

The 21st EAROPH World Congress and Mayors' Caucus
(Notes on the construction and format of your Presentation Paper.)

Please read the following guidelines for the structure of your paper, as we aim for uniformity in all Presentation Papers. Thank you.

1. Page format and length of your Presentation Paper:

There should be a 30 mm space at the top of each page, and 25 mm at the bottom, with 20 mm spacing on both the left and right of the text. There is to be 45 lines per page (excluding the heading), single spaced, and using A4 edition paper. Observe the SAMPLE paper given for layout, where the entire text is in a single column format. Your Presentation Paper (manuscript) including diagrams, should not exceed ten pages in length.

2. Manuscript composition and format. (Refer also to the SAMPLE paper on our website.)

(a) Use Times New Roman font type for all of the written text, including that used with diagrams or illustrations (no hand writing) in your manuscript.

(b) The order of the Presentation Paper should be as follows in the box below:

Font size of 11 – 12, using Times New Roman, and to be Centered.

1. Title
2. Author

Font size of 9 – 10, using Times New Roman and to be Centered.

3. Name and address of the employer, institution or Government agency of the Author, and an e mail contact address of the author themselves.

Font size of 9 – 10, using Times New Roman and margins to be left and right justified.

4. Abstract (see SAMPLE paper) : an outline of approximately 300 words
5. Keywords
6. Text of the body of the paper

Legible size: Minimum font size of 8 – 9, using Times New Roman and margins to be left and right justified, with 0.5 line spacing.

7. Supplementary notes (when necessary)
8. References used and literature cited (bibliography).

(c) All *figures, tables and photographs* should be integrated within the text of the Presentation Paper.

3. Method of submitting your Presentation Paper.

(a) Attach your Presentation Paper to the e mail, using a PDF file and send it to the EAROPH 2008 Executive Committee Secretariat. Ask for a reply confirmation from the Executive Committee Secretariat, that it has been received. If you have ANY difficulties in sending your completed Presentation Paper, please contact the Secretariat immediately.

(b) The DEADLINE for the submission of your Presentation Paper is: July 15th.

4. Schedule (Timetable) See below:

July 15 th , 2008	Deadline for submission of Presentation Paper.
September 30 th , 2008	Deadline for presenting a Power-point presentation
October 21 st – October 24 th 2008	The 21 st EAROPH World Congress and Mayors' Caucus

5. Guidelines for the presentation of Papers in the Subcommittees

(a) Time limit:

25 minutes per speaker, with the delivery being from 15 – 20 minutes, and the remaining 5 – 10 minutes to be used for the asking and answering questions.

(b) Language Used:

It is assumed that the 'official language' to be used at the conference will be English, and as a rule, all announcements will be in English.

(c) Chairperson etc

The chairperson and the coordinator will have been designated, and an interpreter will be used only for question and answer time.

(d) About your Presentation Paper:

If you are using a Power-point presentation, please send a file beforehand to the aforementioned Secretariat by Tuesday, September 30th, 2008, because Power-point facilities are available.

(e) Collection of the Abstracts (outlines) of Presentation Papers:

A collection of all Presentation Paper abstracts (outlines) will be published (accompanied by a Japanese translation), and distributed on the day of presentation. Japanese presenters must submit a Japanese and English version of the abstract to the Secretariat.

6. Other Points:

(a) Registration of participants:

EAROPH will publish your Presentation Papers for free, however all presenters must pay for their registration to the Congress.

(b) Venues:

If you applied for session 1 – 3, you will make your presentation at Egret Himeji, on Wednesday October 22nd.

If you applied for session 4 – 6, you will make your presentation (at Awaji Yumebutai International Conference Center) on Friday October 24th.

7. Submissions and Inquiries:

All submissions and inquiries for the World Congress must be directed to:

EAROPH 2008 Executive Committee Secretariat

· [E-mail:Info@earoph2008.jp](mailto:Info@earoph2008.jp) or earoph2008@city.himeji.hyogo.jp

· Fax: 079-221-2757

· Address: Yasuda 4-1 Himeji City 670-8501 Japan

City Planning Section Himeji City Office