

# GUIDE FOR ABSTRACT PROPOSERS

## Guidelines for Inclusion in the Workshop Programme

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#### INTRODUCTION

The Climate and Atmosphere Research Center (CARE-C) of the Cyprus Institute, and its Advanced Partners, are organizing the 3rd Annual Scientific Workshop on Climate and Atmosphere Research & Innovation in the Eastern Mediterranean and Middle East (EMME) region, on Tuesday 7 November 2023.

Building on the success of the two previous workshops in 2021, and 2022, this year's event is expected to attract a diverse group of renowned scientists and researchers from across the EMME region, Europe, and beyond.

As such, the workshop will provide a unique opportunity for networking by allowing participants to connect with researchers, scientists, and innovators with shared interests, enhance regional collaboration, increase visibility on important scientific results relevant to the EMME, and contribute to enhancing national capacities for addressing the climate crisis.

This workshop also aims to provide a forum for signposting opportunities for collaboration on competitive calls and other relevant activities that can support the international community in working together more closely to address climate change impacts and challenges.

The workshop is organized by the EMME-CARE project Consortium. The EMME-CARE project established a regional Centre of Excellence (CoE) for climate and atmosphere research in EMME region, the Climate and Atmosphere Research Center (CARE-C), at <u>The Cyprus Institute</u>, supported by Advanced Partners: the <u>Max</u> <u>Planck Institute for Chemistry (MPIC)</u> in Mainz, the <u>French Alternative Energies and Atomic Energy</u> <u>Commission (CEA)</u> and the <u>University of Helsinki (UHEL)</u>. The Workshop is also supported by the Edu4Climate project.

#### **CALL FOR ABSTRACTS**

The workshop will be held online. The Programme Committee (PC) is now inviting submissions for **oral presentations and vPICO contributions** for inclusion in the programme.

While the PC welcomes submissions on any aspect of Climate and Atmosphere Research & Innovation, we are particularly interested in receiving submissions that have a specific focus and/or application in the Eastern Mediterranean and Middle East (EMME) region and will contribute to knowledge exchange and further collaboration in the region.

The PC seeks current and thought-provoking abstracts and speakers who can engage their audiences with quality-driven content in informative and engaging discussions.

Please read this guide carefully, and send us your proposal(s) online through the submission form. Please note that late submissions will not be reviewed by the PC.

#### Deadline for submissions: 10 October 2023, at 17.00 CET

#### **GUIDELINES FOR ABSTRACT SUBMISSION**

#### WHO CAN SUBMIT?

Proposed abstracts must be of interest to scientists, researchers, students or industry professionals actively engaged with research and innovation on aspects of climate change and air pollution in the EMME region, but anyone may make a submission.

#### TOPICS

You can submit an abstract within any area of Climate and Atmosphere Research & Innovation, though applicants are strongly encouraged to propose abstracts that focus on the EMME region and fit within the following topics:

- 1. Climate change and weather extremes
- 2. Atmospheric Dust
- 3. Air pollution sources and impacts
- 4. Greenhouse Gases & Remote Sensing Observations
- 5. Atmosphere & Climate Modelling and Prediction
- 6. New Instrumentation and Research Infrastructure
- 7. International Networks and Regional initiatives
- 8. Education and Training Opportunities

#### **PRESENTATION FORMAT**

Abstract submissions selected by the PC will be offered slots to present in one of two formats:

- 1. <u>Oral Presentation</u>: 7-minute presentation. Presenters are free to select their desired presentation style as long as this is suited to the duration and is compatible with the virtual nature of the workshop. Each presentation should be given by one speaker/presenting author. Time for questions and answers will be allocated additional to the presentation.
- 2. <u>vPICOs</u>: 2-minute presentation (1 slide). vPICO presentations will be grouped within relevant thematic sessions, moderated by a Chair. vPICO presenters should prepare only one (1) slide to support their presentation that they will be required to share with workshop organizers in advance of the workshop date.

#### ABSTRACT FORM SUBMISSION

- **Title**: Please provide a clear and concise title for your presentation. Limited to 20 words in UPPER CASE.
- **Topic**: Please select one (1) among the topics provided
- **Presenters:** You will be able to list as many authors as you wish. The presenting author is the main contact for communications about the abstract. The presenting author's contact details should be submitted so that the presenting author receives the correspondence about the abstract.
- **Abstract**: Please include a short descriptive piece explaining your presentation (300 words maximum). We encourage you to submit an abstract which covers the following sections: background, purpose, methods, results, and conclusion.
- **Recommendations:** We encourage submitters to take into account the following aspects:
  - Overall clarity of submission
  - Appropriateness to the interests of the intended audience
  - The intended learning outcomes take away messages
  - The relevance and timeliness of the content
  - The novelty of the information proposed by the abstract
  - Relevance to the Workshop theme

#### RULES FOR THE SUBMISSION OF ABSTRACTS

- Abstracts must be submitted using the <u>online abstract submission form</u> on the EMME-CARE website. Abstracts received through any other means will not be considered.
- All abstracts accepted for presentation will be published on the Workshop webpage and online handbook prior to the workshop.
- All abstracts should be submitted in English and at a language quality level suitable for publication.
- It is the presenting author(s) responsibility to ensure that all co-authors are aware of the content of the abstract before submission.
- You may submit more than 1 abstract. However, presenters that are accepted for oral presentation will be permitted to give only 1 oral presentation. Any additional accepted abstracts may be vPICO only.

#### ABSTRACT SUBMITTERS' DECLARATION

During abstract submission you will be asked to declare the following:

- I confirm that all information submitted in the abstract and the abstract submission form is correct. I accept that the content of this abstract cannot be modified or corrected after final submission and I am aware that it will be published as submitted.
- Submission of the abstract constitutes the consent of all authors to publication (e.g. Workshop webpage, programs, other promotions, etc.)
- The Abstract Submitter warrants and represents that no part of the information and content provided by him/her (Hereafter: the "Content") to EMME-CARE and The Cyprus Institute (Hereafter: the "Organizers"), nor the publication of any such Content by the Organizers, on the internet or otherwise infringes any third party rights, including but not limited to privacy rights and/or intellectual property rights.
- The Abstract Submitter grants the Organizers a copyright license to reproduce, publish, translate, distribute, and display the text of the Content on a royalty-free, perpetual, irrevocable nonexclusive basis.
- I herewith confirm that the contact details submitted are those of the presenting author, who will be notified about the status of the abstract. The presenting author is responsible for informing the other authors about the status of the abstract.
- I understand that the presenting author must be a registered participant.
- The Organizers reserve the right to remove from publication and/or presentation an abstract which does not comply with the above.
- I understand that I must select a specific Topic for my abstract allocation. Although the committee will work hard to honor this selection, this cannot be guaranteed. The Committee reserves the right to change the Topic under which the abstract was originally submitted.
- I understand that this event will be recorded, and that images and/or recordings of this event may be used by the organizers for dissemination purposes including print and digital media such as websites, press-releases, social media, and live streaming.

#### ABSTRACT SELECTION AND PRESENTATION

The PC will review all submitted abstracts. Notification regarding abstract acceptance and scheduling will be sent to the submitting author.

Please note, if your abstract is accepted for oral presentation, the presenting author will be permitted a maximum of 1 oral presentation in the program.

**GDPR:** The Abstract Submission system used for the purposes of Workshop is GDPR compliant. Abstract submission, review and registration is realized through the EMME-CARE website and adheres to <u>The</u> <u>Cyprus Institute Privacy Policy</u>. For the purposes of the Workshop, personal data submitted as part of the Abstract Submission process may be shared with EMME-CARE and managed in accordance with the <u>EMME-CARE Privacy Policy</u>.