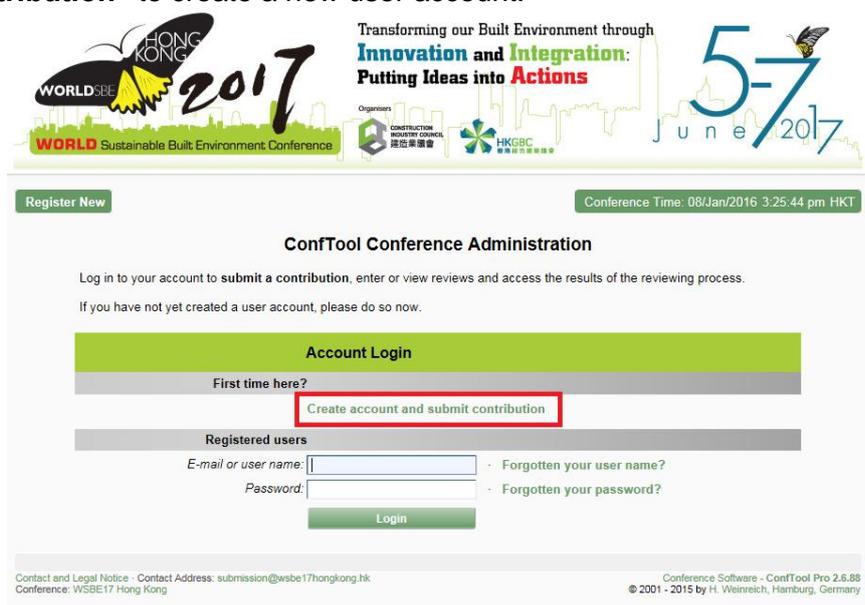


## Instructions for Submitting your Abstract to the World Sustainable Built Environment Conference 2017 Hong Kong

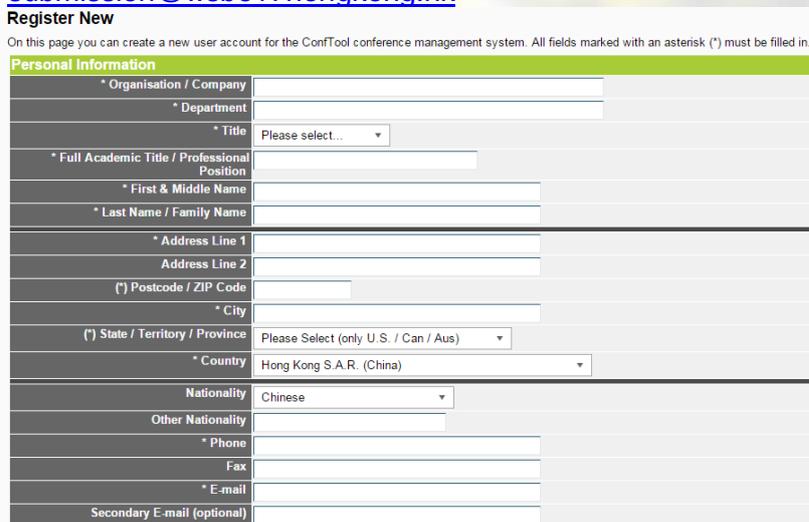
### 1) Create a ConfTool User Account

1a) You will need a valid user account for submission. Please go to the ConfTool online system, <https://www.conftool.com/wsbe17hongkong>, and click on “**Create account and submit contribution**” to create a new user account.



The screenshot shows the 'ConfTool Conference Administration' login page. At the top, there is a banner with the conference logo and the text 'Transforming our Built Environment through Innovation and Integration: Putting Ideas into Actions'. Below the banner, there is a 'Register New' button and a 'Conference Time: 08/Jan/2016 3:25:44 pm HKT' indicator. The main heading is 'ConfTool Conference Administration'. Below this, there is a message: 'Log in to your account to submit a contribution, enter or view reviews and access the results of the reviewing process. If you have not yet created a user account, please do so now.' There are two main sections: 'Account Login' and 'Registered users'. The 'Account Login' section has a 'First time here?' link with a red box around it that says 'Create account and submit contribution'. Below this, there are input fields for 'E-mail or user name' and 'Password', with links for 'Forgotten your user name?' and 'Forgotten your password?'. A 'Login' button is at the bottom of the login section. At the very bottom, there is small text for 'Contact and Legal Notice' and 'Conference Software'.

