

SWISSED17 - INSTRUCTIONS & GUIDELINES FOR SUBMISSIONS

ABOUT THIS DOCUMENT

SWISSED17 is due to take place on Monday, 4th September 2017 at Lake Side Zürich. The SSSE have again chosen to use EasyChair for managing the event programme. This document is intended to guide potential presenters through the submissions process.

THEME OF SWISSED17

Inspired by this year's Key Note speakers, Dave Snowden and Joseph Kasser, the theme of SWISSED17 is:

Conquering complex conundrums through Systems Engineering education

TOPICS OF SWISSED17

Presenters are encouraged to submit presentations relating to both the SWISSED17 Theme and at least one of the topics below:

- Defense & Aerospace
- Safety
- Transport
- Medical Devices
- MBSE
- Diverse SE topics

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.

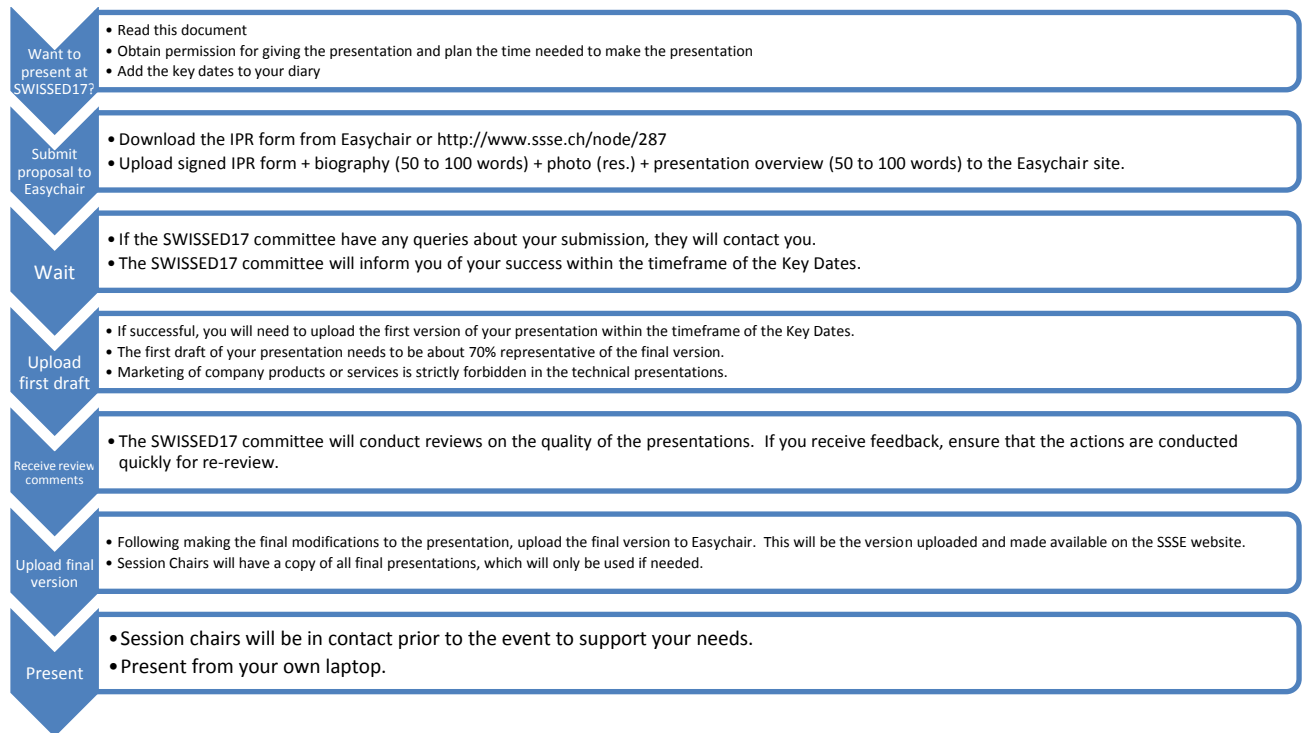
Note: Presenters do not need to submit a Paper for SWISSED17, only a presentation.

ACCEPTANCE PROCESS

All submissions shall be assessed by the SWISSED17 Technical committee against the following criteria:

- Relevance to SWISSED17 theme
- Relevance to SWISSED17 topics
- Commercial neutrality of proposal
- Knowledge and experience of Presenter
- Overall Systems Engineering relevance

APPLICATION PROCESS:



