

A. Important Dates for Authors

Call for Papers	15 March 2017
Abstracts Due	01 August 2017
Initial Paper Due	15 December 2017
Final Paper Due	15 February 2018

All submission types (abstracts, papers & presentations concerning tunnelling and underground space framework) must adhere to the submission guidelines outlined below and in the submission portal.

B. General Submission Requirements

Language:

English is the language of the conference and of all submissions.

Review Process:

All submissions will be screened for conformity with submission guidelines and for overall appropriateness for the conference. Papers that pass the initial screening processes will be double-blind reviewed.

Publication of proceedings:

All submissions for presentation at the World Tunnel Congress 2018 will be published in the conference proceedings.

Copyright:

Copyright is retained by the authors. By submitting the final paper to the conference organizers, the authors agree to allow the conference organizers to have non-exclusive use of the material for publication in the various modalities of the conference proceedings and other publications.

C. Abstract & Paper Submission Guidelines

Authors are kindly requested to follow the guidelines, described below:

- Papers should be submitted in Microsoft Word (.doc)
- Papers must not be submitted in PDF format and should not be zipped.
- Set the page size to A4 with margins of 2.54 cm (1 in) on all sides. Please do not insert headers, footers or page numbers. Do not refer to page numbers in your text as these will be changed.
- Use single column for the text. Do not use multiple columns.

- Abstracts should be 400-500 words and typed in 11 point Calibri font.
- Full Paper should be within 12 pages, less than 6000 words
- All papers should be composed of:
 - Title: 14 point Calibri font, bold, and single-spaced
 - Author(s) Name: 12 point Calibri font, bold
 - Authors' affiliation, and email: 10 point Calibri font
 - Abstract: 11 point Calibri font
 - Keywords: max. 6
 - Body 11 point Calibri font
 - Footnotes (if required): 11 point Calibri font
 - Citations & References: 10 point Calibri font
- Figures and tables should be placed as close to their reference point in the text as possible. All figures and tables must have titles and must be referenced from within the text.

D. Oral Presentation Guidelines:

- Presenters must use the provided template
- Presenters are allowed to add their company's logo on the Introduction and Closing slides only
- Presentations in which the template was altered will be rejected
- Presentations that include marketing pitches will be rejected
- Presentation time limit is 20 minutes, including time to take questions
- Presentations are limited to 30 slides, the average length being 15-22 slides

Presentation Tips and Tricks:

- Only prepare as many slides as required to visually support what you're saying orally.
- White space-or "empty" space-is a critical component of guiding viewers to your most important point.
- Rely on visuals, not too many words, to make your point.
- Create Speaking Notes. Instead of reading your slides on the screen, prepare and print out speaking notes. This frees up the slide contents to be tailored to the audience, and the notes in turn will support you.
- Practice! Go through your presentation out loud a few times, ideally with another person to give you feedback.

E. Poster Presentation Guidelines:

- Information should be summarized using brief written statements, graphic materials, such as photographs, charts, graphs, and diagrams mounted on standard size poster (84 cm x 110 cm); pins or other mounting materials will be supplied.
- Poster orientation must be portrait. Clear labels must be used for each section of the poster. Text should be of sufficient size for easy reading at a distance of 1.5 meter (between 16-20 font sizes)

- Title must be displayed clearly at the top of the poster and should include the names of the author(s) and the institution(s) of origin
- Printing of the posters will be done prior by you, we will not provide printing services onsite or before the event.
- All costs incurred for the printing will be borne by you and not the conference secretariat.