**Guidance to speakers and poster presenters**

**Key-dates**

15 September 2022

Submission of Conference Papers for the 14th Forum Book opens

15 October 2022

Submission Deadline for Conference Papers for the 14th Forum Book

15 November 2022

Authors notification

15 December 2022

Authors registration Deadline

15 January 2023

Participants registration Deadline

21 -24 February 2023

Forum & Field trip

**Conference papers and submission – procedures**

**Please note that for this forum applicants will only have to submit a minimum of (3) three pages, which will be used for the final 14th Forum Book.**

**-For oral and poster presentation:**

The conference papers should be written ONLY in English.

The papers should be in A4 (210 x 297 mm)format, typed in MS Word, Times New Roman font, single-spaced, font size 12, left and right margins should be 25 mm wide, 30 mm should be margins at the top and the bottom of the pages (Pictures, diagrams, schedules, etc. should be typed and inserted in .jpg).

**-The conference paper should include**:

* **TITLE**

In bold, capital letters and centered

Double space

* **NAME(s) OF AUTHOR(s)**

In bold, italic letters and centred

Double space

**Author’s affiliations**

Italic letters. If more than one institution is included, number them according to authors

Double space

* **Summary**

All conference papers should start with a **half page summary, which will be used for the 14th Abstract Book, which will be distributed to Forum participants at the start of the 14th Forum.**

The summary should be no longer than a half page (included in the three pages) and state briefly and specifically what the paper reports, summarize the conclusions. Point out new information and indicate the relevance of the work.

Double space.

* **Key-words**

5 –10

Double space

* **Text of the article**

The authors could structure of the article depending on its content, as for example: introduction, one or more chapters/paragraphs, and conclusions. All figures and tables must be incorporated in the text, they must be clear and simple, and they should be properly identified with number and text which explain the figure/table. The minimum required size for inserted pictures, diagrams, schedules, and photos is 560 × 1100 pixels (height × width). The size should be of high quality in order to reproduce well.

Measurements should be expressed in SI/units. Double space.

* **References**

In bold. Double space.

-The conference paper should be three pages minimum long and **prepared according to following example:**

CLEAN-UP OF SOIL CONTAMINATED WITH PESTICIDES IN BRAMBUCO REGION

First, A.1, Second, B.2, Third, B.1

1Research Institute, Town, Country

2University Department, Town, Country

The text should be written in English single-spaced with no indentations. Use standard abbreviations only. Do not include referenced and figures or tables into the summary. Use 12 pt Times New Roman fonts with 2.5 cm side margins.

**-Conference paper submission:**

The conference papers must be sent to the Organizing Committee by e-mail to:

[13HCHforum@gmail.com](mailto:13HCHforum@gmail.com) , [John.vijgen@ihpa.info](mailto:John.vijgen@ihpa.info) & k.okhotnyk@gmail.com

~~The~~ **~~deadline for the submission will be before September 21~~~~st~~~~, 2022~~**~~.~~

~~The~~ **~~deadline for the approval of papers will be before October 30~~~~th~~~~, 2022~~**~~.~~

Participants will receive the notification of approval by mail.

**Conference Publishing**

**14th Abstract Book: (E-version)**

The Abstract Book will be obtained at the Forum by downloading. It will be available for downloading for Forum participants at the beginning of the 14th Forum. *It will include the summary of the conference papers received with the title, name(s) of author(s) and key words. Each summary will not exceed an A4 page.*

**14th Forum proceedings (Traditional Forum Book- E-version):**

The traditional Forum Book will be published after the 14th Forum.

The presented conference papers (minimum three pages) will be published after the Forum on the IHPA web-site ([www.ihpa.info](http://www.ihpa.info)) and in the Surfing Life Project web-site http://www.lifesurfing.eu/en/life-surfing-project/ The materials will be published in their originals forms as received from the authors. No additional editing works will be done. The authors are fully responsible for the content of their conference papers.

**Conditions of participation:**

Representatives of scientific communities, governmental administrations, NGOs and business associations from different countries, public bodies with responsibility and competences in the problem addressed and international organizations with experience on obsolete and POPs pesticides and other POPs are welcome to participate in the 14th Forum.

Participants are invited to submit a minimum of three pages conference paper (including the summary) of their oral or poster presentations in English and to take part in the discussions both in plenary sessions and/or in the working groups.

Participants will have the opportunity to distribute promotional materials among participants.