**MS WORD TEMPLATE FOR TRTR-IGORR CONFERENCE PAPERS**

**(TIMES NEW ROMAN 14 PT, ALL CAPS)**

A.B. AUTHOR, C.D. AUTHOR (12 PT, ALL CAPS)

*Department, Organization (10 pt, italics)*

*Street, Postal Code City – Country (10 pt, italics)*

E.F. AUTHOR (12 PT, ALL CAPS)

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*Street, Postal Code City – Country (10 pt, italics)*

Your manuscript must be in English. It should start with a short abstract of 150 words maximum describing the key elements of your contribution and its conclusions. The text should be typeset in block mode. Typeface throughout the text is Times New Roman. For this paragraph the font size is 10 pt, with left and right indents of 0.6”.

1. **Introduction (12 PT, Bold)**

Your manuscript should then continue on the same page with an introduction. The margins are 1” For all following text sections, the font size is 11 pt, single line spacing with a spacing of 0 pt before and after the paragraph mark, and the lines are justified in block mode.



Figure 1: Example of a figure

* 1. **Figures, Tables, and Equations**

Place figures and tables as close to the place of their mention as possible (see Figure 1). Lettering in figures and tables should be large enough to reproduce clearly. All figures and tables must be given sequential numbers (1, 2, 3, etc.) and have a caption placed below the figure or above the table being described, using 10pt Times New Roman and center justified.

Table I: Margin specifications

|  |  |  |  |
| --- | --- | --- | --- |
| Margin | Dual | A4 Paper | US Letter Paper |
| Top | 7.6 mm(0.3 in) | 37 mm(1.45 in) | 25.4 mm (1in) |
| Bottom | 20 mm (0.79 in) | 19 mm (0.75 in) | 25.4 mm (1in) |
| Left | 20 mm (0.79 in) | 20 mm (0.79 in) | 25.4 mm (1in) |
| Right | 20 mm (0.79 in) | 20 mm (0.79 in) | 25.4 mm (1in) |

Text should not be obscured by figures.

If a displayed equation needs a number, place it flush with the right margin of the column. Units should be written using the roman font, not the italic font.

 (1)

* 1. **Acknowledgments**

Place acknowledgments including required mentions of the contract numbers in the Acknowledgements Section.

* 1. **References**

All bibliographical references should be numbered and listed at the end of the paper in a section called “References.” When referring to a reference in the text, place the corresponding reference number in square brackets [1].

* 1. **Footnotes**

It is recommended that footnotes only be used in the body of the paper and not placed after the list of authors, affiliations, or in the abstract.

* 1. **Acronyms**

Acronyms should be defined the first time they appear.

1. **Paper Submission**
	1. **Submitting to the Conference**

A PDF file of your final paper is required to be uploaded to the conference website.

1. **Presentations**
	1. **Oral Presentation**

Your presentation will be (exclusively) in English and not last more than 15 minutes. The visual aid available to you as a speaker in an oral session is PowerPoint projection.

* 1. **Poster Presentations**

Posters will be on display during designated poster sessions. They should be mounted before the beginning of your session and must be dismounted at the end of the session. The surface available /size of the poster panels will be communicated closer to the event.

At least one author per paper is requested to personally attend the whole poster session to permit proper presentation.

1. **Conference Registration**

For each paper (oral or poster presentation) one author needs to be identified as presenter, register through the [TRTR Website](https://www.trtr.org/2023-trtr-igorr/), and attend the conference.

**Acknowledgements**

The authors wish to thank …

**References**

[1] A.N. Other, “A Very Interesting Paper”, EPAC’96, Sitges, June 1996.