended abstract can be searched as full-text on the Energy Evaluation website. If you have printed your extended abstract as a pdf, or scanned it as a pdf, this might impede the full-text search option (as the file will not be recognized as a text file).</i>	
6) You have checked that the pdf version of your extended abstract looks similar to the Word file (especially for the figures).	
7) You have sent your extended abstract as a Word and pdf file to your moderator and Leanne (Leanne@expertevents.com.au)	