

XXIV IMEKO World Congress

Guide for Paper Submission



The submission process consists of two to three steps. The first step is the submission of an abstract. Once the abstract has been accepted, the full paper can be submitted in the second step. After the first review of the full paper, revisions may be requested. The revision of the submitted full paper is the third step. There may be several revisions. The submission is completed once the paper has been accepted.

Step 1: Abstract Submission

You submit a paper by initially submitting an abstract of a maximum of 500 words. This abstract should provide a brief description of your paper's topic and is a prerequisite for submitting the corresponding full paper.

- 1.1 You can access the paper submission area through our website <https://www.imeko2024.org>
- 1.2 To begin the submission process, please click on **Submit your Paper (1)**
- 1.3 You will be redirected to our conference management system **Indico**.
- 1.4 For more details on how to submit your paper, please go to the menu bar **Paper Submission** and click on **Submit your Paper (2)**



IMEKO 2024 XXIV World Congress
26 – 29 August 2024 | Hamburg, Germany



Moin! and Welcome to the XXIV IMEKO World Congress!
Welcome to Hamburg, Germany!

As the Chairman of the IMEKO XXIV World Congress it is a great honor and privilege to welcome you to Hamburg, cosmopolitan city in the north of Germany.

Under the headline **Think Metrology**, we will shed light on both well-established and new, highly current topics such as digitalization.

Hamburg has been a gateway from Germany and Europe to the rest of the world for over 1400 years. Over the centuries, trade and innovation have been instrumental in the growth and development of the city, now the second largest in Germany. This and over 20,000 researchers and university students at numerous



1.5 Once you have familiarized yourself with the instructions, click on **Submit your Paper** (3) and you will be forwarded to the conference management system, **Indico**.

Home
Venue
Program
Paper Submission
Registration & Fees
Exhibitors & Donors
Organization
FAQ

Submit your Paper

For the IMEKO 2024 XXIV World Congress, we use the conference management system named Indico to manage your contributions.

The submission process consists of two to three steps. The first step is the submission of an abstract. Once the abstract has been accepted, the full paper can be submitted in the second step. After the first review of the full paper, revisions may be requested. The revision of the submitted full paper is the third step. There may be several revisions. The submission is completed once the paper has been accepted.

Guide

Please use the English language for your personal data and contributions.

1. To submit a new abstract, click on **Submit your Paper** on our IMEKO2024 website.
>> You will be redirected to our event in Indico.
2. **Please change the language settings to English** (upper right corner).
3. Click on **Submit new abstract**.
4. If **you have an Indico account, login** with Indico and **continue with step 5**.
 - 4a) If **you don't have an Indico account** → create an Indico account by clicking on **create one here** (please use English language).
 - 4b) You will receive a **verification email** with a link for **creating a new Indico profile**.
 - 4c) **Fill in your personal data** and you will be redirected to the submission form.
5. **Enter your abstract information** in the submission form. The fields marked with a **red asterisk** are mandatory.
6. When completed the form click on **Submit**.