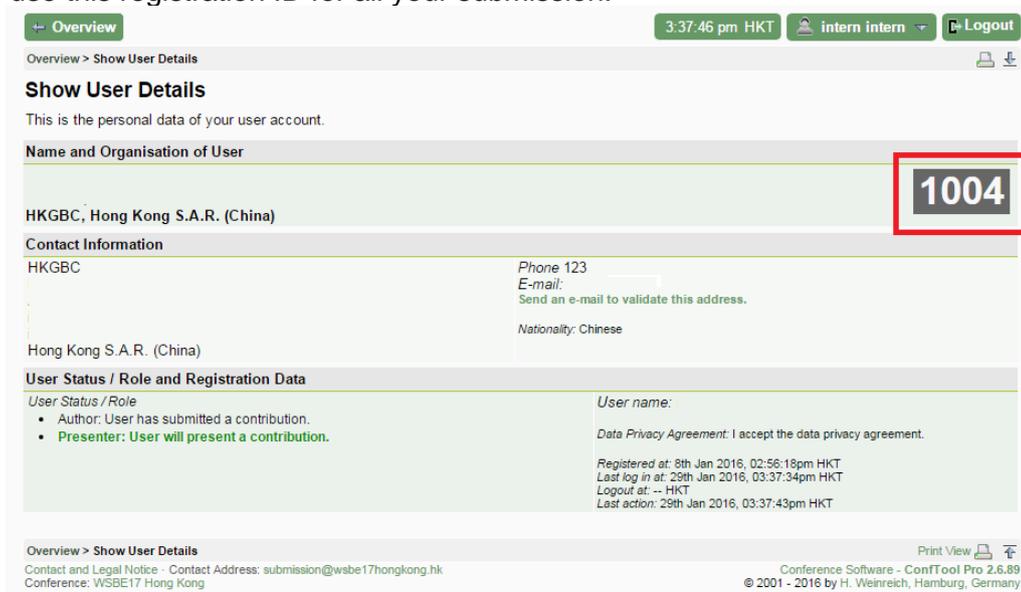
1b) Fill in the data in the text fields as required. An email with your login detail will be sent to your registered email account automatically. If you cannot find it in your inbox, please also check your spam folder. If you experience any problems creating an account, please send your enquiry to [submission@wsbe17hongkong.hk](mailto:submission@wsbe17hongkong.hk)



The screenshot shows the 'Register New' form. At the top, it says 'Register New' and 'On this page you can create a new user account for the ConfTool conference management system. All fields marked with an asterisk (\*) must be filled in.' The form is titled 'Personal Information' and contains the following fields:

- \* Organisation / Company
- \* Department
- \* Title (Please select...)
- \* Full Academic Title / Professional Position
- \* First & Middle Name
- \* Last Name / Family Name
- \* Address Line 1
- Address Line 2
- (\*) Postcode / ZIP Code
- \* City
- (\*) State / Territory / Province (Please Select (only U.S. / Can / Aus))
- \* Country (Hong Kong S.A.R. (China))
- Nationality (Chinese)
- Other Nationality
- \* Phone
- Fax
- \* E-mail
- Secondary E-mail (optional)

1c) A registration ID will be automatically assigned to you once you complete your registration. You may find it under “**Show User Account Details**” on the menu. Please use this registration ID for all your submission.



← Overview 3:37:46 pm HKT intern intern Logout

Overview > Show User Details

### Show User Details

This is the personal data of your user account.

