

IT²EC Submission Guide

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Introduction

This document has been created to assist you in developing the concept of your Proposal Abstract into a Technical Paper and Presentation Slides which will suit the relevant conference audience.

We hope you find it helpful and remind you to take note of the Technical Paper template guidelines which must be adhered to.

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	Deadlines
Call for Papers Opens	11 June 2024
Call for Papers Closes	26 September 2024
Authors informed of the selection	Early October 2024
Draft Technical Papers and Presentation Slides Submission Deadline	13 December 2024
Moderator's Feedback Provided	31 January 2025
Final Technical Papers and Presentation Slides Submission Including edited 'shareable' versions for IT ² EC	28 February 2025
Conference takes place	25 – 27 March 2025

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 select abstract proposals that address the most pressing issues for technological advancements in military training and will generate engaging discussions among the diverse conference audience.

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 moderate your session on the day of the event. All Technical Papers and Presentation Slides, including videos must be reviewed by your session moderator and will be published after the conference. 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?

An Abstract is an outline/summary of your Technical Paper and your chance to grab reviewers' attention and should be 250-500 words in length. It should be 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 includes 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 a keyway to hook your 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:

- *Sticky Knowledge: Effectively train intelligence operators*
- *Modern data platforms: get revved up with McLaren Racing and Heineken*

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:

- *On-board synthetic training: why is it so hard?*
- *Solving today's distributed LVC-T challenges with next generation Digital Radio Management System*

3 – Hook your audience

The audience has options for how to spend their time at IT²EC. 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:

- *How to unleash the power of ML for fast and accurate aerospace simulations*
- *Addressing the defence “data integration” challenge: connecting data silos to enhance the overall value of the data*

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 correspondingly engaging Presentation Slides. Please see the table above for relevant deadlines.

1. Create 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 Showcase.

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 updated 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
- You will be given a session code upon accepting do the programme. Please use “IT²EC25 – (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 referencing your session number.

Technical Paper (2-6 pages)

The draft technical paper is the extension of your abstract proposal. Please download the technical paper template below. All Papers must adhere to this template.

[\[Download Technical Paper Template\]](#)

Presentation (recommend up to 20 slides)

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 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 IT²EC slide template. You are welcome to use your organisation's branding.
- 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.
- 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 updated 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 approved by your session moderator, you will then be ready to submit both for final approval. The final paper will be shared with attendees after to the conference and 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 list you session number in the text box.