



## 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 draft extended abstract:  
**Monday 4 April 2022.**

If needed, your moderator might contact you with comments, by Friday 6 May the latest.

You would then need to submit an updated version by Friday 10 June.

Your moderator might come back to you with last comments.

The **final version of your extended abstract** shall be **sent to your moderator** at the latest **by Friday 15 July 2022.**

Then your extended abstract will be included in the proceedings of the conference.

### Submitting Your Extended Abstract

Submit your extended abstract to your moderator 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 **Friday 15 July 2022.**

1) Check that the <b>editing</b> of your extended abstract is <b>in line with the template</b> (see the Extended Abstract Template on the website in <a href="#">Presenter Resources</a> )	
2) The <b>filename</b> is as follows: [EEE2022_ExtendedAbstract_LastNameOfFirstAuthor].  <i>For example: [EEE2022_ExtendedAbstract_Taylor.docx]</i>	
3) You have made a <b>final and careful reading</b> of your extended abstract to chase any typos, editing problems, etc.	

<p><b>4)</b> You have checked that all the <b>web-links</b> mentioned in your extended abstract are still valid.</p>	
<p><b>5)</b> You have exported your Word file as a <b>pdf file</b>, directly using the “Export” function of Word.</p> <p><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></p>	
<p><b>6)</b> You have checked that the pdf version of your extended abstract looks similar to the Word file (especially for the figures).</p>	
<p><b>7)</b> You have sent your <b>extended abstract as a Word and pdf file to your moderator</b></p>	