

HFEMC 2025 SUBMISSION INSTRUCTIONS

Summary of Submission Requirements & Deadlines

	Submission Requirements	Deadline Submission	of	Notification of Review Outcome	Extended Deadline for Receipt of Accepted Papers (Camera-ready) Upload
Full Paper Submission *	8-10 pages	15-May-25		31 May 2025	25th August 2025
Full Paper presentations *	15 Slides	**		**	**
Posters/ demonstrations **	500 words	31-May-25		**	**

***Deadline for receiving camera-ready (full papers): 25th August 2025**

****HFEMC 2025 will be conducted as an in-person conference, requiring all presenters to attend and deliver their presentations onsite. Virtual/online presentation options will not be available. Participants must confirm their in-person attendance when submitting their participant registration at <https://bit.ly/hfemc2025>**

Submission Types:

1. Parallel presentations

A full paper submission of 8-10 pages should be submitted through the HFEMC website and should include a statement of the objective and significance of the proposed presentation, a description of methods, and a discussion of results. Please indicate to which Board your submission should be sent for review. In some cases when considering submissions for the parallel presentations, authors should consider whether their material may be more effectively presented in the poster/demonstration sessions.

2. Poster/demonstration sessions

This session has been especially designed to accommodate the presentation of late-breaking scientific and professional news, work in progress, work which can be more effectively presented via demonstration or when the author feels more comfortable presenting the material in written form or demonstrating it rather than by oral presentation. An abstract of maximum 500 words should be submitted through the website and should include the essence of the planned presentation. Equipment needed for demonstration is the responsibility of the author.

Choose the submission instruction according to conference phase:

- Before conference
- During conference
- After conference (for journal's publication)

Submission Instructions (before conference):

1. Log in to the [HFEMC Conference Submission System](#) to submit your full paper/poster. New HFEMC Submission System Users? [Sign up here](#). If you forgot your password? Forgot your password? Go to login page → Forgot your password? [Click here](#)



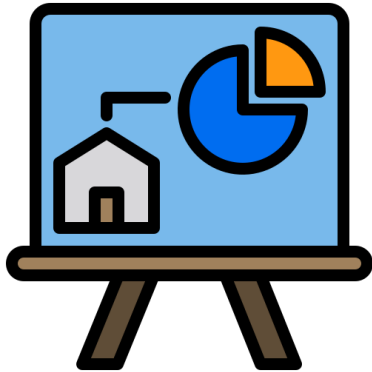
Don't have an account? [Create here](#).

Forgot your password? [Click here](#).

2. If you have submitted your paper or poster, log in to access your submission. Please DO NOT create a new submission system account. If you forgot your password, click "Forgot Password" and use the same email address you registered with to regain access to the system. Use your original and accepted paper submission.
3. Following the peer-review process, a decision will be communicated to the author(s). Upon receiving a positive decision, authors can submit their **optional** camera-ready full papers to the system. **The recommended page size of full papers is 6 pages with a maximum of 10 pages**, including all paper components such as references, appendices, acknowledgements,...etc.
4. Follow the **HFEMC Full Paper Submission Instructions** and **paper preparation format exactly** to avoid delays. Papers formatted improperly will be returned to the author(s). Full papers must be submitted using a Microsoft word document file format (DOC, DOCX).
5. A signed "Consent to Publish" form (Copyright Transfer Agreement) must be uploaded and submitted (PDF format) during the full paper submission process
 1. **File name format:** *Consent_primaryauthor_lastname_firstname.pdf* (e.g., *Consent_Smith_John.pdf*).
 2. **Download** the Consent to Publish from the conference website [download center](#).
 3. Please email the **Consent to Publish** form to hfemc@hfem.org.
6. If you have problems accessing the system or downloading the files, then send the conference administration at: hfemc@hfem.org

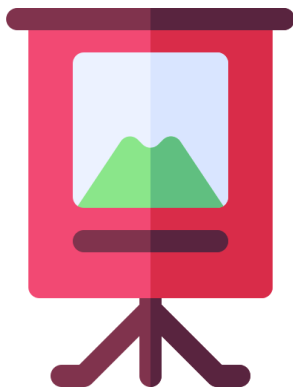
Submission Instructions (During conference):

