**TITLE**

*(TREBUCHET MS, 14 FONT SIZE, BOLD, ALL CAPS, CENTERED)*

Author’s Name and Surname1, Author’s Name and Surname2 (10 font size)

*1Affiliation*

*E-mail*

*2Affiliation*

*E-mail*

***Abstract:*** Abstract should be written with 8 font size, Trebuchet MS, justified, single line spacing. **Objective, method** and **findings** are summarized in this section.

***Keywords*:**This section should contain maximum 5 words that are written in 8 font size and seperated with commas.

**GENERAL GUIDELINES**

Extended abstracts should be written according to the below structure including the following headings: **abstract and keywords, introduction, methods, findings and argument, conclusion and recommendations.** There is flexibility as to the naming of the sections. Sub-headings can be used when necessary.

Extended abstract shall be written in font Trebuchet MS, single line spacing and 9 font size. Extended abstracts can contain figures, tables and/or images. Page format should be A4 page size with margins 2.5 cm wide from the right, left, top and bottom. **Extended abstracts should not exceed 4 pages including the references** and pages should not be numbered.

**Authors' names must not appear anywhere in the paper when this is first submitted to the organisers.**

**INTRODUCTION (Heading Trebuchet MS, 11 font size, bold)**

The introduction section should (1) present the scope and objective of the paper and state the problem, (2) briefly review the pertinent literature, (3) describe the methods, and (4) provide an overview of the main results of the work.

**METHODS**

The methodology must be clearly stated and described in sufficient detail or with sufficient references.

**FINDINGS AND ARGUMENT**

The findings and arguments of the work should be explicitely described and illustrated. Supporting figures, tables and images of the results (no more than two figures and two tables) may be included in the extended abstract.

All the tables, images and figures should be centered. Figures and images should be numbered (see Figure 2 for an example) and figure headers should be placed under the figure or image; as for the tables, they should also be numbered (see Table 2 for an example) and the table header should be placed at the top. References (if any) of the tables, figures and images should be presented right under the tables, figures and images in the form of author surname and publication date.

**Figure 2. Header**

**Table 2. Header**

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*Reference: author surname and publication date*

**CONCLUSIONS**

Conclusions should include (1) the principles and generalisations inferred from the results, (2) any exceptions to, or problems with these principles and generalisations, (3) theoretical and/or practical implications of the work, and (5) conclusions drawn and recommendations.

**REFERENCES**

References should be listed in alphabetical order and presented in a a format according to the Chicago Manual of Style: <http://www.chicagomanualofstyle.org/tools_citationguide.html>.