**Name and Organisation of User**

HKGBC, Hong Kong S.A.R. (China) **1004**

**Contact Information**

HKGBC Phone 123 E-mail: Send an e-mail to validate this address. Nationality: Chinese

Hong Kong S.A.R. (China)

**User Status / Role and Registration Data**

*User Status / Role*

- Author: User has submitted a contribution.
- Presenter: User will present a contribution.**

*User name:*

Data Privacy Agreement: I accept the data privacy agreement.

Registered at: 8th Jan 2016, 02:56:18pm HKT  
 Last log in at: 29th Jan 2016, 03:37:34pm HKT  
 Logout at: -- HKT  
 Last action: 29th Jan 2016, 03:37:43pm HKT

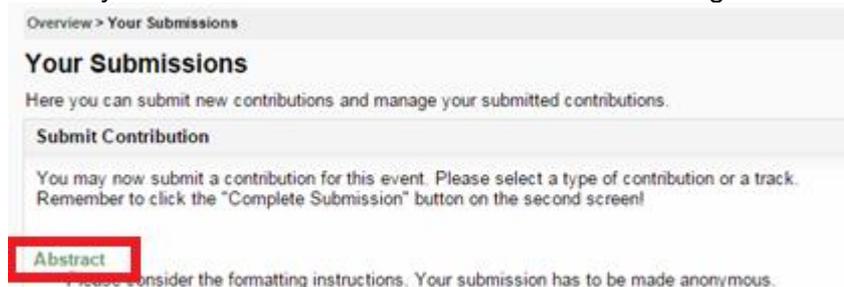
Overview > Show User Details Print View

Contact and Legal Notice - Contact Address: submission@wsbe17hongkong.hk  
 Conference: WSBE17 Hong Kong

Conference Software - ConfTool Pro 2.6.89  
 © 2001 - 2016 by H. Weinreich, Hamburg, Germany

## 2) Submit a New Contribution

2a) After successfully created an user account, select “**Your Submissions**” and click on “**Abstract**”. You may submit an unlimited number of abstracts using the same user account.



Overview > Your Submissions

### Your Submissions

Here you can submit new contributions and manage your submitted contributions.

**Submit Contribution**

You may now submit a contribution for this event. Please select a type of contribution or a track. Remember to click the “Complete Submission” button on the second screen!

**Abstract**

Please consider the formatting instructions. Your submission has to be made anonymous.

2b) Please enter all required details for your abstract into the submission form (marked by asterisk) and proceed.

If one or more uploads are required for your submission, you have the option to upload these files now or later until the submission deadline. Please refer to the [Submission Guidelines](#) on this document.

Overview > Your Submissions > New Submission

### Submission of a Contribution - Step 1

Please complete the form below in order to submit your contribution. All fields marked with an asterisk (\*) must be filled in. The next steps will allow you to preview your submission, upload files to the server (if required), and to save your submission. Once completed, you can return to and update this abstract at any time before the abstract submission deadline

**Information on This Contribution**

Submitting Author: \_\_\_\_\_

Conference Track / Abstract Type of Submission: \_\_\_\_\_

**Information on Author(s)**

* Author(s)	First & Middle Name/s	Last Name	E-mail	Org. Index
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Rows for More Authors

Please list one author per line. If the contribution has several authors from different organisations, please put an **index number** of the authors' organisations in the right column. The index numbers have to match the line numbers of the organisations below. Several organisations per author may be separated by commas.

**\* Organisation(s)**

1	<input type="text" value="HKGBC, Hong Kong S.A.R. (China)"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

Add Rows for More Organisations

Please **list every organisation only once**. The line number of the organisation has to **match the index** listed above (behind the authors).

**Submission Details**

A submission number will be assigned to each of your submission, please use this number for further reference.

## Guidelines for Authors to Prepare Abstract / Full Paper for the World Sustainable Built Environment Conference 2017 Hong Kong

### 1. INTRODUCTION

The guidelines for authors are designed to achieve uniformity in the papers appearing in the conference proceedings. The typography, layout and style used should be exactly the same when preparing your full paper. Please follow the specific styles defined in this guideline and use the provided template to format your submission.

The official language of the WSBE17 Hong Kong is *English*.

