ITEC Submission Guide

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Introduction

This document has been created to assist in creation of your Abstract Proposal. Upon acceptance into the conference agenda, this document will guide your abstract proposal development into a technical paper and presentation slides to suit the conference audience.

Please note, the technical paper and presentation slides templates attached within must be adhered to. ITEC has the right to withdraw any applicant who does not adhere to the template and standard set by the conference as well as meeting the submission deadlines.

Submission Deadlines

Submission deadlines are put in place to allow time for you and your session moderator to update your Technical Paper and Presentation Slides. Please respect their time by timely submission and communicate any issues at your earliest convenience.

Key Points for 2025/26	Deadlines
Call for Papers opens	23 June 2025
Call for Papers closes	20 October 2025
Authors informed of the selection	6 November 2025
Draft Technical Paper and Presentation slides submission deadline	18 December 2025
Moderator's feedback provided	2 February 2026
Final Technical Paper and Presentation Slides submission including edited 'shareable' versions for ITEC	20 March 2026
Conference takes place	14 – 16 April 2026

Conference Committee / Session Moderator

The conference committee consists of subject matter experts with decades of experience in simulation and technology for military training, representing the three key elements – users, industry and academia.

Through a rigorous review process, the committee will select abstract proposals that address the most pressing issues for technological advancements in military training and that will generate engaging discussions.

If your Abstract Proposal is chosen, you will be assigned a committee member who will guide you through the creation process of your Technical Paper and Presentation Slides and who will moderate your session on the day of the event. All Technical Papers and Presentation Slides, including videos must be reviewed by your session moderator. This is a requirement for participating in the conference.

Call for Paper process and writing guide

Stage 1 – Abstract Proposal (250 – 500 words)

What is an Abstract Proposal?

An Abstract is an outline or summary of the Technical Paper and an opportunity to grab reviewers' attention. This should be 250-500 words in length and written as a single well-developed paragraph. The structure of the abstract should be in the same order as your paper.

It should cover the following five sections:
- **Reason for writing**: What is the importance of the research?
- **Addressing challenges**: Briefly explain the challenges this work attempts to solve.
- **Methodology**: An abstract must include a concise breakdown of the scientific work conducted.
- **Results**: Discuss the research outcomes, conclusions, and/or recommendations.
- **Implications**: Highlight the significance of the research, its impacts, and potential consequences.

How to write a captivating title?
Your Abstract title is not just an indicator of what you plan to present – it's also how to hook the audience. It will be used in marketing collateral to promote your session and listed on the agendas sent to potential audience members.

Here are a couple of tips for making your title as strong as possible.

1 – Give it punch
Make it memorable and engaging. You can make a pun, if your audience appreciates that sort of tone. Alliteration is always appealing. If applicable, use specifics such as stats or case studies that indicate you will be discussing something real and practical, rather than vague generalities.

Examples:
- *The Mentalist, from mafia to cyber*
- *Virtual training – experiences from Ukraine*

2 – Consider the format
Are you addressing a major problem in the industry? Make your title the question everyone is struggling with. Are you outlining a practical approach to an issue? A 'how to' title indicates that.

Examples:
- *False news and artificial narratives: How to create video training using real world events and some "not so real events"*
- *In the age of artificial intelligence and emerging technologies, who is really in control?*

3 – Hook your audience
The audience has options for how to spend their time at ITEC. We will steer them towards your presentation, but you can help by ensuring your title is attractive. Give your audience a reason to care about your presentation.

Examples:
- *Adapt or die: training in a world where change is the only constant*
- *Realistic synthetic mission rehearsal – Is this even possible?*

How to write and identify your key takeaways
Key takeaways are a teaser for what you want to convey to the audience. These will be published on the event website alongside your session title and should highlight the value of attending this session.

List 3 - 4 clear and concise bullet points to summarise the paper's most important findings or contributions to the field and how these will benefit attendees. Explain complex terms and unknown abbreviations where applicable.