KEY DATES

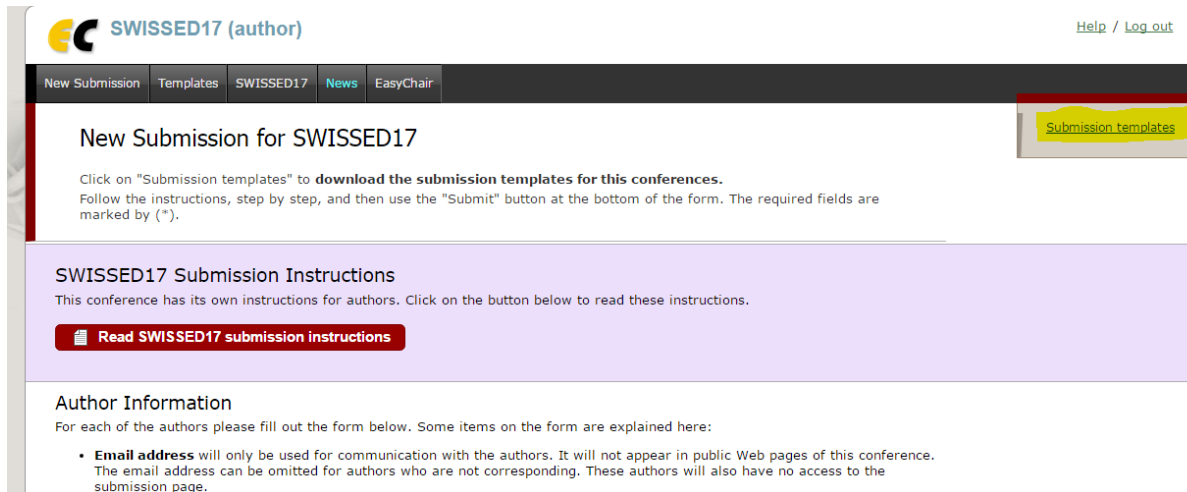
- Final Submission of IP form, photos, abstracts + biographies: 30th April.
- Draft programme to be released: 26th May.
- Draft presentations to be submitted by: 16th June.
- Reviews by SWISSED17 committee completed by: 21st July.
- Final presentations to be submitted by: 18th August.
- SWISSED17 event: 4th September.
- Release of SWISSED17 presentations online: 18th September 2016.

DETAILED SUBMISSION INSTRUCTIONS

Go to: <https://easychair.org/conferences/?conf=swissed17>

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

Download IPR form from "Submission templates" or from the SSSE website <http://ssse.ch/node/254>:



The screenshot shows the EasyChair interface for the SWISSED17 conference. At the top, there is a navigation bar with links for "New Submission", "Templates", "SWISSED17", "News", and "EasyChair". A "Submission templates" button is highlighted in yellow. Below the navigation bar, the page title is "New Submission for SWISSED17". A text box explains that clicking on "Submission templates" will download the submission templates and provides instructions on how to use them. Below this, there is a section titled "SWISSED17 Submission Instructions" with a button labeled "Read SWISSED17 submission instructions". At the bottom, there is an "Author Information" section with instructions for filling out the form and a list of requirements, including that the email address will only be used for communication and that it can be omitted for non-corresponding authors.

Add the Presenter(s)' data:

Author 1 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

Author 2 ([click here to add yourself](#)) ([click here to add an associate](#))

First name[†] (*):

Last name (*):

Email (*):

Country (*):

Organization (*):

Web page:

corresponding author

For SWISSED17, you can consider "Author" as "Presenter".

Enter the title of the planned presentation and a circa 100 word overview:

Title and Abstract

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

Title (*):	<input type="text"/>
Abstract (*):	<input type="text"/>

Select relevant topics:

Topics

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

Conquering complex conundrums through Systems Engineering education	
<input type="checkbox"/> Defense & Aerospace	<input type="checkbox"/> Diverse SE topics
<input type="checkbox"/> MBSE	<input type="checkbox"/> Medical Devices
<input type="checkbox"/> Safety	<input type="checkbox"/> Transport

Enter Presenter(s)' biographies:

Other Information and Uploads

The following part of the submission form was added by SWISSED17. It has neither been checked nor endorsed by EasyChair

Presenter 1 Biography (*). 50 to 100 word biography

Presenter 2 Biography (if applicable). 50 to 100 word biography

Upload .pdf of completed IPR form and high resolution portraits (1.0 to 1.5MB) of Presenter(s):

Confirmation of uploads. All submissions are only valid when accompanied with an completed IPR form and image of the presenter(s) for the SWISSED17 brochure.

Please confirm that the IPR form and personal portrait have been uploaded to Easychair

Upload scanned copy of IPR form. Upload a completed IPR form corresponding to your presentation.

IPR form can be downloaded from:

<http://ssse.ch/node/287>

No file chosen

Presenter 1 portrait upload. Upload high resolution image for SWISSED17 brochure.

No file chosen

Presenter 2 portrait (if applicable). Upload high resolution image of Presenter 2.

No file chosen

*****SUBMISSIONS WITHOUT THE MINIMUM OF THE ABOVE SHALL NOT BE CONSIDERED*****

Final check, then press "Submit".



Version: February, 2017



USEFUL INFORMATION

SWISSED17 Conference Management

swissed@ssse.ch

SWISSED 2017 Technical Programme Chair

Mike Johnson; mike@ssse.ch

SSSE general questions

info@ssse.ch

SWISSED17 website:

<http://ssse.ch/node/254>

Access the online submission site at:

<https://easychair.org/conferences/?conf=swissed17>