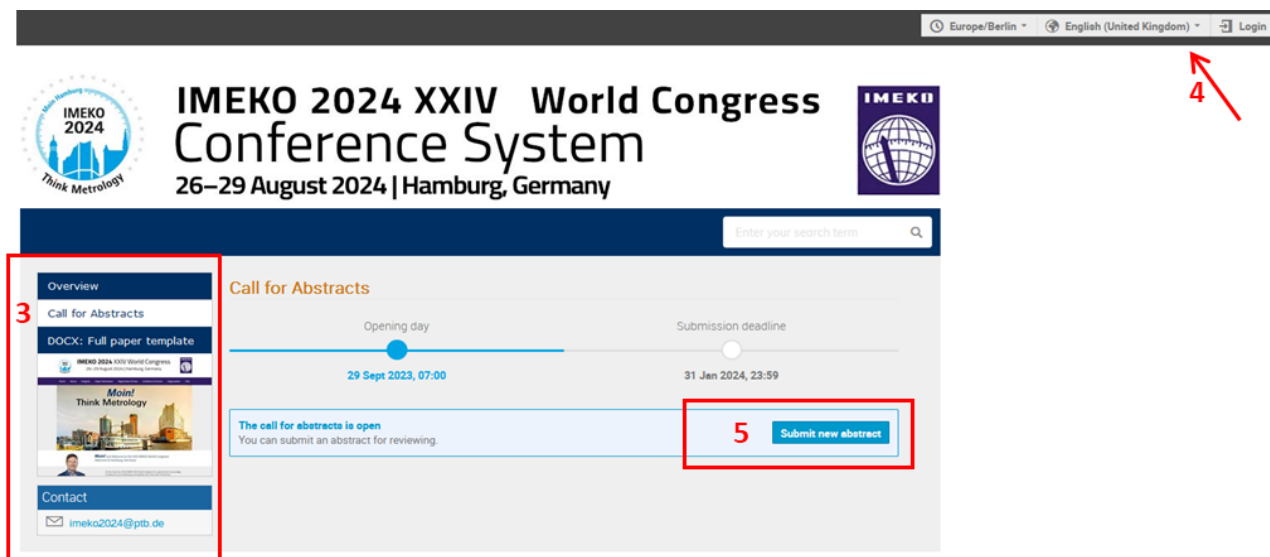
Submitters will receive an email whether the abstract has been accepted. For a more detailed description please read our Guide for Paper Submission.

Submit your Paper
3

Guide for Paper Submission

1.6 You are now in **Indico**. On the left side, you can see the menu bar. Abstract submission can be found under **Call for Abstracts** (3). On the right-hand side you can see the **language settings** (4). The system adapts to the language set on your device. **Please set the settings to English and use English for all the information you provide.**

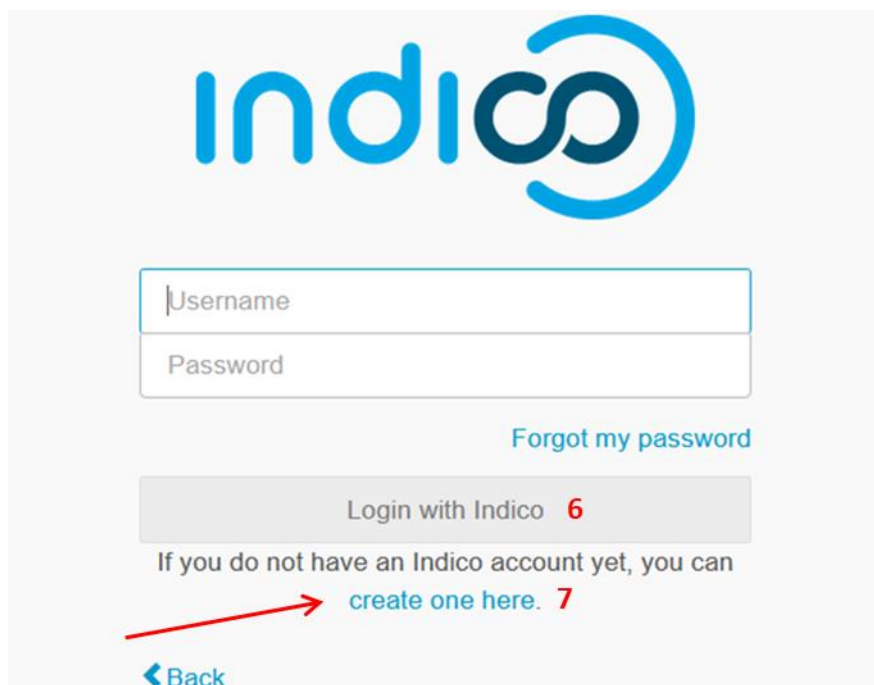
Click on **Submit new abstract** (5):



1.7 The following overlay will open.

If **you have an Indico account**, please **login with Indico** as usual (6). You will be redirected to the **Submission new abstract** form (continue with step 1.8).