All abstracts and full papers must be submitted through the online system.

#### 1.1) Abstract

- Please place your abstract in the given text field on the submission form on online system. No extra document is required at this stage.

#### 1.2) Full Paper

- File Format: Microsoft Word (.doc or .docx)
- File Name: Please name your documents according to the assigned 'User ID' as 'Paper\_RegistrationID', i.e. 'Paper\_0001.doc'
- All submissions will be put through a double-blind peer review process. Please do **not** include your names and organisation in the title or body of your submission.

### 2. CONTENT AND STRUCTURE

#### 2.1) Abstract

An abstract should be **no more than 300 words** which includes a title and provides a comprehensive summary of the purpose, methodology, findings and conclusions of your paper. The abstract should have no references.

#### 2.2) Full Paper

Your submission must provide the details of the work to readers. It should be clearly divided into sections, with heading / sub-headings, so that readers can follow the logical development of work.

The Full Paper should be **within six standard A4 pages** long.

### 3. FONT TYPE, SIZE AND STYLES

Please use the font type “**Arial**” only and the attributes as mentioned in below Table 1.

The font sizes and font styles are associated with the pre-defined styles. Use the pre-defined styles properly and do not modify the styles.

Table 1: Font Styles, Sizes and Types

Text	Font Size and Style
<b>Title</b>	<b>16, Bold, Centre Alignment</b>
<b>SECTION HEADING</b>	<b>14, UPPER CASE, BOLD, LEFT ALIGNMENT</b>
Sub-heading	14, Left Alignment
Keywords	10, Capitalised, Italic, Left Alignment
Content Text	12, Justify
Table, Figure and Image Captions	10, Capitalised, Centre Alignment
Equations	10, Left Alignment
Footnotes and References	10, Justify

### 4. PAGE LAYOUT

Page numbers should be inserted at the bottom of your submission.

Page Layout	
<b>Paper Size</b>	A4 (21 cm x 29.7 cm)
<b>Orientation</b>	Portrait
<b>Top Margins</b>	1”
<b>Bottom Margins</b>	1”
<b>Right Margins</b>	1”
<b>Left Margins</b>	1”
<b>Line and Paragraph Spacing</b>	Single

### 5. GRAMMAR, STYLE AND PROOF READING

Please use appropriate grammar and style. The responsibility for detecting errors lies with the authors. Any submission that does not conform to this instruction may be returned to the authors for necessary revision before publication.

## 6. ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or headings unless they are unavoidable.

## 7. NUMBERING AND UNITS

- 7.1) Use Arabic numbers for section and sub section headings.
- 7.2) Use a zero before decimal points: "0.25," not ".25." Use "cm3," not "cc."
- 7.3) Use the International System of Units (SI) only.

## 8. FIGURES AND TABLES

It is best to embed the figures in the text where they are first cited, e.g. see Figure 1. Please ensure that all labels in the figures are legible regardless of whether they are drawn electronically or manually.

Figure captions should be below the figures as shown in Figure 1, and the table captions should be placed at the top of the tables as shown in Table 1 above.

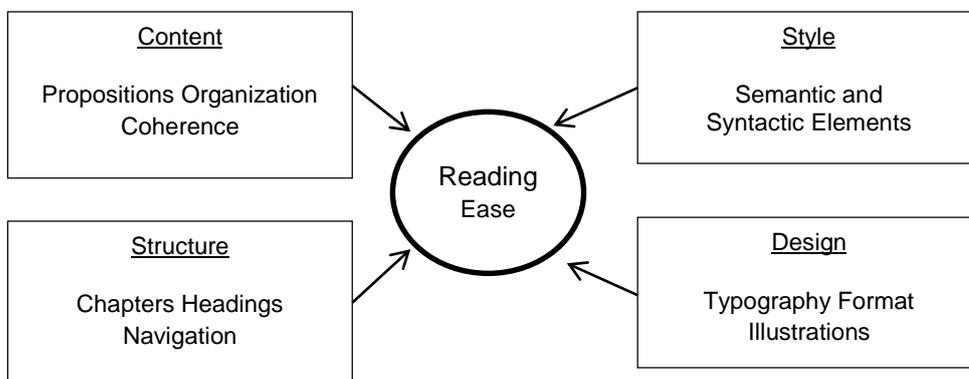


Figure 1: Four Elements of Reading Ease

## 9. EQUATIONS

Equations should be numbered consecutively, as in Eq. (1). Italicise symbols for quantities and variables but not function names and units. Make sure that the symbols in your equation have been defined before the equation appears, or their definitions follow the equation immediately.