Instructions for Preparing and Uploading Presentation Files for the On-site Conference Program:



For Paper Presentations:

1. PowerPoint presentation slides (**.PPSX**), we recommend 15 slides per presentation
2. PDF proof for the presentation slides (**.PDF**)



For Poster Demonstrations:

1. PowerPoint presentation slides (**.PPSX**), we recommend up to 5 slides per poster demonstration
2. PDF proof for the presentation slides (**.PDF**)

Instructions on how to prepare your presentation:

In general, the duration of each presentation should last 10 min with 5 min for discussion. The session chairs may, at their discretion, increase the time allocation to each presenter. Prepare and bring your presentation file saved in Microsoft PowerPoint (.ppt), (.pptx) file format. Internet access maybe will NOT be available in the meeting rooms.

Check in at the Session Room, preferably 30-45 minutes before your session, to submit/upload your files and to preview your presentation. If checking in the day of your session, please arrive by at least 2 hours prior to the start of your session (this refers to the session start time, not the presentation start time). Each room is equipped with a laptop PC and a projection system.

Session chairs or support team will be available to assist with the upload of your files and provide the opportunity to preview and/or edit the presentation, as necessary.

Bring a Backup: Be sure to bring a backup copy of your presentation with you to the meeting. Please note, the Scientific Program may be changed due to speakers' attendance, etc.

Requirements for making posters:

All presenters are invited to prepare full papers for the publication (Optional). Since frequently the intent of posters is to convey late-breaking scientific news and work in progress, they will be promptly peer reviewed as they are received.

[To submit your Poster login to the Conference Submission System](#)

Please follow the submission steps similar to those for the Full Paper Submission. The posters will be mounted on poster boards (one poster per board) with tacks which will be available on site. The poster boards size will be given via email to the Poster presenter. Presenters can mount multiple single sheets of paper, larger posters, pictures, or any printed materials on the boards. Please note that equipment needed for demonstration is the responsibility of the author. Construct the poster to include the title, the author(s), affiliation(s), and a description of the research, highlighting the major elements that are covered in the abstract. Make sure your lettering is neatly done and is large enough to be read from a distance.

Note: Inclusion of extended poster abstract in the Conference Proceedings is conditional upon registration of at least one author per poster. A different author should register for each poster demonstration.

Submission Instructions (After conference - for journal's publication):

Full Paper Peer-reviewing Process:

The full paper peer-reviewing process is critical for assuring the highest scientific quality of the papers accepted for publication.

At least two independent reviewers will review all submissions according to a specific field of research. The reviewers' comments will be provided to assist the authors in improving the paper's technical content, structure, and language. The reviewers and track chairs are responsible for ensuring scientific equality and high standards of the accepted papers.

*Authors ensures that the submission reports on **unpublished work** except for any minor excerpts from other works including pre-published illustrations, tables, text quotation, etc. Such material has been cited accordingly in the current submission and will be included upon permission from or on behalf of the rights holder in case they are protected by copyright.*

