



ABSTRACT SUBMISSION GUIDELINES

This document contains the guidelines for the submission of abstracts to the WCPEC-8.

1. CONTENT AND FORMAT OF YOUR ABSTRACT



The abstract should contain new scientific work that has not been presented in another conference or published elsewhere. Each abstract will be reviewed by at least three independent experts from the global PV community.

Abstract format:

Abstracts must be written using the template MS Word document. You can download it in the User Area during the submission process.

Abstracts (in the format of 1 page for the Summary of the Abstract + up to 3 explanatory pages) shall be written in English and include short sections addressing:

- Summary of the Abstract
- Applicable topic and sub-topic number
- Aim and approach used
- Scientific innovation and relevance
- Results or preliminary results and conclusions



This information provides the basis for the review and programme selection process, so please make sure to address all these aspects. Please include a brief justification of the choice of subtopic to assist the evaluation process.

Authors also need to provide using the abstract submission platform:

- Applicable topic and sub-topic number (e.g. 1.2)
- Full paper title
- Preferred type of presentation (this preference may not be offered depending on the outcome of the review process)
- Full name, affiliation, address and e-mail of the author responsible for the submission for the correspondence
- For all other authors full name, affiliation and e-mail (all other authors will be notified after abstract submission)



The total length should not be more than four A4 pages. We recommend a minimum of 2 pages in total to ensure a comprehensive evaluation of your work. We encourage authors to provide enough information to be evaluated correctly. Kindly also note that in case you apply for “Journal Publication” in order to be evaluated correctly, only abstracts with a minimum of 3-4 pages are eligible. Please make sure that this requirement is respected.



2. HOW TO SUBMIT YOUR ABSTRACT

1. Use the Online Abstract Submission tool in the [User Area](#) at www.wcpec-8.com for easy and fast submission of your abstracts. Under the section [User Area](#) you will be guided towards the abstract submission.
2. If this is your first time attending or submitting an abstract to the conference, please create a user account first.
3. Abstracts must be submitted by the deadline (4 February 2022).
4. Download the MS Word Template document during the abstract submission process. It is mandatory that you use this document to write your abstract since certain fields will be included automatically by the system after it is submitted to the platform.
5. During online submission, the correct subtopic must be selected to ensure a correct evaluation. The abstract content must be related to the subtopic chosen. During the review period, the Scientific Committee may move an abstract to a more appropriate subtopic, if deemed necessary. Check the [list of Conference Topics and Subtopics](#).
6. During the submission process you need to fill in within the platform the title of your abstract and indicate all co-authors (they will be automatically notified per e-mail by the system at the end of the process) inserting their email address and affiliation. You can arrange the order of authors using the arrows on the left. Please choose the designated presenter. You will be able to change the assigned presenter in later stages, if needed.
7. The body of the abstract to be edited using the template should contain only the text of your abstract, there is no need to repeat the information regarding title, authors, topics, and further information you already filled in online. The system will place that in the document automatically at the end of the process and you will receive a copy of the final file containing all the information provided.
8. Please make sure to edit the template document with the body of your abstract and upload it in .doc or docx format. Ensure that your abstract is not password protected.
9. If you want to apply for a Scientific Journal Publication, indicate so in the correspondent field during the submission process. Select the preferred journal as well (please keep in mind that the reviewers will have the final decision about the most suitable journal for your publication, once your application is accepted). Please be aware that after submitting the abstract, an application is no longer



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possible. Information regarding the [Scientific Journal Publication](#) can be found [here](#).

10. If you want to apply for the student award, please select the correspondent field during the submission process (a valid student ID and a recommendation letter are mandatory). Information regarding the [student award](#) can be found [here](#).
11. You can save your abstract as a draft version at any time. Don't forget to complete the submission before the deadline. Before submitting, you will be able to review all information on a summary and change it if necessary. Once the abstract is submitted, you still have the chance to make modifications until the deadline for submissions. After this deadline, you will not be able to modify the submitted abstract. Please read the summary carefully and avoid double submissions.
12. The person logged-in in the [User Area](#) is automatically set as corresponding partner for the abstract. Therefore, please log-in as the person wishing to be the corresponding partner (contact person) for the abstract submission (please use the corresponding partner's email address and password, e.g. no secretary log-in).
13. You and all co-authors will receive an automatic email notification after successful abstract submission. If you do not receive this email within 24 hours of submission, please contact us by email (pv.manuscripts@wip-munich.de) to check the status of your submission.
14. The confirmation e-mail to the corresponding author will include a copy of the final abstract submitted including all the information provided during the submission process (Title, authors, application to scientific journal publication (if any), preferred presentation type... etc)
15. If you would like to withdraw your abstract after the submission deadline, please contact us by email at pv.manuscripts@wip-munich.de .

For questions concerning abstracts, please contact:



WCPEC Programme Secretariat

Mr. Jon de Gregorio or

Ms. Alexandra Michaelsen or

Ms. Lisa Grosshans



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3. HOW IS MY ABSTRACT EVALUATED?

1. Abstract Review Process and Notification of Authors

The international Scientific Committee, made up of around 250 leading experts from the global PV community, will review all abstracts that have been submitted on time and in the correct format, and suggest contributions for oral or for visual/poster presentation.

The main selection criteria are:

Content

- in line with the selected subtopic
- relevance for other groups active in PV
- clearly understandable and direct to the point

Innovation

advancement in terms of progress and novelty

Quality

scientific quality as well as the probability of a good presentation at the conference

If positively evaluated by the Scientific Committee, the abstract will be selected for Plenary, Oral or Visual/poster presentation. Plenary and Oral presentations are reserved for contributions covering a wider scope which are of interest to a broader audience and address the progress and novelties within the topic. Visual/poster presentations are mostly dedicated to issues of interest for specialists in a particular field.

Corresponding authors will be notified of the outcome of their abstract's evaluation by email end-April 2022.

Presentation Formats



Keynote Plenary Presentation

30 minutes speaking slot with Power Point



Plenary Presentation

20 minutes speaking slot with Power Point



Oral Presentation

15 minute speaking slot with PowerPoint



Visual/Poster Presentation

Presentation through poster displayed during 4 days (Monday – Thursday) of the Conference. During Visual presentation sessions, authors of posters are requested to be present at their posters at the time indicated in the Conference Programme. This will give all delegates the opportunity for direct interaction, questions and discussion.





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2. Presentations and manuscripts

After the notification of authors, the *Notes for Authors* and *Instructions for Preparation of Papers* will be available online. These documents contain important information on how to prepare your presentation and your manuscript to be included in the Conference Proceedings, in case you decide so.



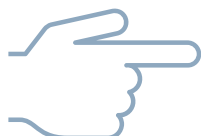
4. IMPORTANT KEYDATES:

4 February 2022	Deadline for submission of abstracts
February – End-April 2022	Abstracts review and evaluation by the Scientific Committee
End-April 2022	Notifications of authors
Beginning of September	Submission of manuscript for the Conference Proceedings



5. REGISTRATION OF PRESENTERS/AUTHORS

Presenters and authors have to register for the Conference and to pay the respective conference registration fee. Please note that acceptance of your abstract for presentation in the Conference Programme, does not automatically register you for the Conference.



[**CLICK HERE TO SUBMIT YOUR ABSTRACT**](#)

