



# SP24 Author Instructions

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## STEP 1: Submitting a Call for Proposals application

To become a speaker at SP24, one must first submit a Call for Proposals (CfP) application using the [CfP 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](mailto:sustainableplaces@[r2msolution.com).



## STEP 2: Conference Registration

All SP24 attendees must register and pay the appropriate registration fee. On the [conference website](#) are the registration rates, and [here is the registration payment gateway](#) to complete the payment.

## 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](mailto: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](mailto: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. **All SP24 attendees can locally print rollup posters to be displayed during the 3 days of the conference. The cost of local printing + delivery to the venue is 168 EUR. Files must be sent to [contact@mistercopy.lu](mailto:contact@mistercopy.lu) no later than 13 August. Mister Copy (the printing service provider) will first check if the file is correct, and then they will send a link for an online payment, valid for 24 hours.** While it's not mandatory, it's preferable to use the SP24 logo if possible, and all text should be clearly legible. All rollup posters will be displayed during the full 3-day duration of SP24, unless otherwise requested. Poster-only contributors can submit papers to ORE.



## STEP 4: Virtual Platform Instructions

SP24 is thrilled to announce the utilisation of B2Match for networking and all digital aspects.

Here is the event webpage: [Home | Sustainable Places 2024 \(b2match.com\)](#)

All SP24 attendees should follow the following 4-step process:

- Step 1: use your “one time” password (sent by email) to login and create a new password
- Step 2: complete your profile
- Step 3: create opportunities, set agenda, choose areas of interest, etc.
- Step 4: start networking!

[Here](#) are some useful links to help you get the most out of your SP24 participation (e.g., [Profile](#), [Test & Prepare for Online Meetings](#), etc.). Any questions, email: [sustainableplaces@\[r2msolution.com](mailto:sustainableplaces@[r2msolution.com).

## 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@lr2msolution.com](mailto:sustainableplaces@lr2msolution.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:

