SP24 Author Instructions

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STEP 1: Submitting a Call for Proposals application (by 30th April 2024)

To become a speaker at SP24, one must first submit a Call for Proposals application using the [EU Survey application form](). All contributions are welcome, including public or privately funded research, and commercial solutions. This year, we especially welcome speakers addressing the following topics:

- Energy Communities, Smart Cities and Urban Transition
- Renewable Energy Technologies
- Sustainable Construction & Renovation
- Decarbonization & Circularity
- Climate Change mitigation and adaptation
- Facilitating the energy transition: Policy, Finance, Training
- Sustainable Urban Renewal & Cultural Transformation
- Digital twins, Smartness & Artificial Intelligence for Sustainability
- Resilience and Energy Security
- Other

Once a CfP submitter has received an acceptance email from the SP24 organising committee, that speaker is then guaranteed a slot within the scientific programme. The types of contributions are as follows (maximum choice of 2 types):

- **Paper** (20' presentation; 1 required registration; peer-reviewed article*). Please highlight in the abstract which EU project the paper submission is related to. This will ensure your paper submission is eligible for ORE submission.
- **Workshop** (5 required registrations; optional peer-reviewed article*)
- **Presentation** (20' presentation; 1 required registration; no article submission)
- **Rollup Poster** displayed in the exhibition area if a rollup stand is provided by the submitter (NO presentation; 1 required registration; optional peer-reviewed article*)

*All articles will be published through [Open Research Europe]() in a [specific collection dedicated to Sustainable Places 2024](). Submissions are due by 31st October 2024. Articles can be published in various formats such as Research Articles, Brief Reports, Data Notes, Method Articles, Software Tool Articles, Reviews, Case Studies, or Open Letters. More information can be found on the [Article Guidelines page](). Please also be sure to read the open access [publishing model]() and [peer-review process](). Your article must meet the following eligibility criteria: At least one author must be involved in a running or finished Horizon 2020 or Horizon Europe project from the European Commission and the article must be a result of that project; The article must be original work (see [originality]()).

QUESTIONS OR CONCERNS SHOULD BE SENT BY EMAIL TO: [sustainableplaces[@]r2msolution.com]().

STEP 2: Conference Registration

Please find below the rates and weblinks to register for SP24.

TYPE OF TICKET	EARLY BIRD DEADLINE: 30 MAY 2024	STANDARD DEADLINE: 31 JULY 2024	LATE
On-site attendance	550€	650€	750€
Online attendance (non-presenter)	NA	50€	NA
Online attendance (speaker)	NA	150€	NA
Workshop boost (50 online non speaker tickets)	NA	500€	NA

*VAT excluded in the price list.

Registration weblink:

https://list.ungerboeck.com/PROD/emc00/register.aspx?aat=505041667831344d36694775665a73492b4d2b38382f414176547657334e75795a4b6665542b444e6f624d3d

STEP 3: Preparing and Promoting Contributions

Workshops should provide their own session moderator(s) to introduce speakers, field in-person audience questions, etc. We also encourage workshop organisers to delegate at least one person to manage the online engagement during the session (e.g., collecting online questions and directing them to the appropriate speaker, chatting in case you're running late or over the allocated time, fielding general questions when they're not directed to a specific speaker, etc.). One SP24 staff member will be in the session room during the conference for technical support. For both in-person and online workshops, the moderator is responsible for collecting speaker presentations and sending them to sustainableplaces[@]r2msolution.com at least one week prior to the conference (as backup). For in-person workshops, the moderator or a designated participant should arrive at least 15 minutes early to arrange the assigned room for the desired setup and ensure the correct presentation files are pre-loaded onto the session room computer. For online workshops, all participants (i.e., moderator, audience manager, and speakers) should arrive at least 15 minutes early to the virtual room and test the audio, video, and screen sharing of all speakers. For workshop organisers intending to submit one or more ORE paper(s), they should coordinate the submission(s) internally and then follow the same instructions as mentioned in STEP 1. Any EU-funded project is eligible to submit an ORE paper, so if a workshop has 5 projects involved there can be 5 ORE submissions or 1 ORE submission for all projects. Please utilise the SP24 logo on at least on the title slide, and utilise your marketing channels to promote the contribution (before, during, and after).

A PROMOTIONAL BANNER TEMPLATE WILL BE SENT DIRECTLY TO WORKSHOP ORGANISERS.

Papers or presentations must be sent as a PPT file to sustainableplaces[@]r2msolution.com at least one week prior to the conference (as backup), but they should also be provided to the session SP24 staff member who will be the session moderator. This applies to both online and in-person speakers. Please utilise the SP24 logo on at least on the title slide, and utilise your marketing channels to promote the contribution (before, during, and after).

Posters must send or bring a rollup to ensure display during the conference. If this is not possible, we can not guarantee the poster will be displayed. If a critical mass of digital posters is received from registered speakers, a virtual exhibition gallery will be placed on the SP website following the conference. There are no size or formatting requirements, and while not mandatory it's preferable to use the SP24 logo if possible and all text should be clearly legible. All posters will be displayed during the full 3-day duration of SP24, unless otherwise requested. ORE submissions are eligible for posters.

STEP 4: Virtual Platform Instructions (RingCentral, formerly Hopin)

Access to the virtual platform requires a (no-cost) registration process which is separate from the (paid) registration to the SP24 conference itself. After the SP24 conference registration is completed, users should await the virtual platform registration link which will be provided at least one week prior to SP24 commencement on 23rd September 2024). Once users have received the virtual platform registration link, they should click the link and register for the SP24 event. If users have previously created a Hopin (now called RingCentral) account, they should sign in to their account before registering for the SP24 event. Alternatively, if users have not yet created a Hopin/RingCentral account, they must first create one before registering for the SP24 event becomes possible. To sign in, you must use the same email address that you've used to create the account.

Online rehearsals will be available until 2nd September 2024. Any registered speaker can request a technical check of the virtual platform (i.e., how to share your screen or test your audio and video) by sending an email to sustainableplaces[@]r2msolution.com. All online speakers are encouraged to sign in a few minutes before the session begins to become familiar with the platform functions (e.g., session or event level chat, direct or random networking, polls, etc.).

Networking capabilities made available during the conference via the online platform follow two formats, either private 1:1 meeting or random matchmaking between two parties.

Virtual booths setup (one per project or speaker), registered speakers can send their info by 2nd September 2024 via email to sustainableplaces[@]r2msolution.com according to the provided setup instructions who will create the booths accessible by all SP24 Hopin users during the conference.

ALL VIRTUAL PLATFORM DETAILED INSTRUCTIONS ARE AVAILABLE AS PDF FORMAT AT THIS LINK.

STEP 5: Publication Opportunities

Following the conference, speakers will be given the opportunity to upload a public version of their presentations to the SP website. For workshop presentations, we kindly ask that the workshop organiser take responsibility for collecting the presentation files and sending them to the SP organisers. These files can be delivered to sustainableplaces[@]r2msolution.com in either PPT or PDF file formats. ORE submissions should be uploaded directly to the SP24-dedicated collection page. The SP24 publication opportunity process flow can be visualised using the following illustration: