



## Passive Components Networking Days

1<sup>st</sup> Passive Components Networking Symposium  
Sep 12-15<sup>th</sup> 2017, Brno, Czech Republic

## INSTRUCTIONS FOR AUTHORS

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Please submit papers and slides via email to (abstract submission is by online form):  
[secretary@passive-components.eu](mailto:secretary@passive-components.eu)

### Key Dates

**2nd April 2017** Paper abstracts deadline  
**31st April 2017** Notification of acceptance to authors  
**9 June 2017** Full papers submission  
**20 July 2017** Authors latest registration (at least 1 per paper)

### Important Notices

1. **At least one author or presenter per paper shall be registered by 20<sup>th</sup> July 2017, unless the paper will be removed from the programme and the proceedings.** The reason is to avoid submission of papers with intension just to appear in the proceedings to get ISBN publication reference, or by delegates from VISA required countries using symposiums to get allowance to visit EU for other reasons.
2. The Symposium proceeding will be ISBN listed to validate the published papers, especially for universities.
3. The presented papers will be recommended to impacted magazines for publications in order to solicit active presence of universities.
4. The following instructions are intended to ensure a consistent presentation in the published Proceedings and flash drives. **Manuscripts not received in time to be printed in the Proceedings will be removed from the Program.**

## INSTRUCTIONS AND FORMAT FOR THE PREPARATION OF MANUSCRIPT

Your manuscript should be submitted as an email attachment (less than 10 Mb) in Microsoft Word (preferred).

Manuscripts Format:

A4 one colum. Manuscripts may be submitted on letter format (not preferred), however they will have a different aspect ratio when printed in the Proceedings.

Font Style:

Times New Roman

Paper Title Format:

centered in bold 14pts., 20mm below the top edge of the page (capitalize the first letter of all words of the title except prepositions, etc.).

The Author's name(s):

in 12pts., followed by affiliation, address, and email address in 10pts.; centered 2 lines below the title in capitals and lowercase. The actual organization of the paper is left to the discretion of the Author(s) but all references must be listed at the end of the paper rather than at the bottom of a page.

Text Format:

10pts, single line spacing in one column format, left and right justified. The left and right hand margins should both be 20mm wide.

Major headings:

such as Introduction, should be in bold letters centred in the column.

Sub-headings:

should be in capitals and lower case underlined and flush to the left of the column, one line above the text.

Paragraphs:

The start of each paragraph should not be indented. Leave one line (double spacing) between paragraphs. Fill the column, leaving 28mm between the text and bottom of the page for page numbering.

Page numbers:

must not be added, the Proceedings page number will be added at the editing stage.

Figures:

Any photographs, tables or illustrations must be embodied in your manuscript. All photographs and graphics should be in JPG.

Use of Colours:

The Proceedings will be printed in black and white only, it is best not to use colour, however if colour is used to distinguish features in tables or illustrations the colours must provide different shades of gray and be coded to the legend.

Biographies of the Authors:

are included in the published proceedings and used by the Session Chairman to introduce your paper. Please be sure to enclose a short (100 words or less) biography of all the Authors in a separate file from the manuscript.

## SLIDE PREPARATION

Visual aids should be prepared in Microsoft "PowerPoint". Presenters must provide their presentation in the form of a USB memory stick/flash memory. Presenters cannot use their own computers for presenting the slides as this is distracting to the audience and time consuming. Therefore, it is important that you follow the instructions for preparing your slides. Problems mostly arise when the graphics are imported from unique software, therefore all photos and graphics (not prepared in Word) should be in JPG. Maximum contrast should exist between lettering and background of your visual aid. Do not put too much information on a single slide. In the case of charts or graphs ensure that the information they contain can be read at the rear of a large room.

- Your first slide should give the title of your talk, your name and affiliation.
- Your second slide should give an outline and purpose of your presentation.
- Within your allotted time you may use as many slides as you wish but no more than you can properly address.
- Your last slide should summarize the main points of your presentation.

You will need to meet your Session Chairman at least 30 minutes before the start of your assigned Session. During your presentation you are strongly requested to use the podium. Delegates have become critical of presenters who do not use the podium. You will be provided with a wireless "hands-free" microphone and a laser pointer so that you are free to emphasize special features of your presentation. The normal time allotted to each presentation is **20-25 minutes**. Please do not exceed your allotted time – this is discourteous to your fellow presenters. At the end of your presentation your Session Chairman will decide whether to take questions immediately or to delay them until the end of the Session.

In case of questions or further assistance needed please use the contact below.

Thank you for your active participation and we are looking forward to see you at PCNS in Brno, Czech Republic.

on behalf of the PCNS organisation and technical programme committees:



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Tomas Zednicek  
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