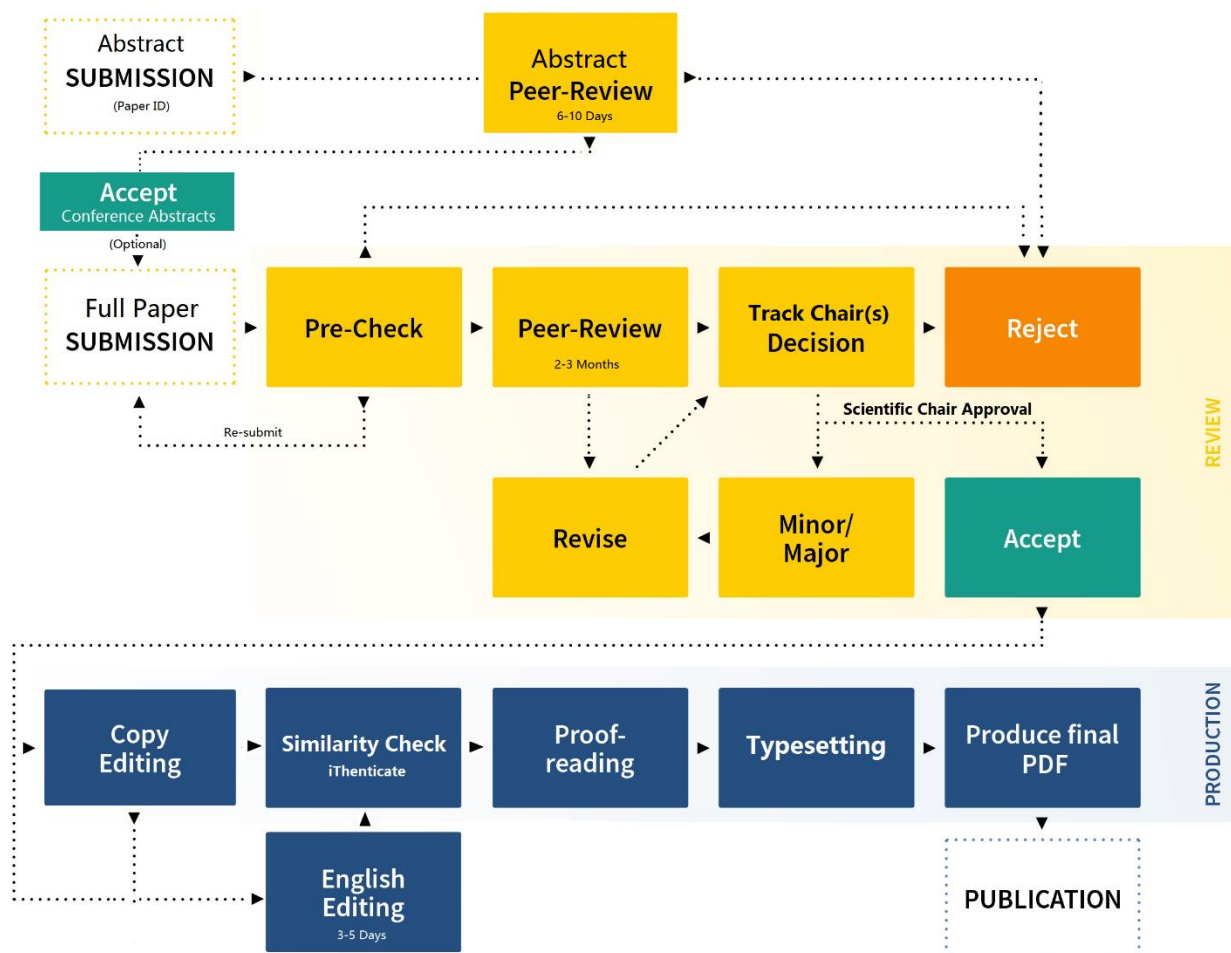
Please note that participant registration for the conference does not guarantee paper publication as all papers undergo a strict peer-review process. Participant registration covers conference program and scientific functions participation and attendance, optional social events, and access to digital proceedings.

HFEMC Editorial Process

HFEMC operates a peer-review process for both abstract submissions and full paper proposals with two to three independent reviewers, followed by a final acceptance/rejection decision by track chair(s) and the respective volume Editor(s). The scientific program chair is responsible for the scientific quality of the overall publication process, including acceptance decisions, approval of Volume Editors and selection of topics, and new Scientific Board members.

Full paper editorial process schedule:

- Full Paper Submissions: (Notification of decision between 30-60 days)
- Final Revised Manuscript Due: (At least 45 days before the conference start)



The **HFEMC Conference Proceedings** will be published in multi-volume series per year. All papers presented during the conference and accepted (based on the review process for inclusion in the HFEMC Conference Proceedings) with at least one registered author will also be submitted for indexing. The conference proceedings published in the series will be submitted for consideration in Scopus Proceeding.

All presenters, regardless of the mode of presentation (verbal or poster), are invited to prepare full papers for the Conference Proceedings (in-person/hybrid).

To provide a greater opportunity for more people to present at the Conference, each accepted paper should have a different conference registrant. However, co-authors may appear on multiple papers.