



# Preparation Guidelines for Presentations

## Purpose

This document is intended to help authors prepare a non-refereed paperless presentation for the AOSEC. To access documents referenced below, go to the Downloads section of the AOSEC website: <https://aosec2023.in/downloads>.

A PowerPoint document template is available from the Downloads section of the AOSEC website. Before finalizing the presentation, review the "Presentation Evaluation Criteria" available from the AOSEC website.

## IMPORTANT!

The information collected during the submission process is only intended for use in processing and reviewing submissions and creating the program and advertising materials for AOSEC. INCOSE does not share information with third parties.

A double-blind peer review process will be used for presentation submissions; the author's identity will be concealed from the reviewer and the reviewer's identity will be concealed from the author. To facilitate the double-blind review process, the first submission of a presentation must be anonymized according to the guidelines provided in these instructions so that it does not contain any reference to the author's name or organizational affiliation. The goal of this approach is to remove potential bias from the review process to ensure presentations accepted for the AOSEC are selected based on their merit.

If your submission is accepted, it must be updated to address all feedback and suggestions from the reviewers. Final submissions will be checked against reviewer feedback to ensure adherence.

All attendees, including presenters, must register and pay for the AOSEC.

## Submission Process

To submit a presentation:

1. Download the presentation template from the AOSEC website. <https://aosec2023.in/downloads>.
2. Complete the presentation. Delete all instructions and sample text in the template before finalizing the presentation.
3. Review the Submission Worksheet below. This worksheet includes important instructions regarding the information required for your submission, but it **does not** have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.
4. Access the online submission site for presentations and log into EasyChair. Links to the online submission sites are available in the Downloads section of the AOSEC website. If you already have an



EasyChair account from another conference, you can use that account. If you do not have an EasyChair account, follow the instructions on EasyChair website to create a new account.

**Note:** Before submitting a presentation, carefully review the instructions for this type of submission and make sure to access the correct online submission site. Proposals submitted in the wrong category might be lost in the review process.

5. If you are not automatically directed to the submission page, click **Add a Submission** on the menu at the top right of the page.
6. Complete the necessary fields in EasyChair for your initial submission. Review and confirm that all of your entries are correct, then click **Submit**.
7. After the submission is complete, a confirmation message is displayed with your submission number. A confirmation email will also be sent to the email address provided in your author information. You should receive the email within minutes; if you do not receive an email, contact the organizing committee ([aosec2023@gmail.com](mailto:aosec2023@gmail.com)) for confirmation.

If necessary, use the options in the top-right corner of the confirmation page to modify your submission any time before the submission due date.

8. If your presentation is accepted:
  - a. It *must* be updated to address all feedback and suggestions from the reviewers. Make sure all information in EasyChair is up-to-date for the final submission and update it where necessary.
  - b. Each author must provide an IP release form. IP release forms will be due after acceptance. The acceptance email will contain the submission instructions.

After updating your submission, you should receive a confirmation email within minutes.

## Submission Worksheet

**Note:** This worksheet includes important instructions regarding the information required for your submission, but it *does not* have to be completed and is provided as a convenience to enable you to collect all necessary information before completing your submission in EasyChair. The worksheet itself will not be submitted, but you can fill out some or all of the information in the provided tables in order to copy and paste it into EasyChair during the submission process.

### Presenter Information

Populate this information in the *Author Information* fields in EasyChair. Add or delete columns as necessary for fewer or additional presenters.

Contact Details	Author 1	Author 2	Author 3
<b>First Name</b> As it should appear in the conference program advertising			
<b>Last Name</b> As it should appear in the conference program advertising			



# AOSEC 2023

## Asia Oceania Systems Engineering Conference

Theme: Digitalization for engineering Complex Systems

11<sup>th</sup> - 14<sup>th</sup> October, 2023 | Bangalore, India

Hosted by



India Chapter

<b>Email</b> <u>Note:</u> This email address will be used as the means of communication with each author			
<b>Country/region</b> <u>Note:</u> This information will be used to geographical representation in the T Program.			
<b>Organization</b> Complete business, school, or organization it should appear in the conference program advertising			
<b>Web page</b> Can be used on the conference Web page example, for making the program. It should be the Web page of the author, not the Web page of his organization.			
<b>Corresponding Author</b> Indicate whether each author should be included in correspondence regarding the submission to the conference. If there are multiple authors, at least 2 corresponding authors.			
<b>Speaker</b> Identify the planned speaker that will represent the organization at the conference.			



## Submission Information

<b>Title</b> Copy and paste the title from your presentation. See additional title guidelines below.	
<b>Abstract</b> Copy and paste the abstract from your presentation. See additional abstract guidelines below.	
<b>Keywords</b> Enter at least 3 keywords or phrases describing your submission that could be used for searching in EasyChair.	
<b>Topics / Domains</b> Select <u>no more than</u> 3 topics and 3 domains. Only select topics and domains relevant to your submission, as this information will help conference organizers optimize the placement of your session.	
<b>Primary Sector</b> Select Government, Industry, or Academia. If more than one sector is applicable, indicate the primary sector for the author of the presentation.	

## Author and Other Information to be Anonymized

### Initial Presentation Submission (before review):

To support the double-blind review process, the presentation must be “anonymized” for initial submission by removing all identification details as follows:

- Do not include any author information on the first page.
- When referencing previous work by the presentation’s author, anonymize citations as follows:  
 “We demonstrated previously that ... (Anonymous 2015)” where the author’s previous publication is listed in the references as:  
 Anonymous 2015. Details omitted for double-blind reviewing.
- Use of further references by the author should be similarly indicated (for example, “Anonymous 2003”).
- Ensure that figure and table titles are treated similarly when identifying the source as a previous publication by the author.
- Remove all references to funding sources and participating organizations.
- Do not include acknowledgements.
- Do not include biographies of authors.



### Final Presentation Submission (updated after review):

After the initial presentation submission has been reviewed, the author must update the presentation to address all reviewer proposals and comments. The final presentation should also contain relevant author details such as name, organization, and contact details. Use the following guidelines:

- Below the presentation title, center the author’s name, organization (business or school affiliation), and complete mailing address using mixed case formatting.
- The authors’ telephone numbers and email addresses may be included.

**Note:** Email addresses should use the Arial Narrow font and should be formatted as hyperlinks (for example, [author.person@gmail.com](mailto:author.person@gmail.com)). Access Microsoft Word Help for instructions for creating hyperlinks.

- Two or more authors with different addresses should have author information placed in two columns. If the final author count is an odd number, center the information for the last author.
- Once completed, the updated (final) presentation needs to be submitted again to replace the first “anonymized” submission. The author should check after this second submission that the final presentation appears in EasyChair.

### Copyright Statement

Initial presentation submission (before review):

- Do not include a copyright statement.

Final presentation submission (updated after review and acceptance):

- Include a copyright statement as shown in the template.