$$f(x) = \sin(a) + \cos(b) \quad \text{Eq. (1)}$$

where, a = variable one and b = variable two.

## 10. IMAGES

All images should be with good contrast and preferably in JPEG format in high resolution (300 dpi). Half-tone pictures must be sharp enough for reproduction, otherwise they will be rejected. Colour images are allowed only when they are stated in the publishing agreement. The colour images must be prepared in CMYK (Cyan, Magenta, Yellow and Black). RGB colour images are not acceptable for colour separation.

## 11. APPENDIX

Appendices should be used only when sophisticated technical details are crucial to be included in the paper. If there is more than one appendix, number them alphabetically. For example:

$$\mu(n,t) = \frac{\sum_{i=1}^{\infty} 1(d_i < t, N(d_i) = n)}{\int_{\sigma=0}^t 1(N(\sigma) = n) d\sigma} \quad (\text{A.1})$$

## 12. REFERENCING

A list of references is required to be appended at the end of the paper. Please note that section numbers are not required for References and Appendix.

### - Footnotes

Footnotes are denoted by a number superscript in the text<sup>1</sup>. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

### - Citation

Citations are numbered consecutively within brackets [1]. Please note that the citation should appear before the punctuation mark, e.g. [1], in the body text.

References must follow the Harvard Referencing System. Use the author-date style of citation. Citations in the text appear as name and date within parentheses (e.g., Chan, 1999) and complete references are listed alphabetically at the end of the paper.

When there are three or more authors, use the form (Main Author *et al.*, year). When reference is made to more than one work by the same author(s) published in the same year, identify each citation in the text in the following manner: (Chan, 2005a, 2005b).

<sup>1</sup> This is an example of footnote.

Online citations should include the date of access. Please be sure to include complete references for databases, including the year, online addresses and access date.

All references should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e. you can give the address to obtain the report within your citation) and may be obtained by any reader. Proprietary information may not be cited. For papers published in translated journals, please provide the English citation [6]. Following are some examples of different types of references.

In the case of a website source that is produced by an organisation and not an individual, treat the organisation as a 'corporate author'. Otherwise, the same format for individual authors applies. Word may automatically 'underline' hotlinks, the correct style is not underlining.

#### **Books**

[1] Wong, Y.Z. and Smith, A., 1999. *Book Title*. 2<sup>nd</sup> Place of Publication, City.

#### **Journals**

[2] Chan, A.B., 2010. Article Title. *Publication Title*, 7(2), 147-168.

#### **Conference Papers**

[3] Brown, C., 2013. 'Title of Conference Paper', paper presented at the *Sustainable Building Regional Conference*, Hong Kong, 12-13 September.

#### **Thesis**

[4] Clarkson, S., 2013. *The Title of the Thesis*. Thesis (PhD). Name of University.

#### **Web Page**

[5] World Sustainable Built Environment Conference 2017 Hong Kong, *About Organisers* [online]. Retrieved from: <http://www.wsbe17hongkong.hk> [Retrieved on 15 July 2015].

#### **Translated Materials**

[6] Hirano, A., Suzuki, Y., and Tagawa, K, January 2003, "Urbanisation to outpace the greening rate in future cities," IEEE Transl. J. Magn. Japan, vol. 1, 456-487.

### **13. IMPORTANT NOTE**

This document provides authors with basic guidance on how to prepare the abstract and full paper. It is highly advised to strictly follow the instructions provided. Any submission that does not meet the requirements will be returned to the author(s) for revision.

- End -

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8

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