

## **2024 RAPDASA-RobMech-PRASA-AMI Extended Abstract and Full Paper Submission Instructions**

Participants in the 2024 RAPDASA-RobMech-PRASA-AMI Conference have the opportunity to take part in the following categories:

### **Academic participation in the Pre-conference seminars.**

To participate in the seminars, an extended abstract as well as a full paper is required. The seminars were established as developmental platforms for young upcoming researchers and are thus mainly aimed at student presentations in the fields of "Design and additive manufacturing of titanium and platinum group metal parts", as well as "Computational and data-driven modelling". On acceptance of an extended abstract, a participant will be requested to submit a full paper. Submitted papers will be subjected to the same double-blind peer review process as the 2024 RAPDASA-RobMech-PRASA-AMI conference papers. Successful papers will be published in the conference proceedings on the MATEC Web of Conferences platform. Selected high quality papers that comply with the scope of the journal will be submitted for publication in the South African Journal of Industrial Engineering.

### **Academic participation in the 2024 RAPDASA-RobMech-PRASA-AMI conference with a paper in the proceedings of the conference.**

An extended abstract as well as a full paper need to be submitted for this category. On acceptance of an extended abstract, a participant will be requested to submit a full paper based on the accepted abstract. Only two full papers per lead author will be accepted for publication in the proceedings. Submitted papers will be subjected to a double-blind peer review process. Successful papers will be published in the conference proceedings on the MATEC Web of Conferences platform. Selected high quality papers that comply with the scope of the journal will be submitted for publication in the South African Journal of Industrial Engineering.

### **Participation in the 2024 RAPDASA-RobMech-PRASA-AMI conference through presentation of a poster.**

An extended abstract must be submitted for this category. Authors should submit their extended abstracts in the "Posters" track of the conference. On acceptance of an extended abstract, a participant will be requested to prepare a poster based on the accepted abstract according to the guidelines for posters.

### **Industry participation in the 2024 RAPDASA-RobMech-PRASA-AMI Conference without a paper in the proceedings of the conference.**

Only an abstract of about 300 words must be submitted for this category.

## Extended Abstract submission guidelines

Extended abstracts must be submitted electronically on the EasyChair website. Go to the Easy Chair system and create an account if you have not used the system before. Log into your account using your Username and Password. To submit an extended abstract, click on the submission link [here](#). The system will take you to the 2024 RAPDASA-RobMech-PRASA-AMI site where you select [author]. On the top menu of this page select "New submission". On the "Select a track" page, click the "Read instructions" button and read the instructions for authors. Select the track relevant for your submission. Complete the electronic form with your abstract information. Your extended abstract must be written separately as a Microsoft Word open XML (file extension docx) document and then uploaded onto the EasyChair system. A template according to which the abstract must be written is available in the top right corner of the page where the abstract is uploaded [Submission templates]. Indicate on the template in which of the above-mentioned categories of the conference you would like to participate and complete your abstract according to the instructions of the template. Upload the abstract onto the EasyChair system by selecting [Choose file] under abstract, locate the abstract on your computer and submit. Do not upload your full paper at this time if you would like to participate in a category where a full paper is required. Your extended abstract first has to be approved before submission of a full paper will be accepted.

**Only two submissions per registration will be accommodated.** To submit another abstract, click on [New Submission] at the top left of the 2024 RAPDASA-RobMech-PRASA-AMI page.

The extended abstracts must be submitted in English and must not exceed 2 pages.

List all the authors and their affiliations clearly (e.g., "University of Pretoria").

Abstracts will be accepted on an ad hoc basis as they are received.

All abstracts will be reviewed and will be selected based on alignment with the conference themes and topics.

Notification of acceptance of an extended abstract by the track chair will be sent via EasyChair e-mail to the author.

The time allotted for each oral presentation will depend on the session to which the abstract is allocated. Normally, this will be 20 minutes.

English will be the language for all presentations.

Failure to register for the applicable pre-conference seminar, or the 2024 RAPDASA-RobMech-PRASA-AMI conference, by the presenting author will automatically imply that the abstract will not be included in the Final Programme and will not be published in the conference proceedings.

## **Full Paper submission guidelines for the 2024 RAPDASA-RobMech-PRASA-AMI seminars and conference**

**To submit a full paper, your extended abstract must first have been accepted.**

Your paper must comply exactly with the instructions and layout of the full paper template and guidelines for authors in the EasyChair system. Papers that do not fully comply will not be accepted for publication.

Accessing the full paper template and related documents

Go to EasyChair and sign in using your Username and Password. Click on [Author]. The page "My Submissions for 2024 RAPDASA-RobMech-PRASA-AMI" will open. In the top task bar under [My Submissions] select the accepted submission for which you want to add the full paper and click on it. The page "2024 RAPDASA-RobMech-PRASA-AMI Submission XXXX" will open. Click on [Add or update files] at the top right corner of this page. The page "Update Files for Submission XXXX" will open. On this page select the link in the sentence "Note that this conference uses submission templates." The page "Submission Templates for Authors" will open. Download the following documents:

- Word template for full papers for 2024 RAPDASA-RobMech-PRASA-AMI
- MATEC Web of Conferences Guidelines for 2024 RAPDASA-RobMech-PRASA-AMI Authors
- Web of Conferences - Publishing Policies & Ethics
- EDP Sciences License Agreement

Authors should read the documents: "MATEC Web of Conferences Guidelines for 2024 RAPDASA-RobMech-PRASA-AMI Authors" and "Web of Conferences - Publishing Policies & Ethics" and comply to these. On final acceptance of the full paper after peer review, authors must complete and submit the "EDP Sciences License Agreement".

Uploading your full paper

Follow the same procedure as above until you are on the page "Update Files for Submission XXXX". In the row "Paper. Upload your paper. The paper must be in

Microsoft Word open XML (file extension docx) format”, click [Choose File], select the paper that you want to upload and click on [Submit]. Note the following:

Papers sent by mail or fax cannot be accepted.

The papers must be submitted in English.

Paper authors whose abstracts are accepted, must submit their papers as soon as possible after abstract acceptance.

All papers will be subjected to a double-blind peer review process by reviewers appointed by the Track Chairs.

Information that will identify the authors will be removed from papers before they are sent for review to ensure that the review process is an unbiased blind review. Reviewers will normally have 4 weeks to review a paper.

Feedback from the reviewers will be communicated by the relevant Track Chair via EasyChair e-mail to the authors. Note that reviewer comments may require rework to the paper, and authors need to plan accordingly.

Final accepted papers must comply fully with the full paper template and guidelines to be ready for publication in the conference proceedings.

Authors of papers that passed the review process successfully must grant EDP Sciences a license to publish their papers and will not be allowed to publish these papers elsewhere.

Papers that are not accepted by the time of the publication deadline, will not be published in the conference proceedings. The author may then still be offered the option to present the topic as a presentation only.

Failure to register as a delegate by the presenting author will automatically imply that the paper will neither be reviewed nor included in the Final Program and will not be included in the Proceedings.

**A maximum of 2 papers are allowed per registered lead author.**

We aim to run a fair and unbiased review process and are open to comments and suggestions. However, the decision of the RAPDASA Editor and Track Chair regarding your submissions must be accepted as final.