If **you don't have an account** yet, please click on **create one here** (7). Please confirm the verification email by clicking on the provided link and fill out the form in English. Continue with step 1.8.



1.8 You will be forwarded to the overlay **Submission new abstract (8)**. Please enter your abstract information in this submission form. The fields marked with a red asterisk are mandatory: **Title (9)**, **Content (abstract content) (10)**, **Authors (11)**, **Contribution type (12)**, **Track (13)** and **Sustainable Development Goals (14)**.

The screenshot shows a web form titled "Submit new abstract" (8). Below the title is a warning message: "Please don't forget to read the [submission instructions](#) before submitting an abstract." The form contains several fields:

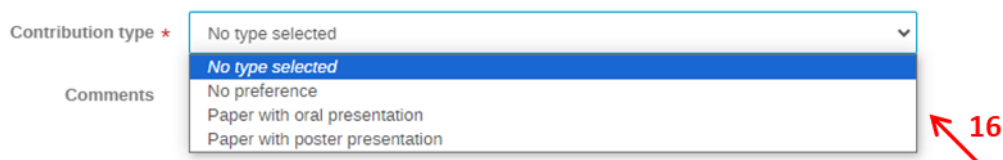
- Title *** (9): A text input field.
- Content *** (10): A rich text editor with a toolbar (bold, italic, link, etc.) and a note: "You can use [Markdown](#) and [LaTeX](#) math formulae."
- Authors *** (11): A section with the text "There are no authors" and a toolbar containing "Add myself", "Search", and "Enter manually" (15).
- Contribution type *** (12): A dropdown menu currently showing "No type selected".
- Comments**: A text area for additional comments.
- Attachments**: A dashed box with the text "Drag file here - or -" and a button "Choose from your computer".
- Track *** (13): A dropdown menu.
- Sustainable Development Goals (14)**: Two dropdown menus labeled "1. Sustainable * Development Goal" and "2. Sustainable * Development Goal". Below them is a note: "IMEKO is dedicated to aligning its efforts with the United Nations' 17 Sustainable Development Goals (SDGs). Please select two relevant SDGs for your research topic, if applicable."

At the bottom of the form are "Submit" and "Cancel" buttons.

1.9 Please don't forget to **add all the authors and co-authors** (15).

You as submitter can add yourself "Add myself", "Search" (if co-authors are registered in Indico) or "Enter manually" (if co-authors are not registered in Indico). Once selected the authors, please also **select the speaker** for your contribution by **clicking on the microphone**. Please note, that we aim for a **balanced and diverse program that supports a wide range of subjects and features presentations by various individuals**.

1.10 The **Contribution type** (12), oral presentation or poster can be selected by the authors (16). However, the Contribution type will finally be decided by the International Programme Committee. Please be aware that in any case a full paper must be submitted.

