TOOLing2022
Conference & Exhibition

Örebro, Sweden, 25-27 April 2022

Guidelines and Template for Papers and Presentations submitted to the 12th TOOLING 2022 Conference & Exhibition in Örebro, Sweden

As the time schedules are tight, kindly read and follow the guidelines below to avoid corrections.

Please note that papers which do not follow those guidelines cannot be published.

1. Guidelines regarding your Paper

Please log-in to your personal area at clicking on **Submit full paper** on the conference website **www.tooling2022.org.** (Access data were sent by email after registration upon abstract submission). Check and complete your submitted data. Please follow the instructions on how to submit your paper as a Word file (with complete incorporated pictures) as well as high resolution PDF.

1.1. Structure

The paper must respect the following structure:

Title: The title must be the same as the submitted. If you want to change it, please inform us by November 26, 2021 at the latest.

Author(s) name(s) and affiliations(s): List the author's full name and those of any co-authors. Also include the address of the company/organization with whom the author and co-authors are affiliated. At least one of the authors (the presenter/speaker) must register as conference participant.

Abstract: The abstract should state the main object and findings of the work in max. 200 words and be written in the present tense.

Key Words: A list of 3 to 7 keywords (not capitalized) separated by commas, no full stop.

Figures and Tables: Figures and tables must be placed as close as possible to the text reference and must have a caption typed directly below it. Please made the first reference bold (**Figure 1**).

Conclusion: A conclusion should not be longer than 250 words and briefly review the most significant information of the paper.

Acknowledgments (optional): Acknowledgments should be brief and written in the first person, using "I" or "we".

References: References should be cited as below:

[1] M. Johnson, R. Argyris, T. MCGee, *Int. J. Machine Tool Res*. **2020**, 18, 2001086.

Please follow the paper template.

1.2. Writing and Formatting

Language: All contributions must be written in English.

Formatting Instructions
o Page size: 16 cm x 24 cm (this document)
o Margins: 15 mm from the top, left and right; 20 mm from the bottom (this document)
o Font: Times New Roman
o Font size: 10pt for the main text, 8pt for the captions, 11pt for the headlines
o Length: max. 8 pages
o Colour: Please make sure all diagrams, figures, tables and photos are legible when printed in black & white as well as when printed in colour
o Format: block justified

Photo resolution: Photo resolution must not be lower than 300 dpi in the final format.
Equations: should be inserted using the Equation Editor (not as graphics) and set away from the text by a line above and below.

1.3. Submission
Authors are required to submit their full paper by January 28, 2022. All papers must be submitted online.

2. Guidelines regarding your Presentation

2.1. PowerPoint Presentation
Duration: 25 minutes including 5 minutes for discussion and transition.
Format: 16:9 - Power Point Slide Show: *.ppt,*.pptx,*.pps or *.ppsx. Enclosed you find a template. Please use this template for your presentation.
Contrast: High contrast between the background colour and the colours of the text is required to ensure an easy reading.
Font size: Not smaller than 16 pt.

2.2. General Information
We kindly ask you to arrive at the conference room at least **15 minutes before the session starts** (coffee or lunch break) and make acquaintance with the assistants assigned to the room who will assist you with sound and PowerPoint projection. The sequence of speakers is fixed as indicated in the program.
Please take a seat in the front of the room to ensure a smooth transition from one speaker to the other. You will be introduced by the chairman. He will mention your name, affiliation and country. You have to introduce the topic of your presentation yourself.

3. Proof-reading
All papers will be reviewed by the Scientific & Program Committee as part of the review process. However, due to the high number of lectures, we are not able to proofread neither the papers nor the presentations. Please check the spelling and grammar.

4. Deadlines
The deadline for submission of the **full paper** is **January 28, 2022**.
The deadline for submission of PowerPoint **presentation** is **April 19, 2022**.

5. Copyright
Please fill out the copyright transfer and submit it with the full paper.

Thank you for your cooperation!

By following these guidelines, you will help us to make the TOOLING2022 a great success.

Should you need any further information, please do not hesitate to contact:

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