Stage 2 - Draft Submission & Review Process

Draft Technical Paper and Presentation Slides Guide

Upon acceptance, you will need to develop your Abstract into a detailed Technical Paper and accompanied by engaging Presentation Slides. Please see the table above for relevant deadlines.

1. Create a draft version of your Technical Paper and Presentation Slides and provide them to your session moderator.
2. Your session moderator will then review and provide feedback to ensure consistent high-quality and to help project your message effectively to the audience.
3. Once you receive feedback, iterate with your moderator through revisions until both parties approve the final content.
4. Once final version is ready, you will be ready to move to Stage 3 – Final Submission.

NOTE – *if the Paper or Slides you wish to use at the event contain Personal Identifiable Information (PII) that you do not wish to be shared on the event website, you may provide a separate redacted version, however this **must be provided at the same deadline***.

Submission

- Please send all conference materials to your session moderator, copying in ITEC.Speakers@Clarionevents.com.
- Upon acceptance, you will be given a session code. Please use "ITEC26 – (Session Code)" prefix in all e-mail titles to allow us effective processing.
- If your files are too large to send by email, use your file transfer software of choice, or www.wetransfer.com to ITEC.Speakers@Clarionevents.com and include your name and session reference

Technical Paper (2-6 pages)

The draft technical paper is the extension of your abstract proposal. Accepted submissions will receive this template as part of the welcome pack. Please download the technical paper as all Papers must adhere to this template.

Presentation (recommend up to 20 slides maximum)

Tips for engaging and informative Presentation
- **Know your audience:** Tailor the content and complexity to their level and understanding, without compromising on engagement.
- **Focus on the main objectives:** Frame your research as a journey or approach to address or solve a pressing industry challenge or topic. Use your findings to frame an impactful outcome whilst illustrating complex concepts.
- **Visuals and aesthetics:** Do not overload your slides with text. Use clear and concise language with visuals where needed. Avoid overwhelming the audience with visual clutter.
- **Engage your audience:** The most memorable presentations are framed as conversations, rather than lectures. Incorporate interactive elements that encourage your audience to ask questions and address their curiosity.

Format
- Slides should be in .pdf format, unless you have embedded videos in which case provide them in PowerPoint .pptx format in a **16:9** landscape ratio. Please ensure that the fonts are not proprietary as we will not be able to reproduce them.
- There is no standard ITEC branded slide template. You are welcome to use your organisation's branding.
- A presentation guide will also be made available in the welcome pack to accepted submissions.
- Font size should be no smaller than 24pt. Please include graphs and images that are accessible.
- To ensure your content is clearly visible to the audience, we recommend using generous margins in your slide design to accommodate potential obstructions in front of the screen, particularly at the bottom where you may be sat with your moderator on stage.
- All presentation will be given in English.
- PDF of your slides will be shared with the conference delegates. If you don't want your Personal Identifiable Information (PII) shared publicly, please remove it and send the redacted files to Clarion for publishing.

Video use
- The venue's Wi-Fi does not support streaming videos so please embed and save any videos or external web look-up data into your slide deck.
- If you want the video to be played separately from your slides, these must be in a Microsoft Windows playable format (no Apple Mac files) and be provided in advance of the conference.

Stage 3 – Final Submission

Once your draft Technical Paper and Presentation Slides have been reviewed and approved by your session moderator, you will be ready to submit both for a final approval. The final paper will be shared with attendees after the conference, and the final slides will be required for conference preparation.

Submission

- Please send the FINAL version of your Paper and Slides via email to ITEC.Speakers@Clarionevents.com and copy in your session moderator.
- If you wish to use the last submitted Draft version of your Paper/Slides as your Final copy, please add prefix "FINAL" to file name and resend them to avoid any confusion about versions.
- If your files are too large to send by email, use your file transfer software of choice, or www.wetransfer.com to ITEC.Speakers@Clarionevents.com and include your name and session reference