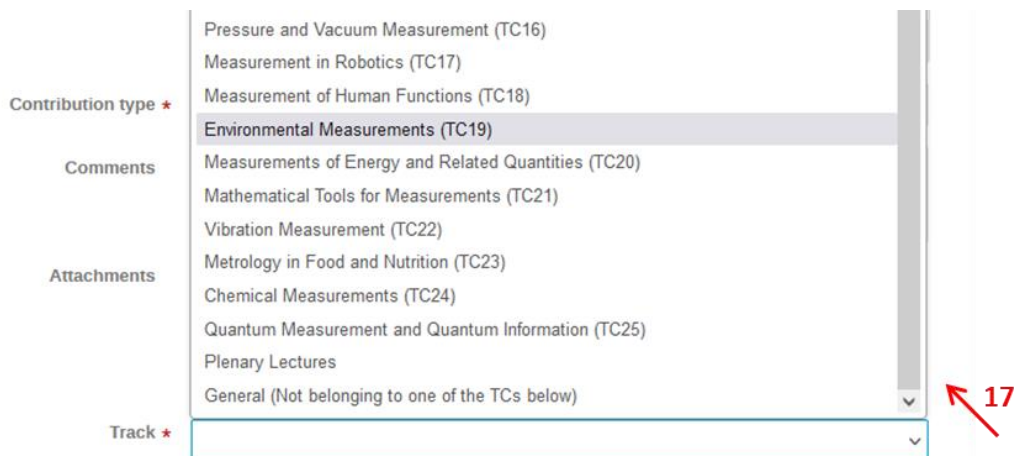


Contribution type * No type selected

Comments No preference
Paper with oral presentation
Paper with poster presentation

16

1.11 When selecting the **Track** (13), you must **select a TC that address the subject of your contribution**. If you are not sure or if your contribution cannot be related to one of the given subjects, please select "General" (17).



Contribution type * Pressure and Vacuum Measurement (TC16)
Measurement in Robotics (TC17)
Measurement of Human Functions (TC18)
Environmental Measurements (TC19)
Comments Measurements of Energy and Related Quantities (TC20)
Mathematical Tools for Measurements (TC21)
Vibration Measurement (TC22)
Attachments Metrology in Food and Nutrition (TC23)
Chemical Measurements (TC24)
Quantum Measurement and Quantum Information (TC25)
Plenary Lectures
General (Not belonging to one of the TCs below)

Track *

17

1.12 Since IMEKO is dedicated to aligning its efforts with the United Nations' 17 Sustainable Development Goals (SDGs). Please select **two** relevant **SDGs** for your contribution topic. **Please select two different goals** (17).

Authors *

Contribution type *

Comments

Attachments

Track *

1. Sustainable *
Development Goal

2. Sustainable *
Development Goal

→ 19

1. No poverty
2. Zero hunger
3. Good health and well-being
4. Quality education
5. Gender equality
6. Clean water and sanitation
7. Affordable and clean energy
8. Decent work and economic growth
9. Industry, Innovation and Infrastructure
10. Reduced inequality
11. Sustainable cities and communities
12. Responsible consumption and production
13. Climate action
14. Life below water
15. Life on land
16. Peace, justice and strong institutions
17. Partnership for the goals
Not applicable

IMEKO is dedicated to aligning its efforts with the United Nations' 17 Sustainable Development Goals (SDGs). Please select two relevant SDGs for your research topic, if applicable.

18

You can find an overview of IMEKO's commitment to the SDGs in relation to the TCs on [www.imeko.org: https://www.imeko.org/index.php/organization/the-un-goals-and-imeko](https://www.imeko.org/index.php/organization/the-un-goals-and-imeko).
If no SDGs are applicable for your research field, please select "Not applicable".

1.13 Once you completed the form, please click on **Submit (19)**.

1.14 After submitting your abstract, you will see the following overview (20).

Now please be patient as your abstract is being reviewed.

1.15 Once your abstract has been accepted you will receive an email. Now, you can submit your full paper (step 2).

✓ Your abstract "Test Submission" has been successfully submitted. It is registered with the number #3 . You will be notified by email with the submission details.

Overview

Call for Abstracts

DOCX: Full paper template

IMEKO 2024 XXXV World Congress
29-30 Sept 2023, Hamburg, Germany

Moin!
Think Metrology

Contact
imeko2024@ptb.de

Call for Abstracts

Opening day
29 Sept 2023, 07:00

Submission deadline
31 Jan 2024, 23:59

The call for abstracts is open
You can submit an abstract for reviewing.

Submit new abstract

My abstracts

3. Paper Title
Käthe Ahrens
Last modified: 24 Oct 2023
Submitted ← 20

This Abstract is for showing the functionality of paper submission

1 / 1 Enter #id or search string

Step 2: Full paper submission and email notification

Congratulations, your abstract has been accepted!

