

2 July 2010

Guidelines for authors and speakers

Submission of final conference papers

Deadline for submission of final papers is 15 August 2010.

1. In order to get a uniform paper layout we kindly ask you only to use the paper template we have sent to you. Be sure to use the template's format.

If you need a copy of the template please contact Tine Larsen: tsl@civil.aau.dk.

2. Please remove all **unnecessary text** from the final paper (guidelines from the template etc.).
3. The only accepted format for submitted papers is **PDF** format.
4. To submit your final paper use the "EasyChair" function and use the **same ID-number** that was allocated to your paper the first time it was uploaded. Use the web address:

<http://www.easychair.org/conferences/?conf=phn2010>

5. **Filename:** ProgrammeDate_sessionsNr_Programmetitel.PDF
(use the short title from the program)

Example: 7october_session2_FromPassiveHousetoZeroEmission.PDF

Speaker guidelines

1. You will receive a note on "EasyChair" telling you:
 - on which day and session your speech is scheduled in the conference programme
 - the short title of the paper in the programme
 - which language will be used
 - the duration of your speech
2. You can download the conference programme from this page by choosing menu: "Program".
3. The conference language is English. All the sessions are listed with a name and a title in the conference programme. You will need the session number when you name the PowerPoint.

On the next page you will find guidelines for submission of overhead presentations

Submission of overheads - PowerPoint presentations

Please submit the PowerPoint on a USB Key in PC windows format

The USB Keys are collected:

- 6. October from 17.30 – 19.00 at the reception in Aalborg Congress Centre
- 7. October from 7.00 – 9.00 at the Conference Secretariat in Aalborg Congress Centre.

We will kindly ask you to submit your final PowerPoint presentation on mail no later than 27 September to Helene Hjort Knudsen hk@passivhus.dk

Then we will have a copy of the PowerPoint in case of any technical problems with the USB Key. You must still bring the USB Key to the conference.

Please Notice:

1. The overheads are to be in **English language**.
2. The overheads are to be submitted in Microsoft Office PowerPoint format = .ppt or .pptx format – no earlier versions than '97 – 2003' – and in PC format for windows.
3. The presentation **file name**:

ProgramDato_sessionsNr_Programtitel.PDF (use the short title from the program)

Example: 7october_session2_FromPassiveHousetoZeroEmission.ppt

We look forward to meeting you at the conference. If you have any **questions**, please don't hesitate to contact:

Helene Hjort Knudsen, tel. +45 25 31 98 67 or email: hk@passivhus.dk

Kind regards

Aalborg University, Aarhus School of Architecture and Passivhus.dk