

## **MSE 2018 - Materials Science and Engineering**

September 26<sup>th</sup> – 28<sup>th</sup>, 2018 in Darmstadt, Germany

### **GUIDELINES for MSE authors**

To submit an abstract for MSE 2018, the following steps are necessary:

- 1. Registration of an account**
- 2. Submission of an abstract**
- 3. Confirmation of your lecture/poster**
- 4. Booking of your conference ticket**
- 5. Upload of additional documents**
- 6. Presentation / Poster**
- 7. Key dates**
- 8. Conference Location**
- 9. MSE-Congress Office**

#### **1. Registration of an account**

To register for MSE 2018 and to submit an abstract you need to create an account on the MSE website.

<https://goo.gl/zUP37e>

If you are already registered, just login with your e-mail address and password.

#### **2. Submission of an abstract**

A detailed video instruction on how to submit an abstract is available at:

<https://www.mse-congress.de/registration/submit-your-abstract/>

Please note that the congress language is English. For any additional assistance to submit an abstract, please do not hesitate to contact the MSE congress team ([mse@mse-congress.de](mailto:mse@mse-congress.de))

After submitting your abstract, you will receive an email with the subject "Your submission was successful" including:

- Submission Number
- Submission Title
- Submission Type
- Submitted for

Please use the assigned submission number for any further correspondence with the MSE congress team regarding your abstract.

#### **3. Confirmation of your lecture/poster**

In March 2018, all submitted abstracts will be reviewed and assigned by the symposium organisers into sessions. As soon as this process is finished you will receive a status mail about your abstract status (accepted / not accepted) and the type of your contribution (lecture / poster)

#### **4. Booking of your conference ticket**

The status mail about your abstract will include a confirmation link. It is mandatory to confirm your participation at MSE 2018 by clicking on this link. Once you booked your

MSE ticket and paid your invoice, the lecture/poster will be automatically included into the online and printed program.

If you booked your participation prior to receiving the confirmation e-mail, your submission will be confirmed automatically.

## 5. Uploading of additional documents

You can upload additional documents about your lecture / poster in the online system. These documents will be visible at your abstract page providing more information about your lecture / poster prior and after the MSE congress to other attendees.

Documents allowed include:

- Additional descriptions (e.g. short paper)
- Poster
- Presentation

Furthermore, all additionally uploaded documents will be shown on a separate page on the MSE website, if you allow your document to be published.

## 6. Presentation / Poster

### Presentation

All rooms will be equipped with a notebook, projector and presenter. Larger rooms will also use a microphone system. Please bring your presentation on a USB stick with you. There is no recommendation for the best slide size as the rooms are equipped with different projectors. (4:3 as well as 16:9 can be displayed).

As there won't be a sound system available, please avoid any videos or animations that require speakers.

### Poster

We provide poster walls and tape to mount the confirmed poster. The poster walls will be equipped with the poster number. Please prepare and print your poster in the dimension DIN A0 (portrait format) and bring it with you to MSE 2018. There are no other standards for the design of the poster.

## 7. Key dates

February 28 <sup>th</sup> , 2018	Deadline for abstracts
March 2018	Evaluation of the papers
May 2018	Confirmation to authors
June 2018	Preliminary programme to be published in the internet
May/June 2018	Nomination of the Session Chairs and Session titles
July/August 2018	Final programme for print
September 25 <sup>th</sup> , 2018	DGM-Tag 2018, the DGM General Assembly in Darmstadt
September 26 <sup>th</sup> – 28 <sup>th</sup> 2018	MSE-Congress

## 8. Conference Location

The conference will take place in the buildings of TU Darmstadt (Karo 5), Karolinenplatz 5, 64289 Darmstadt, Germany.

## 9. MSE-Congress Office

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