2.1 Please prepare the full paper using the provided template, **Full paper template (21)**.

2.2 Submit the full paper by clicking on **Go to contribution (22)**. A new overlay will then be opened.

Overview

Call for Abstracts

DOCX: Full paper template

IMEKO 2024 10th World Congress
26-29 August 2024, Hamburg, Germany

Moin!
Think Metrology

Contact
imeko2024@ptb.de

Call for Abstracts

21

Opening day
29 Sept 2023, 07:00

Submission deadline
31 Jan 2024, 23:59

Call for Abstracts

Paper Title #3

Withdraw

Accepted

Käthe Ahrens submitted this abstract and it was finally accepted for track GEN - General (Not belonging t... as No preference.

Go to contribution ← 22

Author: Käthe Ahrens
This Abstract is for showing the functionality of paper submission

2.3 Click on **Submit Paper (23)** and upload your full paper (24).

Paper Title

Not scheduled

20m

Congress Center Hamburg

Speaker

Käthe Ahrens

Description

This Abstract is for showing the functionality of paper submission

Primary author

Käthe Ahrens

Presentation materials

There are no materials yet.

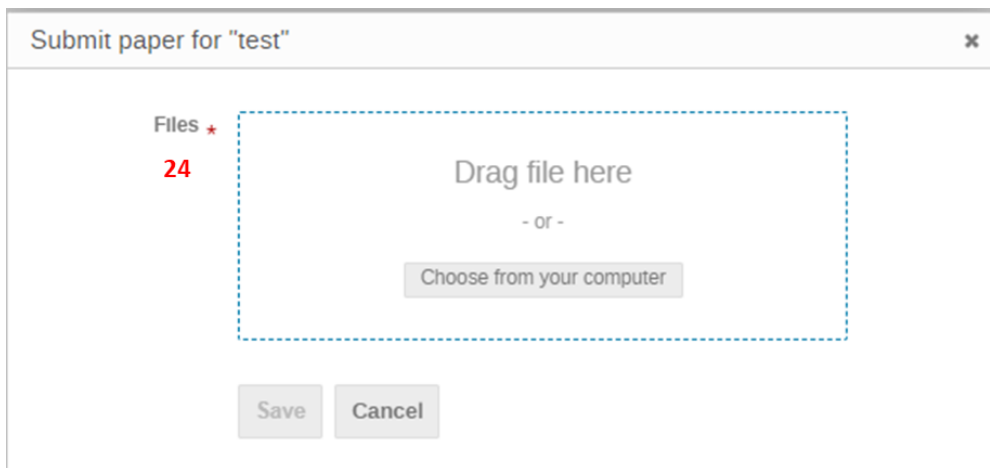
Peer reviewing

Paper

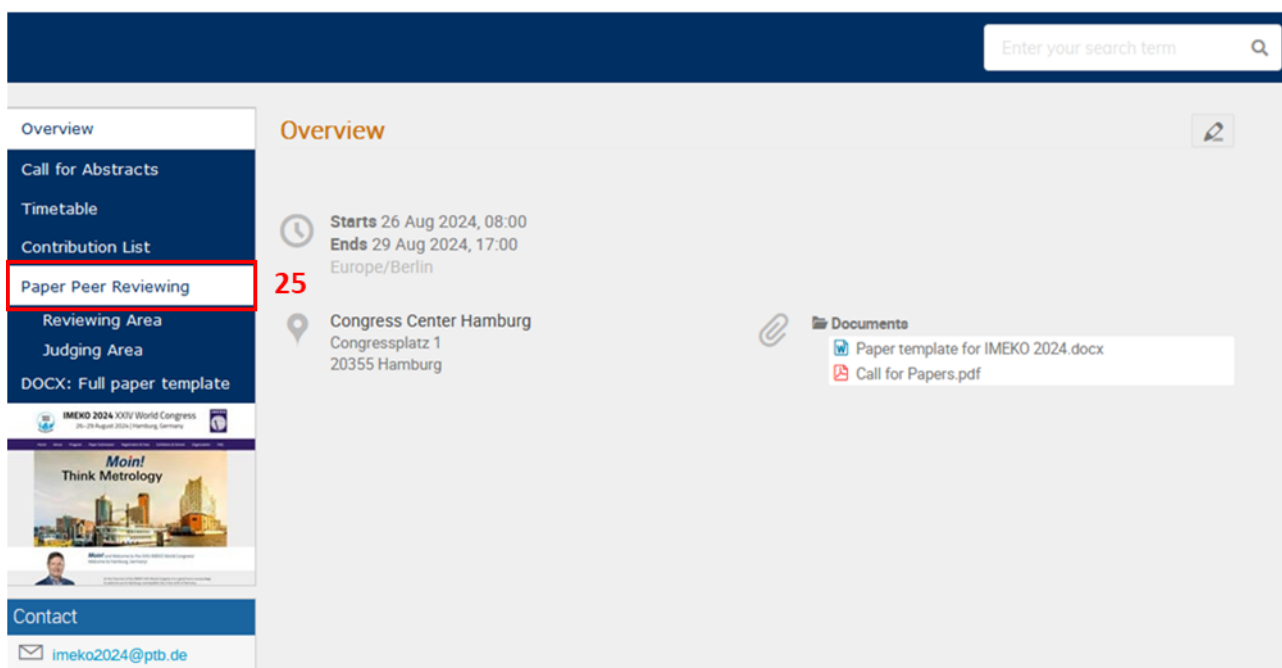
The call for papers is open
You can submit a paper.

23

Submit paper



2.4 Once you have submitted your paper, you will be able to track its progress from the **Paper Peer reviewing (25)** page The review process has been started.



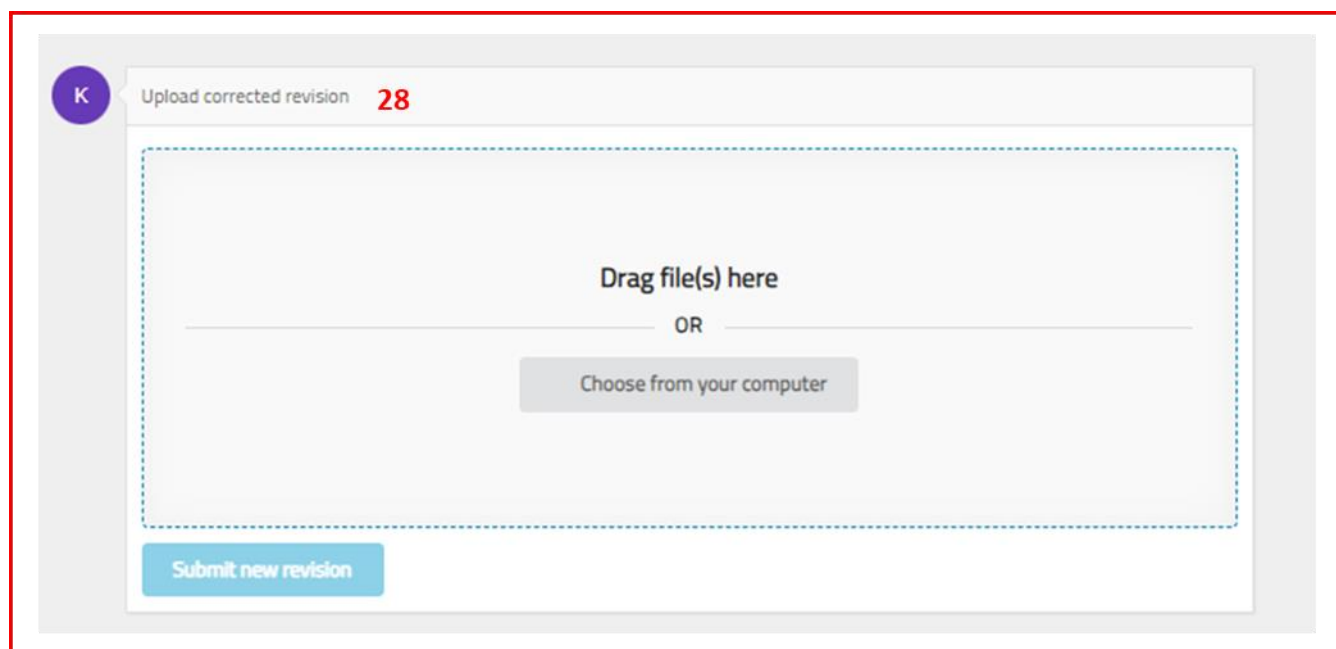
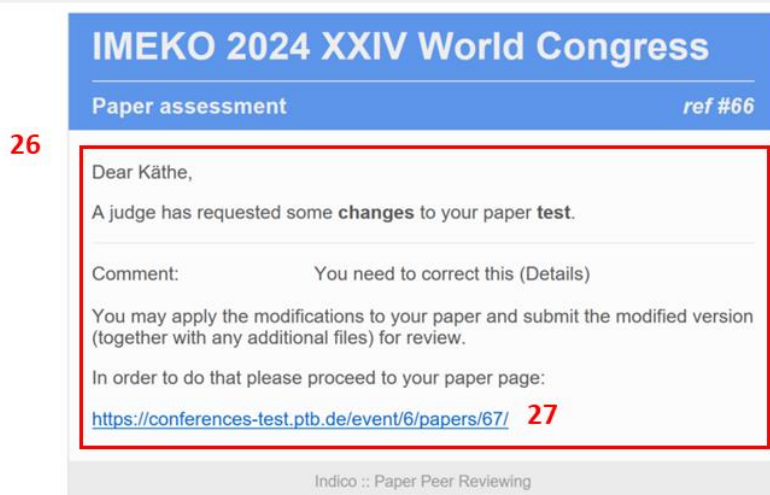
2.5 You will receive an **email notification regarding the acceptance status** of your paper.
If accepted, the submission process ends here. If revisions are required, please proceed to step 3.

