

## **SUBMISSION GUIDELINES**

The submission guidelines outline the types of papers to be submitted at this symposium and provide all the necessary information about the paper and poster submission process.

### **Submission Information**

- The selection panel of the symposium committee will consider all papers received by the set deadline to check the relevance of the proposed submission.
- Paper selection notifications will be sent out to the relevant authors.
- All papers will be double-blind reviewed by members of the symposium committee to ensure they are of suitable length, of adequate English level, and appropriately referenced. Papers can be rejected due to poor English.
- Accepted papers will be published in the proceedings or potentially in an indexed journal provided that at least one author completes registration.
- Multiple papers as well as presentations by the same author may be accepted for publication.

**Click on the bookmarks to the right to jump to the various sections:**

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### **Academic Research Papers**

Papers should address one of the topics listed in the Call for Papers section and can cover a wide range of research/innovation/products. In all cases, the concepts and underlying principles should be emphasized, with enough background information to orient any reader who is not a specialist in the particular subject area. The work should be previously unpublished and should not be intended to be published elsewhere during the review period. The symposium seeks submissions from academia, government, and industry experts presenting novel research results in innovation and entrepreneurship.

## Posters

A poster should be no longer than 2 pages and should summarize the key merits of proposed ideas, present initial results, and identify challenges to develop a complete solution. Poster submissions will be evaluated by the poster session committee based on their novelty and potential to stimulate discussions and promote collaborations.

Please follow the same template for regular symposium papers available in the submission instructions.

## Case Study Submissions

Case study submissions should be written in publishable standards and will be subject to the same criteria and processes as research papers.

## Non-Academic Contributions

The symposium committee welcomes contributions from individuals and organizations (startups, industries, SMEs, etc.). An abstract should be first submitted describing the work to be presented. If the abstract is selected, you will be asked if you wish to produce a paper or just give a presentation. You will need to register for the symposium to have a confirmed timetable slot.

## Roundtable Proposals

The symposium committee invites topical subjects to be proposed for discussion. First, an abstract describing the proposed topic should be submitted. If selected, the convener will be required to register for the symposium and then a timetable slot for the roundtable will be allocated.

## Submission Deadlines

September 15, 2021	Paper submission deadline
October 31, 2021	Notification of final decision to authors
November 15, 2021	Deadline for receipt of the final amended paper for integration into symposium in electronic format

## Paper Submission Guidelines

The paper submission form will guide you through the process, but it is highly recommended that you read the call for papers first to make sure that you have selected the correct track and submission type.

Below is a summary of what you need to consider when submitting your paper. Papers that do not comply with the symposium instructions will be turned down.

- Submitted texts should be no longer than 8,000 words, including references. Any materials that are relevant, albeit not essential, should be included as an online-only appendix, also known as "Electronic Supplementary Material".
- Manuscripts should be submitted in Word format.
- Use a normal, plain font for the text (e.g., 10-point Times New Roman).
- Use Italics for emphasis.
- Use the automatic page numbering function.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use equation editors or MathType for equations.
- Save your file in .docx format (Word 2007 or newer) or .doc format (for earlier Word versions).
- Manuscripts with mathematical content can also be submitted in LaTeX.
- Manuscripts should not be submitted to more than one journal for simultaneous consideration.
- Headings: Please use the decimal system of headings with no more than three levels.
- Abbreviations: Abbreviations should be defined at first mention and used consistently thereafter.
- References should follow the APA referencing style.
- List in-text citations by name and year in parentheses. For example:
  - Negotiation research spans many disciplines (Thompson, 1990).
  - This result was later contradicted by Becker and Seligman (1996).
  - This effect has been widely studied (Abbott, 1991; Barakat et al., 1995; Kelso & Smith, 1998; Medvec et al., 1999).
- The list of references should only include works that are cited in the text and have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.
- Reference list entries should be alphabetized by the last name of the first author of each work.

- Journal names and book titles should be italicized.
- If available, always include DOIs as full DOI links in your reference list (e.g. “<https://doi.org/abc>”):
  - **Journal article:** Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>
  - **Article by DOI:** Hong, I., Knox, S., Pryor, L., Mroz, T. M., Graham, J., Shields, M. F., & Reistetter, T. A. (2020). Is referral to home health rehabilitation following inpatient rehabilitation facility associated with 90-day hospital readmission for adult patients with stroke? *American Journal of Physical Medicine & Rehabilitation*. Advance online publication. <https://doi.org/10.1097/PHM.0000000000001435>
  - **Book:** Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.
  - **Book chapter:** Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.
  - **Online document:** Fagan, J. (2019, March 25). Nursing clinical brain. OER Commons. Retrieved January 7, 2020, from <https://www.oercommons.org/authoring/53029-nursing-clinical-brain/view>.
- Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.
- Before submitting your paper, please ensure that it has been carefully read for typographical and grammatical errors. If English is not your first language, have your paper proofread by an English-speaking person. Papers will be returned if the standard of English is not considered good enough for publication.
- Papers may be produced in any PC or MAC version of Microsoft Word. It should not be sent in PDF format and should not be zipped. Papers should be submitted as a .doc or .docx on this [link](#).
- Papers received by the due date will have all identification details of the authors removed and will be sent for double-blind peer review.

## Poster Submission Guidelines

Presenters may choose one or multiple methods of presentation (for example, provide a PDF poster and be available for real-time discussion, or provide a 3-minute video and a PDF

poster). Presenters are highly encouraged to fulfill all three options to facilitate a robust and dynamic virtual Poster Session. They must provide either a 3-minute video or a PDF poster, or both in order to be published.

### **PDF Poster Requirements**

Please remit your poster file(s) as per the submission guidelines. You should receive an upload link from the symposium after submission. If you do not receive it one week prior to the symposium date, please contact the main representative mentioned on the landing page and confirm the email address to which these instructions should be sent.

While we do not have a specific template, many websites offer free templates to assist you in creating your PDF poster. The A0 vertically formatted poster size is the most common based on the usual, physical dimensions for the symposium.

**Note: Your PDF Poster should be one page only.**

### **Presentation Guidelines**

Please follow the instructions below for remote presentations at the Virtual Symposium:

1. Your talk will continue as scheduled. As is the case in a face-to-face meeting, each session will proceed in the order identified.
2. Each talk will comprise a presentation and a subsequent Q&A session.
3. The management staff and the facilitator will manage the order of the presentations and initiate the playback of any presentations not given live.
4. Each session will be presented in its own unique virtual conference room.
5. At least one day prior to the scheduled session, the facilitator and all presenters will receive a message from the virtual conference room containing the connection information. The link will be unique to each presenter and cannot be shared.
6. If you are having a live presentation, you will “Share” your screen or document. Otherwise, the room moderator can set this up on your behalf. Please ensure that your webcam is on so that attendees can view you during your presentation.
7. A Q&A session will follow your presentation. The session facilitator will read questions submitted by participants.
8. Please plan to join the meeting 15 minutes earlier in case there are any issues that need to be worked out.