

SWISSED16 - Instructions & guidelines for submissions

Version: 6th April, 2016

About this document

SWISSED16 is due to take place on Monday, 12th September 2016 at Kongresshaus Zürich. The SSSE have chosen to use EasyChair for managing the event programme. This document is intended to guide potential presenters through the submissions process.

Key dates

- Final date for Submission of IP form, abstracts + biographies: **13th June**.
- Draft programme to be released: **20th June**.
- Draft presentations to be submitted by: **4th July**.
- Reviews to be completed: **25th July**.
- Final presentations to be submitted by: **29th August**.
- SWISSED16 event: **12th September**.
- Release of SWISSED16 presentations online: **26th September 2016**.

Note: You do not need to submit a Paper for SWISSED16, only a presentation.

Contact Information

SWISSED16 Conference Management

- Email: swissed@ssse.ch

SWISSED 2016 Tech Program Chair

- Mike Johnson
- Email: mike@ssse.ch

SSSE Admin questions

- Email: info@ssse.ch

SWISSED16 website: <http://www.ssse.ch/node/251>

Access the online submission site at <https://easychair.org/conferences/?conf=swissed16>

1. Submissions Overview

Interested presenters in the field of Systems Engineering are encouraged to submit a proposal for a presentation of 30 minutes + 5 minutes questions and answers.

The SWISSED16 theme is: **Systems Engineering for competitiveness**

The main categories for submissions are as follows:

- Systems Engineering applied to the Medical Devices Industry
- Defense and Aerospace Systems Engineering
- IoT / Industry 4.0
- Agile Systems Engineering

If your submission does not exist within the main categories, it will also be considered for the programme. Please ensure it is at least addressing the SWISSED16 theme.

2. Submissions Instructions

Go to: <https://easychair.org/conferences/?conf=swissed16>

If you don't have an account, then register with EasyChair for free.

2.1. Add the Presenter's data

For SWISSED16, you can consider "Author" as "Presenter".

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New Submission for SWISSED16 [Submission templates](#)

Click on "Submission templates" to **download the submission templates for this conferences**.
Follow the instructions, step by step, and then use the "Submit" button at the bottom of the form. The required fields are marked by (*).

Author Information

Please fill out the form below. Some items on the form are explained here:

- **Email address** will only be used for communication with the author. It will not appear in public Web pages of this conference.
- **Web site** can be used on the conference Web pages, for example, for making the program. It should be a Web site of the author, not the Web site of her or his organization.

Author

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web site:

[†] Note: leave first name blank if there is no first name. If you are not sure how to divide a name into the first and last name, [read the Help article about names](#).

2.2. Add Title, Abstract and Keywords

Title and Abstract

The title and the abstract should be entered as plain text, they should not contain HTML elements.

Title (*):

Abstract (*):

Keywords

Type a list of keywords (also known as key phrases or key terms), **one per line** to characterize your submission. You should specify at least three keywords.

Keywords (*):

2.3. Select relevant topics

Topics

Please select topics relevant to your submission from the following list.

- Systems Engineering applied to the Medical Devices Industry Defense and Aerospace Systems Engineering
 IoT / Industry 4.0 Agile Systems Engineering
 Other

2.4. Download IPR form from “Submission templates”

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Author

2.5. Enter Presenter’s biography and Upload .pdf of completed IPR form

Other Information and Uploads

The following part of the submission form was added by SWISSED16. It has neither been checked nor endorsed by EasyChair

Provide 50 to 100 words about yourself. (*). Please provide a description of professional history.

IPR Form. Upload IPR Form. It must be in PDF format (file extension .pdf)

No file chosen

2.6. Final check, then “Submit”

Ready?

If you filled out the form, press the 'Submit' button below. **Do not press the button twice: uploading may take time!**