Step 3: Submission of the revised version of the full paper, if corrections are necessary

3.1 You will receive an email, if changes to your submitted full paper are requested (26).

3.2 By clicking on the link in the email (27), you can see comments and will be able to submit a corrected version of the full paper (28).

[Indico] Paper assessment
events an kaethe.ahrens



3.3 Another round of reviewing process will be initiated, leading to acceptance or further requests for changes, until an acceptable version of the full paper is received, and the submission process ends.

3.4 You will receive an email notification regarding the acceptance status of your paper.

If accepted, the submission process ends here. If revisions are required, the revision process (step 3) will be repeated until the full paper is accepted (29).

29

IMEKO 2024 XXIV World Congress

Paper assessment ref #66

Dear Käthe,

Your paper **test** has been **accepted!**

No further actions are required.

To see your paper please use the following link:

<https://conferences-test.ptb.de/event/6/papers/67/>

Indico :: Paper Peer Reviewing

3.5 The acceptance of the paper will be shown with “Accepted” under **Paper Peer Reviewing (25)**.

The screenshot shows the 'Paper Peer Reviewing' section of the Indico interface. On the left is a navigation menu with 'Paper Peer Reviewing' highlighted. The main content area shows 'Paper Title #3' with a green 'Accepted' status. A submission by 'Käthe Ahrens' is shown with a 'paper.pdf' icon and a submission date of '24 October 2023'. Below this, a revision submission is also shown. At the bottom, a notification from 'John Doe' is highlighted with a red box, stating 'John Doe accepted this paper. 24 October 2023' and 'The paper was accepted. 30'. A search bar is visible at the top right.

Note: If authors would like to withdraw their submission, the Organizing Committee should be contacted:

Organizing Committee

Secretariat WC2024
Physikalisch-Technische Bundesanstalt

Bundesallee 100
38116 Braunschweig | Germany

Email: imeko2024@ptb.de

<https://www.imeko2024.org/>